



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*

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**MEMO PERD #06/12**

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

FROM: Lee-Ann Easton, Administrator  
Division of Human Resource Management

DATE: January 23, 2012

SUBJECT: 2012 Nevada Employee Exit Survey

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The Division of Human Resource Management 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 Division of Human Resource Management 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 Division of Human Resource Management website at <http://dop.nv.gov/> (formerly The Department of Personnel,) located under “Forms/Publications.”

Please note that due to the merger of a number of agencies, revisions have been made to several survey questions. If you have any questions regarding the Nevada Employee Exit Survey, please contact Denise Woo-Seymour at (775) 684-0149 or [dseymour@admin.nv.gov](mailto:dseymour@admin.nv.gov).

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

LE:sb/dws/tp



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