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Susanne R. Young, Secretary

TO: Agency and Department Heads
FROM: Susanne Young, Secretary of Administration
DATE: October 11, 2017
RE: Employee Engagement Survey

The Department of Human Resources (DHR) will launch the fifth annual 2017 Employee Engagement Survey to all executive branch employees on Monday, October 16th. When Vermont state employees demonstrate a passion for the mission and vision of the organizations they serve, they drive innovation to move our state forward to achieve key priorities. Past surveys have provided a wealth of information about the level and quality of engagement that state employees, especially our front-line workers, experience in their daily work in individual departments and for the State of Vermont as one of the State's largest employers.

Every year the results have helped department and agency heads understand the positive aspects of their workplace and gain valuable insight into how the experience could be improved. As we work to achieve our key priorities to grow the economy, make Vermont more affordable, and protect the most vulnerable, a workforce engaged and working at its full potential is critical. Candid feedback from employees about how we can help them be at their best-productive and satisfied at work-should be embraced.

Past surveys have resulted in several meaningful changes within individual departments and statewide, including:

- The development of an online New Employee Orientation to improve the employee onboarding experience, and increase engagement and retention.
- The development and delivery of a statewide supervisory training program that provides consistent guidance and best practices for all supervisors and managers.
- Workplace safety training designed to support employees and increase the security of our organization.

This anonymous survey will be open for two weeks beginning Monday, October 16 until Friday, October 27, 2017. DHR will compile the results and prepare a summary analysis report that will be distributed to all appointing authorities. DHR Field Operations staff and internal consultants from The Center for Achievement in Public Service (CAPS) will be available to assist with interpretation of the results and to consult about how best to address areas of concern reflected in the findings. Last year's survey results can be reviewed on the DHR web site: <http://humanresources.vermont.gov/data/employee-engagement>

Robust employee participation makes for a more useful survey. Please encourage your employees to participate. We want to hear from them.

Thank you for all you do and for taking time to assist in this important annual event.

