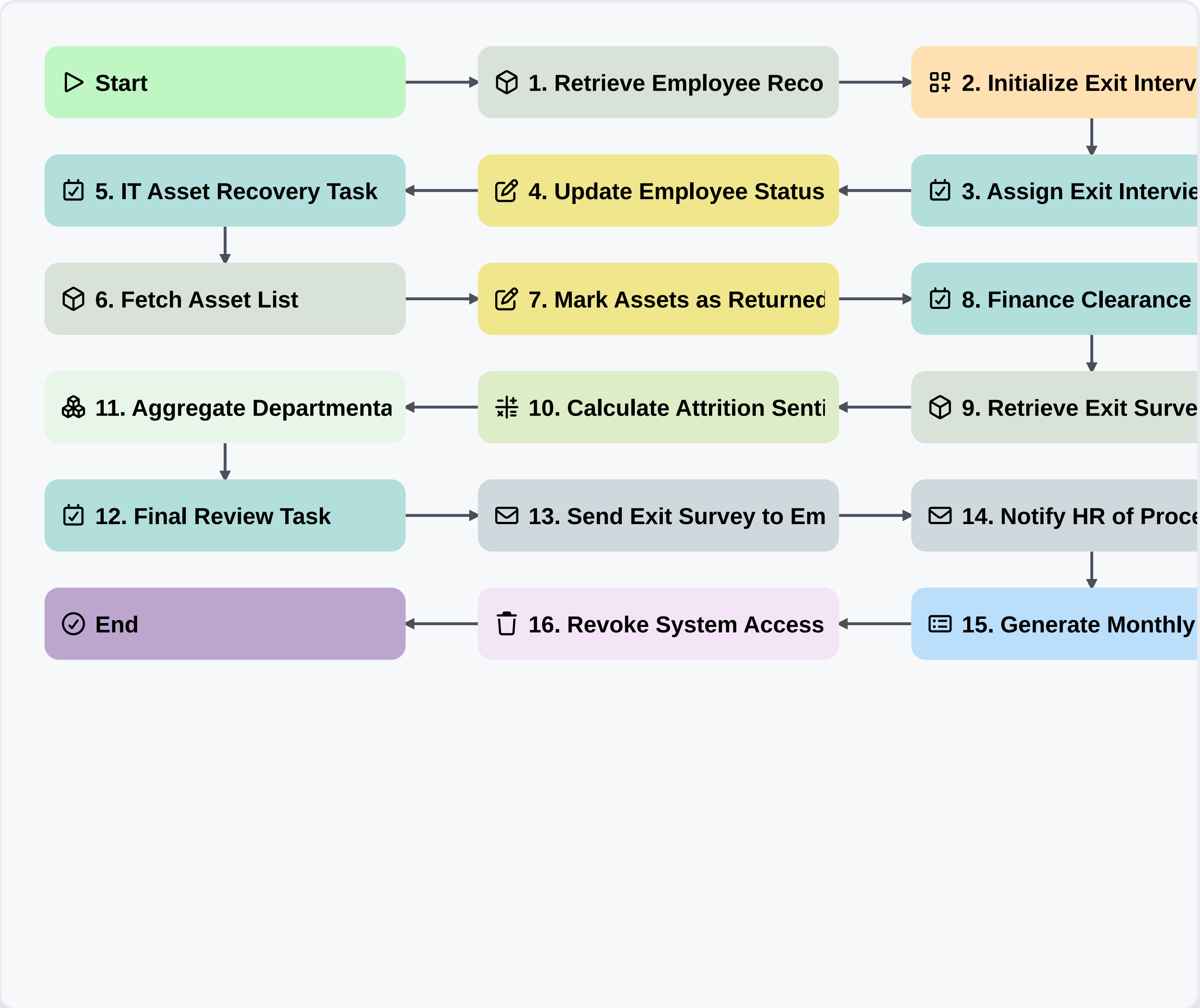
ChecklistGuro

Exit Interview And Feedback Process



Start
Start of the Workflow/Process.

1. Retrieve Employee Record
Fetch the departing employee's profile and department details from the Employee Data Model.

2. Initialize Exit Interview Record
Create a new entry in the Exit Interview Data Model to track the specific departure instance.

3. Assign Exit Interviewer
Create a task for the HR Manager to schedule the interview session.

4. Update Employee Status
Update the employee's status to 'Departing' in the central Employee Data Model.

5. IT Asset Recovery Task
Create a task for the IT Department to collect hardware (laptop, mobile, etc.).

6. Fetch Asset List
Retrieve the list of all company assets currently assigned to the employee.

7. Mark Assets as Returned
Update the status of specific hardware entries to 'Returned' in the Asset Data Model.

8. Finance Clearance Task
Create a task for the Finance team to ensure all outstanding expenses or advances are settled.

9. Retrieve Exit Survey Responses
Fetch the raw data from the submitted digital Exit Survey form.

10. Calculate Attrition Sentiment Score
Execute a formula to convert qualitative survey scores into a numerical sentiment index.

11. Aggregate Departmental Sentiment
Calculate the average sentiment score for the specific department to identify trends.

12. Final Review Task
Create a task for the Department Head to review the interview notes and feedback.

13. Send Exit Survey to Employee
Send an automated email to the departing employee containing the feedback survey link.

14. Notify HR of Process Completion
Send a summary email to HR once all checklist items and tasks are finalized.

15. Generate Monthly Attrition Report
Generate a report aggregating all completed Exit Interview entries for the current month.

16. Revoke System Access
Remove the employee's temporary access permissions from the internal software registry.

End
End of the Workflow/Process.