



HR Highlights November 2022

Reminder: Agencies Can Send Employees the Exit Survey

The Commonwealth of Virginia Exit Survey was designed to be a tool for agencies to explore their employee experience and identify potential opportunities to increase employee retention and engagement. To better reflect the employee experience, it is critical to encourage as many employees as possible leaving employment to participate in the exit survey.

Agencies can increase participation in the survey by launching it themselves, rather than waiting for the employee to receive the vendor's invitation several weeks after an employee resignation. The Exit Survey HR Admin Tool allows Agencies to send an invitation with a survey link via email or launch the survey immediately while the employee is still at work. These options will improve the response rate and provide real time feedback.

[This Webinar](#) provides more information and a brief preview of HR Admin Tool.

To request access for the HR Admin Tool, please complete this google form: [HR Admin Tool Access](#).

For questions regarding the Exit Survey or HR Admin Tool, please contact christopher.kinney@dhrm.virginia.gov.

Exit Survey Reporting Access

To gain the full value of the Exit Survey, it is essential for agencies to consistently monitor and review the results. Though DHRM can provide reports as needed, Agency HR contacts have direct access to view the reports at any time. Reports for the Exit Survey are generated for each quarter and for the fiscal year.

We highly encourage agencies to routinely review their reports and update access contacts, when needed. For questions regarding the Exit Survey Reports, confirm your Agency contact, or to request access, please contact christopher.kinney@dhrm.virginia.gov.

Workforce Plans...What Now?

Thank you to the agencies who have submitted their Workforce Plans. DHRM understands that Agencies had multiple high priority initiatives occurring simultaneously, especially with Cardinal Release 3, and are glad we were able to provide some flexibility to meet this mandate.

We are currently finalizing the WFP compliance and summary reports. Please submit any outstanding plans as soon as possible. Per the mandate, the annual plans were due to DHRM by September 30th and we will need to note plans that were not received in the report.

Since we began elevating our approach to workforce planning to be more strategic and holistic earlier this year, DHRM received feedback from agencies inquiring what happens after plans are submitted. With this in mind, we are excited to share that DHRM is developing a new Benchmarking tool for agencies to compare their plans to aggregate data from all plans submitted.

The release date of the Benchmarking tool will be announced in a future DHRM Highlights. Stay tuned for updates.