

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A)

Date: May 19, 2021

From: Personnel Services

Subject: EXTRA! EXTRA! Personnel Survey Extended to Friday, May 21

We want to make sure your voice is heard so we're extending the survey.

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.

**KEEP
CALM
THE
DEADLINE IS
EXTENDED**

To begin, click on this link:

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

**Please complete the by
Friday, May 21 at 5:00 PM.**