



**OKLAHOMA**  
Office of Management  
& Enterprise Services

**AAA Memo HCM 22-13**

**Date:** Aug. 3, 2022

**To:** All Appointing Authorities  
**From:** Jake Smith, HCM Administrator  
**Re:** State Employee Lifecycle Survey Program

Please be advised that as of Aug. 15, 2022, OMES will be establishing a State Employee Lifecycle Survey Program for the administration of employee-related surveys. The program's goal is to assist agency partners by providing information and resources to improve overall agency and state government work culture and support the state's top asset, state employees. The program will gather feedback from employees at various stages of employment, including onboarding, exit and engagement, as well as from other employee lifecycle surveys as needed, for understanding the Oklahoma state government workforce and working environment. These surveys will be standardized and issued on a routine basis to provide insight into employee perceptions about working for the State of Oklahoma. The program will focus on employee feedback to understand satisfaction, engagement and intent-to-stay factors that may impact agency productivity and retention. The program will also provide action planning resources to agencies.

This program goes into effect on Aug. 15, 2022, to measure our current employee satisfaction, engagement and intent-to-stay levels and to understand how to help manage and mitigate risks associated with unwanted turnover. The surveying program will use employee data contained within the state's HRIS to distribute the program's surveys. Employee feedback will be summarized and provided to agencies along with a statewide annual summary report.

Onboarding surveys are used to evaluate feedback from new employees on the first 90 days on the job. These surveys will be distributed throughout the year as needed based on a new employee's service time with an agency. Exit surveys are used to gather information from employees leaving state service. These surveys will be distributed throughout the year as needed based on employees ending their employment with an agency. The Oklahoma State Employee Engagement Survey (OKSEES) is designed to solicit feedback from state employees concerning the current work environment at their agencies and is distributed annually to eligible active state employees. Pulse surveys are designed to be a shorter and more frequent check-in to gather feedback related to specific areas of interest and are distributed as needed. Ad-hoc employee-focused surveys may be distributed as needed as well.

[Select for more information about the State Employee Lifecycle Survey Program.](#)