



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMOPERD #01/10
January 5, 2010

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa J. Thienhaus, Director
Department of Personnel

SUBJECT: 2010 Nevada Employee Exit Survey

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

In November 2009 the Department of Personnel solicited agency input for improvements to the process and content of the Nevada Employee Exit Survey. In response to this input the 2010 Nevada Employee Exit Survey has changed in several key ways:

- Survey data will be collected entirely through an online survey tool. When an employee tenders their resignation or provides notice of their intent to move to another agency, the agency will provide the attached memo. The memo includes the online survey address for the employee to access the survey. It is no longer necessary to provide DOP with the employee's e-mail address;
- Should an employee wish to take the survey on paper, an agency personnel representative will collect the paper survey and enter the data online;
- Surveys will now be solicited from employees moving from one State agency to another;
- Survey questions have been streamlined and results will be provided to agency management and human resources staff on a quarterly basis;
- Survey documents are available on the DOP website, located under "Forms/Publications".

The Department of Personnel believes that an employee who chooses to leave their job can provide valuable feedback to help improve the work environment. Employee turnover can result in negative consequences for State departments and agencies including costs related to increased recruitment and training and indirect impacts such as lost productivity and lower morale.

If you have any questions regarding the Nevada Employee Exit Survey, please contact Amy Davey at (775) 684-0125 or adavey@dop.nv.gov.

Thank you for your participation and please let us know if you have additional suggestions for improving the Exit Survey.


TJT:sb/ad



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MEMORANDUM

TO: Nevada State Employee

FROM: Teresa J. Thienhaus, Director 
Department of Personnel

DATE:

SUBJECT: CONFIDENTIAL EXIT INTERVIEW SURVEY

I would like to take a moment to thank you for your service to the State of Nevada. As you are now leaving state employment or moving to another state agency, I am requesting your participation in completing an Exit Interview Survey. The purpose of this survey is to evaluate the level of satisfaction you experienced while working for the State of Nevada and your agency. The survey asks specific questions both internal to the agency you worked for as well as State employment in general.

Your identity is not linked to your survey responses. Your agency will only receive summary reports that compile responses from all employees leaving State service or leaving from their agency.

Survey information will be used by your agency's management to assess the quality of their work environment and identify training needs. The Department of Personnel will use this information to assess the overall satisfaction of employees leaving State service or changing agencies, make recommendations for change when appropriate, and assist departments and agencies with specific challenges in their work environments.

The method for completing the Exit Interview Survey is an online survey tool. To complete the survey online, you will simply type in the following address to your computer's web browser: <http://www.zoomerang.com/Survey/?p=WEB22A2WMGL3NH>. Should you wish to fill out a paper copy of the survey instead, please contact a member of your agency personnel staff.

Again, thank you for your service and for helping make the State of Nevada an even better place to work.

TT:sb/ad

State of Nevada Employee Exit Interview Survey

Please provide the following information about the job you held:

1. Department/agency:
2. Organization/division:
3. Type of service: Classified Unclassified Non-classified Unsure
4. Which Occupational Group did your position fall within?
 Agriculture & Conservation Clerical & Related Services Domestic Services Education
 Engineering, Drafting, Environmental & Land Use Services Mechanical & Construction Trades
 Fiscal or Information Management & Staff Services Administration & Agency Management
 Social or Rehabilitation Services, Parole & Probation Medical, Health & Related Services
 Sworn Law Enforcement Officers Regulatory & Public Safety Library & Archives Unknown
5. Position Title:
6. City where employed: 7. Years of Service:
8. What did you like most about your job and/or agency?
9. What did you like least about your job and/or agency?

10. How satisfied have you been with the following?

By <u>checking</u> the appropriate boxes, please rate your satisfaction with each of the following for the position you left.	<i>Dissatisfied</i> <i>1</i>	<i>Somewhat Dissatisfied</i> <i>2</i>	<i>Somewhat Satisfied</i> <i>3</i>	<i>Satisfied</i> <i>4</i>	<i>Very Satisfied</i> <i>5</i>
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Communication between management and employees Additional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Cooperation and teamwork of co-workers Additional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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By checking the appropriate boxes, please rate your satisfaction with each of the following for the position you left.	<i>Dissatisfied</i> <i>1</i>	<i>Somewhat Dissatisfied</i> <i>2</i>	<i>Somewhat Satisfied</i> <i>3</i>	<i>Satisfied</i> <i>4</i>	<i>Very Satisfied</i> <i>5</i>
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Overall satisfaction with direct supervisor
Additional Comments:

Overall satisfaction with management
Additional Comments:

Opportunities for advancement
Additional Comments:

Interest and challenge of work
Additional Comments:

Flexibility in work scheduling
Additional Comments:

Opportunities for training and development
Additional Comments:

Opportunities for recognition
Additional Comments:

By checking the appropriate boxes, please rate your satisfaction with each of the following for the position you left.	<i>Dissatisfied</i> <i>1</i>	<i>Somewhat Dissatisfied</i> <i>2</i>	<i>Somewhat Satisfied</i> <i>3</i>	<i>Satisfied</i> <i>4</i>	<i>Very Satisfied</i> <i>5</i>
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Compensation

Additional Comments:

Health insurance benefits

Additional Comments:

Paid leave benefits

Additional Comments:

Retirement benefits

Additional Comments:

Working conditions

Additional Comments:

11. Were your duties and work performance standards clearly defined by your supervisor? YES NO

Additional Comments:

12. Did you know how and where to get the information needed to do your job? YES NO

Additional Comments:

13. Did you have the equipment necessary to do your job? YES NO

Additional Comments:

14. Please indicate which of the following applies to you:

- I am leaving State employment
- I am moving from one State Agency to another State Agency

15. Why did you leave your job? (Check all that apply)

- Better benefits
- Pay
- Better job opportunity (private sector)
- Personal reasons
- Better job opportunity (public sector)
- Position eliminated
- Commute
- Position made part-time
- Conflict with Supervisor
- Promotion
- Dissatisfaction with duties
- Relocation/Move
- Family reasons
- Retirement
- Health reasons
- Return to school
- Not challenged
- Work relationships
- Other, please specify _____

16. If you are leaving State employment would you consider re-employment in State government in the future?

- YES NO If not, please explain:

17. What recommendations do you have for improving State employment?

18. If you are moving to another State Agency would you consider re-employment in this agency in the future?

- YES NO If not, please explain:

19. What recommendations do you have for improving employment in the Agency in which you worked?

20. Please provide any other information you feel is relevant.

Thank you for your participation in making the State of Nevada a better place to work!
Please return survey to your Agency Human Resources Department