



Commonwealth Workforce Planning Program

Employee Mobility Information Program

The commonwealth's employee mobility program collects data on employees entering, transferring within, and exiting state organizations and agencies. The surveys began to be deployed in January 2007. [Management Directive 505.15](#), Employee Mobility Information Program, provides the governing policy and procedures.

Data collected is used to identify employee preferences and address systemic issues which lead to employee turnover. Employees are notified electronically and invited to respond to the appropriate survey. The information contained in these surveys is confidential unless the information disclosed reveals harassment or other illegal or discriminatory activity.

Transfer surveys are prompted by personnel actions and are distributed automatically. Designated HR staff initiate the distribution of the exit survey when an employee is identified to be voluntarily leaving state government. Data for all three are deposited in a centralized database for recording and analysis.

The current employee mobility program provides an approach that is:

- mandated for all agencies under the Governor's jurisdiction;
- automated through use of computer-based, online surveys and a centralized database;
- used centrally by OA to capture and analyze enterprise-wide data;
- used by individual agencies to determine agency-specific trends; and
- targets three mobility phases – entrance, transfer, and voluntary exit – using the New Hire Survey, Employment Change (Transfer) Survey, and Exit Information Survey.

Examples of the new hire entrance, employment change (transfer), and exit information surveys and the corresponding introductory messages, are available [online](#).

Access to Surveys

New users must complete and submit the [online request form](#) to obtain access to Employee Mobility/Hiring Process Survey Reporting Views.

It is imperative that agency HR Directors be judicious in assigning this role to agency employees. It is important that agencies ensure the confidentiality of the information contained in the completed surveys and the identity of those completing the surveys. The integrity of these programs relies on confidentiality.

Generating New Hire and Employment Change Surveys

New Hire and Employment Change Surveys are system-generated within three weeks of the personnel transaction and sent to employees who have a valid state email address.

Transaction triggers are:

- New Hire Surveys: ZA for new hire and ZB for rehire;
- Employment Change Surveys: Z1 for transfer between departments, Z2 for transfer between organizations.

New employees complete the new hire entrance survey within two pay periods of the start of employment.

Current employees complete employment change (transfer) surveys within two pay periods of the date of transfer, either to a new agency or to another organization within the employee's current agency.

Generating Exit Surveys

Exit Information Surveys are initiated by agency HR offices by directly accessing the website (<http://oaiss.state.pa.us/EmpMob/ExitSurvey/Login.asp>) or by selecting the "Generate Exit Survey" link located on the E-PAR separation forms in the 'HR Resource Account' or 'HR Office' status. Users are then prompted to enter a valid Oracle user ID and password to access the Interim Reporting Information System (IRIS).

After successful login, users enter the separating employee's personnel number and anticipated separation start date, which prompts release of the exit survey to the employee.

Separating employees should complete the Exit Information Surveys prior to their separation date.

Employees without Computer Access

Agency HR offices have the ability to provide an employee mobility survey ID number and a shared computer to employees who don't typically have a state computer or those without a valid state email address.

For such employees, agency HR staff can use the database provided by the Office of Administration to obtain employee mobility survey IDs. This ID can be provided to agency employees during employee orientation, employee training, or during the exit interview process when the employee has access to a shared computer. Employees may then complete the appropriate survey using the hyperlink and ID provided.

To enable employees without computer access to complete surveys at a shared computer terminal, you will need to follow these steps:

Locate the EMPMOBID (employee mobility survey id) from the following table/view: PPI_EMPMOB_EMPLOYEE_VW.

- To access the Employee Mobility reporting tables/view, users must first request and obtain access to the Employee Mobility Reporting views using the [online form](#).
- The PPI_EMPMOB_EMPLOYEE_VW view can be found in the employee_mobility.mdb (database) which can be downloaded [online](#).
- To download the database, select the 'employee mobility database' link and save it to your PC.

- You can build and run a query from this table to find the appropriate EMPMOBID for the survey you are looking for *or* open the table directly and run a filter on the table to search for the appropriate survey.
- Once the correct EMPMOBID is obtained, the HR Office can provide the ID to the employee and have them access this link to complete the survey:
<http://oaiss.state.pa.us/EmpMob/SurveyEntry.asp>.

Reporting

Summary reports reflecting trend results of new hire entrance, employment change (transfer), and exit information surveys are prepared on at least an annual basis and provided to the administration's leadership.

Each agency is required to complete at least an annual summary report for the agency head or designee, as well as incorporate findings within its annual workforce and succession management plan. **Employee identifying information should not be included in any reports.** The agency HR director should address any employee responses that reveal harassment or other illegal or discriminatory activity.

Agency data may be retrieved by designated agency HR staff through the Oracle employee mobility views.

Need more info?

Check out [employee mobility information online](#).

Questions?

Contact the Bureau of Workforce Planning and Development at 717.787.3813.