

**ENTRANCE SURVEY**

**1. REASON FOR ISSUE:** To establish a Department of Veterans Affairs (VA) standardized entrance survey process.

**2. SUMMARY OF CONTENTS:** This directive sets forth the policies and responsibilities for implementing the entrance survey process. The purpose of the entrance survey is to provide new employees the opportunity to communicate their reasons for choosing employment with VA. The information will assist VA in identifying methods to improve recruitment and marketing efforts. The directive contains:

- a. Requirement that entrance surveys be voluntary and offered to all new employees;
- b. Description of program components;
- c. Description of procedures and requirements for entrance surveys; and
- d. Responsibilities for implementing and managing the entrance survey process.

**3. RESPONSIBLE OFFICE:** Office of the Deputy Assistant Secretary for Human Resources Management (05).

**4. RELATED HANDBOOK:** None.

**5. RESCISSION:** None.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

/s/

/s/

John A. Gauss  
Assistant Secretary for  
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William H. Campbell  
Acting Assistant Secretary for  
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## ENTRANCE SURVEY

**1. PURPOSE.** This directive sets forth the policies and responsibilities for conducting entrance surveys. The purpose of the entrance survey is to provide new employees the opportunity to communicate their reasons for choosing employment with VA. The information provided will be shared with VA supervisors, managers, leadership, and human resource professionals to assist them in identifying methods to improve recruitment and marketing efforts at the local and national levels. Improved recruitment and marketing will expand and enhance the quality and diversity of applicant pools, improving managers' abilities to hire the people they need to meet mission requirements.

## 2. POLICY

a. **General.** Entrance surveys for employees who are newly employed with VA shall be administered in accordance with the procedures within this directive. Participation by new employees in the entrance survey is voluntary.

b. **Process.** Each newly appointed employee shall be offered an opportunity to complete the entrance survey that is provided by the Office of Human Resources Management (OHRM). New employees include those appointed from outside VA, but not transfers from within VA.

(1) The entrance survey shall be an element of the entrance on duty (EOD) process.

(2) Each new employee shall be provided the opportunity to complete the entrance survey when he or she enters on duty. It is the Human Resources (HR) representative's responsibility to locate a computer for the new employee to use, provide the appropriate station number to be used on the survey, and give instructions on accessing and using the Web site. As an alternative, the survey can be e-mailed to the new employee at his/her work site.

(3) If the employee is entering on duty at an off-site location, the HR representative shall provide an e-mail or hard copy notification with the Web site address and a message explaining the purpose of the survey, encouraging the employee's participation, and advising the employee that he or she may use a VA computer to complete the survey.

(4) No documentation relating to the entrance survey shall be included in an employee's personnel file.

**c. Data Collection and Analysis**

(1) Responses to the survey are confidential. Analyses will not be conducted on organizational units with less than 10 respondents to ensure summary responses do not identify individual employees.

(2) Entrance survey data shall be stored in a Departmental database. OHRM shall collect and distribute entrance information on a quarterly basis. OHRM will coordinate with the Administrations and Staff Offices to determine the level of data (facility, national, Departmental) for these quarterly breakdowns.

(3) Survey results shall be used in workforce and succession planning activities. OHRM shall incorporate the use of entrance survey analyses into annual workforce and succession planning guidance.

**3. RESPONSIBILITIES**

a. The Office of Human Resources Management shall:

(1) Develop and maintain the Intranet-based entrance survey, database, guidance, and directive;

(2) Provide summary data to the Administrations and Staff Offices for analysis; and

(3) Incorporate the use of entrance survey analyses into annual workforce and succession planning guidance.

b. VA facility HR representatives shall:

(1) Distribute the entrance survey to newly appointed employees as part of the EOD process;

(2) Notify new employees, utilizing the Web site link provided by OHRM, of the opportunity to participate in the survey, as detailed in subparagraphs 2.b.(2) and 2.b.(3).

(3) Notify his or her Human Resources Management Officer or OHRM if they experience problems with the survey process.

c. Under Secretaries, Assistant Secretaries, and Other Key Officials shall:

- (1) Implement, oversee, and ensure accountability for the policies contained in this directive within their organization;
- (2) Ensure proper resources (e.g., computers) are available for implementing the directive and;
- (3) Ensure that the information obtained from the entrance surveys are incorporated into organizational workforce and succession plans.