



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Staff Exit Survey – Department of Administrative Services (DAS)

Section – Policy Number:

D: Personnel Management – 3.5.a

Supersedes:

N/A

Effective Date:

03/28/2008

Date of Last

Review/Revision:

None

Related Standards and References:

- OYA policy: [I-D-3.5](#) (Exit Interviews)

Related Procedures:

- None

Interpretation:

Employee Services

Approved:

Robert S. Jester, Director

I. PURPOSE:

This policy implements the Department of Administrative Services (DAS) confidential electronic exit survey of staff leaving the OYA as a result of resignation or transfer to another state agency.

II. POLICY DEFINITIONS:

None

III. POLICY:

The State of Oregon and OYA is concerned with the occupational satisfaction of its staff and in retaining well-qualified and capable staff. In order to ensure a working climate conducive to productivity and job satisfaction, it is essential that management at all levels of the agency be aware of staff perception of the agency and concerns that contribute to a staff's departure.

This policy describes the DAS exit survey facilitated by Employee Services to solicit feedback from staff leaving state service or transferring to another state agency.

IV. GENERAL STANDARDS:

A. Notice of Resignation or Transfer

Upon receipt of notice from staff of their intent to resign from state employment or transfer from OYA to another state agency, the supervisor/manager will immediately notify a Human Resources Assistant in the Employee Services Unit by email of such event.

B. Notice to Staff

1. A Human Resource Assistant will immediately send an email to the staff's work email address with the following message and current link to the Department of Administrative Service's survey:

We understand that you are leaving your position in our agency. We appreciate your feedback as an employee of state government and would like to learn more about your employment experience. The survey you are about to complete has been created by the State of Oregon to gather data about why people take jobs in state government, their employment experience and why they choose to change jobs. The responses you offer are strictly confidential and will be used only to assess how we are performing as an employer and what areas we can improve upon. This is a web-based survey tool that does not require your identification. You may use state equipment to access the survey or access the survey through any internet connection.

The information you can provide is very important to us. Please take the time to complete the survey. Thank you.

2. The DAS staff exit survey data will be compiled and communicated to OYA according to DAS policy.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO