

### What is the exit survey?

The purpose of the exit survey is to obtain resigning employee feedback to gain a **deeper understanding for reasons for employee turnover** and to identify opportunities across the Executive Branch for addressing turnover reasons.

### Who can participate in the exit survey?

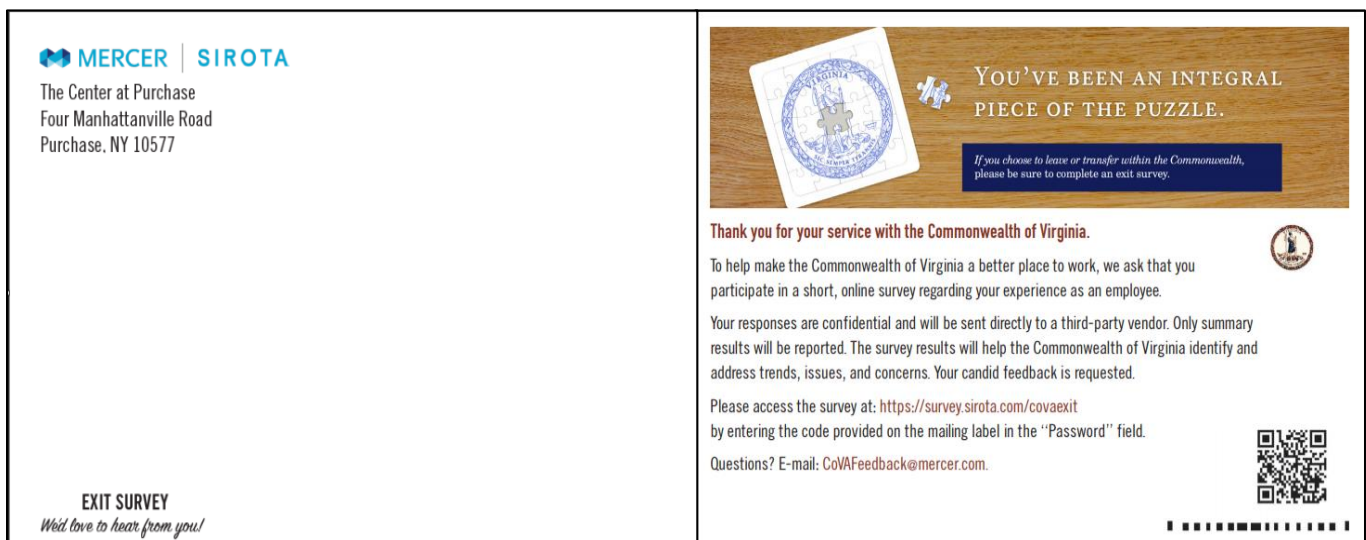
Executive Branch **classified employees who resign** from employment with the Commonwealth will be provided with two options for participating in the survey.

### How can I participate in the exit survey?

Once deciding to resign, you should contact your Agency Human Resources Office or Management Staff to let them know how you would prefer to receive an invitation to participate in the exit survey. Your agency will collect your personal email address if you prefer to receive an email invitation. If you prefer to receive a postcard at your home address, your agency will verify your home mailing address.

### What does the postcard look like?

If you choose to receive a postcard with your invitation to participate in the survey, you will receive a postcard that looks like this at your home address.



### What does an email invitation look like?

If you prefer to receive an email invitation to participate in the survey, you will receive an email from Mercer | Sirota at the email address you provided to your agency.

### How long is the survey?

The survey has a series of questions and should take 10-15 minutes to complete.

### Who sees my responses?

Survey responses are collected by a third-party vendor, Mercer | Sirota, to ensure confidentiality of survey feedback. Summarized aggregate feedback is available to agencies once 5 or more responses have been received to further ensure confidentiality of responses.

### Who do I contact if I have questions?

You may contact your Agency Human Resources Office or the DHRM Workforce Planning Consultant to answer any questions that you may have about the exit survey.

Email: [dhrm.wfp@dhrm.virginia.gov](mailto:dhrm.wfp@dhrm.virginia.gov)

Phone: 804.225.2507