



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#03-19

January 7, 2019

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: CONFIDENTIAL EXIT INTERVIEW SURVEY

The Division of Human Resource Management would like to take this opportunity to remind you about the confidential Exit Interview Survey. The Division 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 [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 is collected 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 complete 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 Kristen Hanson at (775) 684-0148 or khanson@admin.nv.gov.

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

PL:krh/cl