



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov)

**MEMORANDUM**  
**HR#76-15**

December 28, 2015

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

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

**SUBJECT:** 2016 CONFIDENTIAL EXIT INTERVIEW 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. Through the online [2016 State of Nevada Employee Exit Interview Survey](#), 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 are provided to agency personnel liaisons on a quarterly basis. 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.
- As an alternative, employees may take the [paper version](#) of the survey if they wish. An agency personnel representative can print a copy of the survey from the Division of Human Resource Management's website for the employee and collect the paper survey

before forwarding it to the Division of Human Resource Management so that the Division can enter the data online. The Division's address is also listed on the survey if the employee would like to mail it directly.

- Surveys should be solicited from employees voluntarily leaving State service and employees moving from one State agency to another.

If you have any questions regarding the State of Nevada Employee Exit Survey, please contact Michelle Garton at (775) 684-0136 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

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

LE:mg/tp



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**MEMORANDUM**

**TO:** Nevada State Employee

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

**SUBJECT:** 2016 CONFIDENTIAL EXIT INTERVIEW SURVEY

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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 the online [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 pertaining 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 the agency.

The Division of Human Resource Management provides agencies with survey results on a quarterly basis. The survey information collected will be used by your agency's management to assess the quality of the work environment, identify training needs, assess overall satisfaction, make changes when appropriate, and assist departments with specific challenges in their work areas.

Should you wish to fill out a paper copy of the survey instead, please contact a member of your agency personnel staff or by printing it using the following link [Exit Interview Survey Paper Version](#).

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

LE:mg/tp