

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority:

Cancels:

See Also: POL-U5320.14 Coordinating Exit Interviews

PRO-U5320.14A

COORDINATING EXIT INTERVIEWS

Action by:

Action:

Accounting Services Director

1. **Notifies** Assistant Vice President for Business and Financial Affairs of upcoming exit interview.

2. **Contacts** Assistant to Vice President for Business and Financial Affairs to schedule exit interview and **informs** if there are management letter items or audit findings.

Assistant to Vice President for Business and Financial Affairs

3. **Schedules** preliminary exit interview internal personnel.

4. **Coordinates scheduling** of final exit interview with President's secretary to coincide with BOT meetings.

Assistant Vice President for Business and Financial Affairs

5. **Facilitates** exit interviews.