

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A)

Date: May 4, 2021

From: Debora Boutté, Personnel Services Officer

Subject: Help us help you: Take the EHSD Personnel Survey Today!

The Personnel Services Division has launched a survey to develop a quantitative and qualitative baseline that will identify areas of improvement in our customer service delivery. As an employee of Employment and Human Services Department, you have the opportunity to lead the way in defining and enhancing our Personnel Services Division by providing your honest, open, and confidential opinions about the quality of our services.

A few notes about the survey:

- While providing your name is not mandatory, doing so will help us better analyze the results and target areas for improvement.
- It should take approximately 15 minutes to complete.
- You may take the survey at any time from any device until the date of close.



To begin the survey, click on this link:

<https://www.surveymonkey.com/r/XNMG7K7>.

Please complete the survey by Tuesday, May 18th at 5:00 PM.

Thank you in advance for your time and assistance.