

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 202
PERSONNEL

Effective date: 10/01/19

Revision date: 9/16/19

Rescinds: GO 202.9 (5/22/02)

New materials underscored

Accreditation Standards:

EMPLOYMENT AND EXIT INTERVIEWS
G.O. 202.9

I. PURPOSE

In an effort to determine the quality of our hiring decision, employee morale, the quality of our management personnel and the reasons employees join and/or leave the organizations, the Maui Police Department will conduct employment and exit interviews.

II. POLICY

The Maui Police Department shall conduct employment and exit interviews to obtain individual evaluations, which may be helpful in the improvement of department operations, policies and procedures.

III. PROCEDURES FOR ADMINISTERING THE EMPLOYMENT INTERVIEW

A. All new employees shall be given an employment interview by the Business Administrator or designee.

1. The individual conducting the interview shall record the employee's responses on the Employment Interview Questionnaire, MPD Form 240.
2. The original questionnaire shall be forwarded to the Administrative Service Section for inclusion in the employee's personnel file.


IV. PROCEDURES FOR ADMINISTERING THE EXIT INTERVIEW

A. All employees leaving the Maui Police Department shall complete an exit interview.

B. The departing employee shall contact the Business Administrator or designee to schedule the Exit Interview.

1. The Exit Interview questionnaire shall be completed prior to the employee's departure.

2. The completed questionnaire shall be forwarded to the Office of the Chief for their review and then returned to the Administrative Services Section for inclusion in the employee's personnel file.


TIVOLI S. FAUMU
Chief of Police