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*Sarah Clark, Interim Secretary*

**TO: Appointing Authorities**  
**FROM: Sarah Clark, Interim Secretary of Administration**  
**DATE: June 4, 2024**  
**RE: Annual Employee Engagement Survey Begins June 10, 2024**

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The Department of Human Resources (DHR) will launch the annual Employee Engagement Survey to all Executive Branch employees on Monday, June 10, 2024.

This is our annual opportunity to gather candid feedback from employees about how we can help them be at their best - productive and satisfied at work.

This year's survey will be comprehensive. In addition to the base survey, there will be questions on organizational culture, telework, psychological safety, work engagement, and an opportunity to identify reasons why employees stay with the State of Vermont and reasons that might lead them to decide to leave.

The survey will be distributed not only to classified and exempt employees, but also all temporary employees as of the date of the survey.

Survey results have helped agency and department heads understand the positive aspects of their workplace and gain valuable insight into how the experiences can be improved. This is particularly important as we continue to see difficulty with recruitment and retention.

The 2024 Employee Engagement Survey is anonymous and will be open for three weeks beginning Monday, June 10, 2024, until Friday, June 28, 2024.

Once the survey is completed, DHR will compile and present the results on an interactive dashboard distributed to all appointing authorities. A dashboard and a summary analysis report will also be available on the DHR web site. DHR Field Operations staff 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. Results from the last survey in 2023 can be reviewed on the DHR web site: <https://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 with this important event.