



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-24

DATE: June 10, 2004

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP
Administrator and Cabinet Secretary of Human Resources
and Administration 

RE: **Online Exit Interview Survey**

The Office of Personnel Management has developed an online exit interview survey to help analyze and understand the causes of voluntary separations in Oklahoma state government.

Our research has convinced us that the most effective way to gather data related to the causes of separation is through the use of a comprehensive web-based exit interview survey that identifies employees by agency only. We believe this tool will insure a high response rate from separating employees and increase the validity of the exit data.

We are implementing the following measures to insure user confidentiality, prevent unauthorized use, and encourage candid, honest and valid responses:

- The survey does not require employees to provide their names or other identifying information other than their job family and employing agency.
- Agencies will receive compiled results, rather than individual responses.
- A user name and password will be required in order to access the survey. Agency Human Resources departments will control the accessibility of the user name and password to prevent unwarranted usage. They may choose to require the employee to complete the survey on a computer dedicated to that purpose or have an HR representative enter the user name and password directly into the employee's workstation computer.

We hope use of this survey will become a part of your agency's standard Human Resources practices. We believe the survey will identify most, if not all relevant exit data; however, it does not include any issues unique to a specific agency. Therefore, some agencies may elect to use the OPM exit survey in combination with existing surveys developed specifically for their use.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."

We will provide agencies periodic reports on the results we collect. The frequency of our scheduled reports will depend on the agency's size as follows:

2,000 or more employees	Monthly
750 -1,999 employees	Quarterly
Less than 750 employees	Semi-annually

You may request more frequent reports than this schedule provides if you wish. Also, a comprehensive report of results for all state agencies will be included in OPM's Annual Compensation Report and OPM's Annual Report for the Fiscal Year.

Your agency HR Director will receive an e-mail message during the week of June 14, 2004, including instructions for accessing the online survey and a user name and password.

If you have questions regarding the OPM Exit Interview Online Survey, feel free to contact James Perez, OPM Workforce Planning Specialist, at (405) 521-6327 or at james.perez@opm.state.ok.us