HR Management Report Instructions:

**WHO:** All General Government Agencies with 100 or more employees as of June 30, 2017

Please share this message internally, as appropriate.

**WHAT:** Annual HR Management Report Instructions

**WHY:** The annual HR Management Report measures and monitors the state’s workforce management practices. A key component of this process is the Agency HR Management Report process.

**WHEN:** **By the end of business on October 13, 2017, please submit your agency’s annual HR Management Report and Affirmative Action policy.**

**MESSAGE:**

It’s time for the annual HR Management Report!

**What do you need to do?** **By October 13, 2017**:

1. Submit your agency’s annual HR Management Report using the SurveyMonkey link sent out previously.
   * **How will this information be used?** Agency responses will be used by OFM State Human Resources, HR governance and community groups, and agency leaders to identify and anticipate HR management issues, assess progress toward key statewide initiatives, enable data-driven HR management strategies, and improve processes and recognize HR management successes.
   * **Who should complete the survey?** The survey should be completed by an HR manager or designee. It should reflect your agency’s perspective. If multiple employees are involved in reporting, these responses should be compiled into a single response per agency.
   * **What information should you consider?** As in prior years, we strongly recommend that you refer to the Statewide HR Management Report (xlsx format) for your analysis. Other data sources to consider include, but are not limited to, your agency’s Employee Engagement Survey results and Exit Survey results.
   * **How detailed should my responses be?** The survey asks agencies about workforce successes, challenges and strategies. It also assesses progress toward several workforce-related initiatives and executive orders. Your responses should be brief but descriptive. We have included examples with each question that requires a narrative response. Please use the examples as your guide.
   * **How long will it take to complete the survey?** The survey includes 50 questions and should take approximately 1-2 hours to complete (e.g., data entry) with advanced preparation. To prepare, you will need to spend additional time researching strategies, analyzing data, and drafting your responses. The exact amount of time needed for this preparation will vary based on a number of factors, such as the size and complexity of your agency and your familiarity with the data and your agency’s strategies. We encourage you to begin work on your agency reporting as soon as possible to allow sufficient time for research, analysis, drafting and internal discussions/reviews. Please submit a complete survey response, including answers to all required questions marked with an asterisk (\*).

The editable Word version of the survey (Part One and Part Two) should be used to prepare your agency responses before sitting down to enter them into SurveyMonkey. **You can edit your responses, save and return to the survey as long as you use the same device and web browser (because a cookie is stored in your browser that remembers your survey responses). Cookies must be enabled for this feature to work.** You can copy and paste from your final Word version into the text and comment boxes in SurveyMonkey.

**If you need links to the Agency HR Management Report Survey or the editable Word version of the survey, please email** [SHRPlanning@ofm.wa.gov](mailto:SHRPlanning@ofm.wa.gov).

1. Submit a copy of your agency’s Affirmative Action policy to OFM State HR by email to [SHRPlanning@ofm.wa.gov](mailto:SHRPlanning@ofm.wa.gov).

**Have Questions? Need Assistance?**

For questions, contact Sue Richards at (360) 407-4144 or [sueann.richards@ofm.wa.gov](mailto:sueann.richards@ofm.wa.gov) or the team using the [SHRPlanning@ofm.wa.gov](mailto:SHRPlanning@ofm.wa.gov) email address.

For more information, visit the [HRM Report site.](http://hr.ofm.wa.gov/workforce-data-planning/hr-management-performance-accountability/statewide-hrm-reports)