

2021 Employee Engagement Survey Timeline UPDATED 12/21/21

By When	Who	What
Tues, June 29	OFM-SHR and Agencies	Survey Process Kickoff Meeting – Overview of process, 2021 survey questions, expectations, importance of leadership, and timeline.
Tues, July 27	OFM-SHR and Agencies	Agency-Specific Questions Meeting – Identifying purposeful survey questions, what other agencies are asking, and what you can learn.
Fri, July 30	Agencies	Participation Deadline Day - Inform OFM-SHR of the following: <ul style="list-style-type: none"> Participation in survey (opting out) If self-administering survey If you would like paper copies of survey
Tues, August 10	Agencies that are adding agency-specific questions	Final Agency Added Questions Due – All agency-specific questions must be submitted to ensure proper administration of survey.
Tues, August 17	OFM-SHR and Agencies	Communications Meeting – Review of survey communication types, incentivizing participation, deploying survey, and what to expect when survey closes.
Fri, September 3	OFM-SHR	DRAFT 2021 Survey Sent – Agencies will receive draft survey link from OFM-SHR. Agencies will review, test, and provide feedback on any potential critical changes needed.
Fri, September 3	OFM-SHR	Self-Administer Data Template Sent – Agencies that indicate self-administration of survey will receive an Excel workbook with precise response format standards and data collection for submission to OFM-SHR.
Mon, September 20	Agencies	Survey Corrections Due – Provide any corrections to survey preview link (including agency-specific questions, response options, skip logic, “inform” text in the preview link) to josh.calvert@ofm.wa.gov .
Thurs, October 28	OFM-SHR	Official Survey Link Sent to Agencies – OFM-SHR provides link that will go live on Nov 1.
Mon, November 1	Agencies	Survey Live – Survey must be accessible to all employees. Collect paper copies, if relevant, and enter into the dedicated paper survey link. Send reminders if needed to staff.
Mon-Wed, November 1-3	Agencies	Real-Time Response Counts Available – OFM-SHR begins sending out access to real-time agency and divisional breakdowns of responses collected.
Mon, November 8, 15, 22, 29	OFM-SHR	Survey Updates – OFM-SHR will provide weekly updates during fielding period on response counts, response rates, tips, and news.
Mon, November 22	OFM-SHR	Headcount and Response Rates Available – OFM-SHR will pull HRMS data for agency headcount on 11/1.
Fri, December 3	OFM-SHR	Survey Closes – SurveyMonkey links close (paper survey links still open).
Fri, December 10	OFM-SHR	Paper Survey Link Closes – Link will close at 5pm.
Fri, December 17	Agencies that administered their own survey	Self-Administered Survey Data Due – Any agency that self-administers their data must have survey results to OFM-SHR.
Thurs, February 3	OFM-SHR	Official Response Rates and Survey Results Available – Statewide and high-level agency results in PowerBI dashboard. **Excludes agency specific dashboards and raw data**
Mon, February 7	OFM-SHR	Agency Specific Data – Agency data will begin to be distributed week of February 7 th . Please allow up to two weeks. Will include PowerBI dashboard for agency specific questions (if requested), raw data (minus demographic data, and basic Excel report of summary data.
Mon, February 21	OFM-SHR	Additional Data Requests – Agencies requesting additional data or analysis beyond what’s noted for February 7 th will be available no earlier than February 21 st