

Exit Survey

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The population of potential respondents is the total number of employees who separate from an agency. Depending on the exit procedures, some, all, or none of them will have already separated when they receive the survey notification. We estimate the response rate to be 35%, based on rates observed by other providers.

2. Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**

Given the size of our client agencies and the relatively small number of employees who separate, we expect that no sampling will be needed.

- **Estimation procedure,**

Not applicable

- **Degree of accuracy needed for the purpose described in the justification,**

Not applicable

- **Unusual problems requiring specialized sampling procedures, and**

Not applicable

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Respondents only have one opportunity to complete the survey.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Depending on our client agency's exit procedures, respondents will receive an initial notification and up to two reminder notices. We recommend that the exit procedures encourage separators to complete the survey by, for example, including it as a step in an "exit checklist" and having supervisors or the HR department verbally encourage the separator to complete the survey. For surveys administered on-line, we make the survey as easy as possible to complete, by using direct-link access and save-and-return functionality. After data collection, respondent demographics are, whenever possible, compared to population demographics to ensure representativeness. If the data is found not to be representative, the results may be weighted.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

Surveys are pilot tested with a small set of either actual employees or subject matter experts within our client agency, as appropriate. The pilot test serves to validate survey content and administration procedures, and to estimate the actual time needed to complete the survey.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

All survey administrations and analyses, including statistical aspects of the designs, will be led by project managers in the Assessment Service Branch of OPM. Project managers have either a Master's or Doctoral degree in Industrial/Organizational Psychology or a closely related field. All project work is conducted under the guidance of one or more of the following senior psychologists:

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