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Susanne R. Young, Secretary

TO: **Appointing Authorities**
FROM: **Susanne R. Young** Susanne R. Young Digitally signed by Susanne R. Young Date: 2021.03.23 09:27:41 -04'00'
DATE: **March 23, 2021**
RE: **Annual Employee Engagement Survey Begins March 29, 2021**

The Department of Human Resources (DHR) will launch the annual Employee Engagement Survey to all executive branch employees on Monday, March 29th. Unfortunately, last year the survey was launched just days before Governor Scott declared a state of emergency due to the COVID-19 pandemic. That survey was cut short as employees mobilized to respond to the pandemic and many employees were directed to begin working remotely.

A bit over a year later we now have another opportunity to gather candid feedback from employees about how we can help them be at their best - productive and satisfied at work.

This year, in addition to the base survey, there will be a new section to give employees an opportunity to "rank" issues that they feel need improvement or those that are most successful within their department, a section devoted to diversity, equity and inclusion issues and, for Agency of Human Service employees, a trauma informed workforce assessment.

When Vermont state employees demonstrate a passion for the mission and vision of the organizations they serve, they drive innovation to help our state achieve success with its 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.

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. As we continue to work to achieve our key goals to grow the economy, make Vermont more affordable, and protect the most vulnerable, a workforce that is engaged and working at its full potential is critical. This is particularly important now that as an organization we emerge from the pandemic.

The 2021 Employee Engagement Survey is anonymous and will be open for two weeks beginning Monday, March 29, 2021 until Friday, April 9, 2021. On March 29, DHR will email employees the survey notification and instructions. Employees will also receive notice about the upcoming survey in the HR Connect e-newsletter distributed March 30th.

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Once the survey is completed, DHR will compile the results and prepare a summary analysis report that will be available on the DHR web site and 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. Results from the last survey in 2019 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 in this important event.

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