

**State of Vermont**  
**Agency of Administration**  
**Office of the Secretary**  
Pavilion Office Building  
109 State Street, 5<sup>th</sup> Floor  
Montpelier, VT 05609-0201  
[www.aoa.vermont.gov](http://www.aoa.vermont.gov)

[phone] 802-828-3322  
[fax] 802-828-2428

*Kristin L. Clouser, Secretary*

**TO: Appointing Authorities**  
**FROM: Kristin Clouser**  
**DATE: April 6, 2022**  
**RE: Annual Employee Engagement Survey Begins April 11, 2022**

The Department of Human Resources (DHR) will launch the annual Employee Engagement Survey to all executive branch employees on Monday, April 11<sup>th</sup>.

This is our annual 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 that will be devoted to *exploring issues around employee retention* and a section devoted to diversity, equity and inclusion issues.

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 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. This is particularly important now as we see unprecedented levels of turnover and difficulty recruiting and filling our vacancies.

The 2022 Employee Engagement Survey is anonymous and will be open for three weeks beginning Monday, April 11, 2022, until Friday, April 29, 2022 (we are adding additional time this year because many employees will be out because of school spring vacations the week of the 17<sup>th</sup>). On April 11<sup>th</sup>, DHR will email employees the survey notification and instructions.

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 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 2020 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.