

Texas Department of Criminal Justice
Guidelines for Conducting a Person-to-Person Interview

1. The interview should be a brief, informal person-to-person interview.
2. The interviewer should obtain information from the separating employee that could be used to enhance operations and improve retention.
3. Notes may be taken during the interview to assist in tracking separation trends. The interviewer shall file such documentation in a separate file maintained for this purpose.
4. The employee may discuss any issues relative to the employee's decision to separate employment.
5. In certain circumstances involving personal issues or formal complaints, the interviewer may recommend the services of the Employee Assistance Program or recommend that the separating employee contact the Employee Relations Intake Team, Human Resources Division. If the separating employee makes a report of a Title VII claim of discrimination or sexual harassment, the interviewer shall notify the Employee Relations Intake Team.