

## 2021 Employee Engagement Survey Timeline UPDATED 9/27/21

By When	Who	What
Tues, June 29	OFM-SHR and Agencies	<b>Survey Process Kickoff Meeting</b> – Overview of process, 2021 survey questions, expectations, importance of leadership, and timeline.
Tues, July 27	OFM-SHR and Agencies	<b>Agency-Specific Questions Meeting</b> – Identifying purposeful survey questions, what other agencies are asking, and what you can learn.
Fri, July 30	Agencies	<b>Participation Deadline Day</b> - Inform OFM-SHR of the following: <ul style="list-style-type: none"> <li>Participation in survey (opting out)</li> <li>If self-administering survey</li> <li>If you would like paper copies of survey</li> </ul>
Tues, August 10	Agencies that are adding agency-specific questions	<b>Final Agency Added Questions Due</b> – All agency-specific questions must be submitted to ensure proper administration of survey.
Tues, August 17	OFM-SHR and Agencies	<b>Communications Meeting</b> – Review of survey communication types, incentivizing participation, deploying survey, and what to expect when survey closes.
Fri, September 3	OFM-SHR	<b>DRAFT 2021 Survey Sent</b> – 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	<b>Self-Administer Data Template Sent</b> – 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	<b>Survey Corrections Due</b> – Provide any corrections to survey preview link (including agency-specific questions, response options, skip logic, “inform” text in the preview link) to <a href="mailto:josh.calvert@ofm.wa.gov">josh.calvert@ofm.wa.gov</a> .
Thurs, October 28	OFM-SHR	<b>Official Survey Link Sent to Agencies</b> – OFM-SHR provides link that will go live on Nov 1.
Mon, November 1	Agencies	<b>Survey Live</b> – 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	<b>Real-Time Response Counts Available</b> – OFM-SHR begins sending out access to real-time agency and divisional breakdowns of responses collected.
Mon, November 8, 15, 22, 29	OFM-SHR	<b>Survey Updates</b> – OFM-SHR will provide weekly updates during fielding period on response counts, response rates, tips, and news.
Mon, November 22	OFM-SHR	<b>Headcount and Response Rates Available</b> – OFM-SHR will pull HRMS data for agency headcount on 11/1.
Fri, December 3	OFM-SHR	<b>Survey Closes</b> – SurveyMonkey links close (paper survey links still open).
Fri, December 10	OFM-SHR	<b>Paper Survey Link Closes</b> – Link will close at 5pm.
Fri, December 17	Agencies that administered their own survey	<b>Self-Administered Survey Data Due</b> – Any agency that self-administers their data must have survey results to OFM-SHR.
Wed, January 5	OFM-SHR	<b>Official Response Rates and Survey Results Available</b> – Statewide and high-level agency results in PowerBI dashboard. <b>**Excludes agency specific dashboards and raw data**</b>
Mon, January 10	OFM-SHR	<b>Agency Specific Data</b> – Agency data will begin to be distributed week of January 10 <sup>th</sup> . Please allow up to two weeks. Will include PowerBI dashboard for agency specific questions ( <b>if requested</b> ), raw data (minus demographic data, and basic Excel report of summary data.
Mon, January 24	OFM-SHR	<b>Additional Data Requests</b> – Agencies requesting additional data or analysis beyond what’s noted for January 10 <sup>th</sup> will be available no earlier than January 24 <sup>th</sup>