

MORE

The Missouri State Employee Suggestion Program

Instructions for Submitting a Suggestion

- Read [Program Criteria](#) and the [Pre-Screening Questions](#)
- Think about what are the most pressing challenges facing your department or organization.
- Think of a solution. Solutions focus on solving organizational objectives in areas such as costs, revenue, efficiency, customer service, or safety. Your idea must be clear, actionable and produce a measurable benefit.
- Review the [Checklist for Suggestors](#).
- Submit the completed form electronically. Drawings, sketches or other supporting documents may be e-mailed to your [agency coordinator](#).
- If you have questions or need assistance contact your [agency coordinator](#).

IMPORTANT INFORMATION: Your suggestion must be completed and submitted within **60 minutes** from the time you begin entering information. If you do not submit the suggestion within 60 minutes, the system will time out and your suggestion and all information will be lost. If this occurs, you will need to start the process again and re-enter your information.

[Submit your suggestion now!](#)