



Dear State Employees,

The Department of Human Resource Management (DHRM), **Office of Workforce Engagement is accepting content for the 2024 fall issue of our Employee Experience Magazine - A magazine designed for Employees by Employees.** Let's celebrate and recognize our Public Servants!

We want to hear from you. Please share your experiences, stories of public service, and moments of recognition. This issue's theme, **"Faces of Public Service"**, will shine a spotlight on the invaluable contributions each state employee makes to our organization and the communities we serve. From acts of kindness to remarkable achievements, your commitment to service is truly inspiring, and it's time to recognize and celebrate these efforts.

What to send:

- Written articles of serving the community or charity work through volunteerism, community outreach, and acts of service (300 words or less)
- Artwork or photos conveying new initiatives or programs within your agency
- Stories of outstanding state employees who have gone above and beyond in their roles, showcasing their growth and accomplishments
- Poems
- New health and wellness programs/initiatives or recipes
- Fun Facts and Trivia: Interesting volunteerism facts, trivia questions, or puzzles to engage and entertain employees
- Advertisements: What's new in your agency? From recognition programs to employee perks and benefits

Entry rules and details:

- One page or less (300 words or under)
- If submitting a picture or image, please provide Alt Text that describes the picture (see [guidelines](#) to make your contribution accessible to all)
- **Please note that ANY image without an alt text caption will not be utilized in the publication)**
- Word format for **all** written contributions
- Font size 16
- Font style – Times New Roman
- Line spacing 1.5.
- Jpg format for images

- Entries should include a short bio (name, agency, job title). Pictures are welcome.

Content should be submitted directly to EmployeeExperience@dhrm.virginia.gov before Friday, August 30, 2024.

Alternative Text/Image Description Guidelines

What is it?

- Alt text is a text-based description of the salient visual components of an image or graph that allows screen reader users to understand what is in the image.

Why?

- When a screen reader encounters an image, it can announce to the user that the image is there.
- It cannot, however, let the user know what is in the image. The content creator needs to do that.

How?

Alt text needs to be relevant to why the image was included in the content and should not include a detailed description of every visual element of the image. Think about why you are including the image when writing the description.

Decorative elements that do not convey content can be marked “decorative”, so the screen reader knows not to announce them.

[For more info, guidance, and tips, click here.](#)