



DEPARTMENT OF PERSONNEL
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MEMO PERD #03-11
February 1, 2011

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

FROM: Teresa J. Thienhaus, Director
Department of Personnel

SUBJECT: 2011 Nevada Employee Exit Survey

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

The Department of Personnel believes that employees who choose to leave their jobs 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. This year, the Department of Personnel plans to continue to solicit anonymous comments and responses from employees that have voluntarily left State service or transferred to other State agencies. Results have been provided on a quarterly and annual basis to agencies. Listed below are guidelines to distribute the survey:

- Survey data will be collected entirely through an online survey tool. When employees tender their resignation or provide notice of their intent to move to another agency, the agency should provide the attached memo. The memo includes the online survey address for the employees to access the survey;
- If an employee wishes to take the survey on paper, an agency personnel representative should collect the paper survey and enter the data online;
- Surveys should be solicited from employees voluntarily leaving State service;
- Surveys should be solicited from employees moving from one State agency to another;
- Survey results will be provided to agency management and human resources staff on a quarterly and annual basis;
- Survey documents are available on the DOP website, located under "Forms/Publications."

If you have any questions regarding the Nevada Employee Exit Survey, please contact Denise Woo-Seymour at (775) 684-0136 or dseymour@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/dws