

## Registrar Employee Survey 2008

**Description:** Electronic survey to be sent via e-mail by StudentVoice. This is a copy of the previous Registrar Employee Survey used in 2007 with no changes to survey items. Please allow access to: Kari Ellingson, Stacy Ackerlind, Jim Asbrand, Kathy Rank, and Tim Ebner.

**Date Created:** 8/20/2008 12:57:55 PM

**Date Range:** 8/22/2008 12:00:00 AM - 9/5/2008 11:59:00 PM

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Q1 Please indicate the category that most resembles your current position:

Optical Imaging [Code = 1]

Scheduling [Code = 2]

Records and Registration [Code = 3]

Transcripts [Code = 4]

Compliance/Veterans [Code = 5]

Student Information Systems [Code = 6]

Graduation [Code = 7]

Academic Coordinator/Administrative Support [Code = 8]

Required answers: 1 Allowed answers: 1

Q2 Please indicate about how long you have worked in the Registrar's Office:

Less than 6 months [Code = 1]

6 months to 1 year [Code = 2]

2 to 3 years [Code = 3]

4 to 6 years [Code = 4]

Over 6 years [Code = 5]

Required answers: 1 Allowed answers: 1

Communication Please indicate your level of agreement with the following statements:

Q3 Overall, communication among staff is effective.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q4 Communication regarding workflow is clear and understandable.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q5 Communication regarding job performance is timely and appropriate.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q6 Communication with upper leadership is open and supportive.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q7 Communication between this office and other areas of Student Affairs is effective.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q8 Please comment on your perceptions of communication in the office:

[TextBox]

Required answers: 0 Allowed answers: 1

Next Page: Sequential

Management/Supervision Please indicate your level of agreement with the following statements:

Q9 I have a clear sense of the purpose/mission of the Registrar's Office and how my job fits into it.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q10 I have a clear understanding of how my job performance is measured.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q11 Policies in this office are clearly articulated to staff.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q12 Disciplinary procedures are consistently enforced in this office.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q13 My workload and expected completion times are reasonable.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q14 The workload in this office is distributed equitably.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Management/Supervision Please indicate your level of agreement with the following statements:

Q15 An occasional meeting with the entire office would be helpful to me.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q16 I receive constructive feedback about my job performance.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q17 The Procedures Manual for my area is a helpful resource to me.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q18 Conflict among staff in this office is managed effectively.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q19 The leadership in the Registrar's office is approachable.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q20 I receive constructive feedback about the quality of my work.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q21 Please comment on your perceptions of management/supervision in the office:

[TextBox]

Required answers: 0 Allowed answers: 1

Next Page: Sequential

Office Climate Please indicate your level of agreement with the following statements:

Q22 I feel I am a valued member of this office.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q23 Promoting respect and fair treatment among all staff is a high priority of this office.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q24 The atmosphere of this office is generally positive.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q25 The overall tone in the office is friendly

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q26 I would encourage friends/family to apply for work in this office.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q27 Please comment on your perceptions of the climate in the office:

[TextBox]

Required answers: 0 Allowed answers: 1

Professional Development Please indicate your level of agreement with the following statements:

Q28 I feel encouraged by my office to pursue professional development opportunities.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q29 I feel supported by my office to reasonably participate in Student Affairs programming during the workday.

Strongly agree [Code = 5]

Agree [Code = 4]

Neutral [Code = 3]

Disagree [Code = 2]

Strongly disagree [Code = 1]

Prefer not to respond [Code = 0]

Required answers: 1 Allowed answers: 1

Q30 Please describe the types of professional development opportunities you are interested in attending:

[TextBox]

Required answers: 0 Allowed answers: 1

Q31 Please include other comments in the space provided below:

[TextBox]

Required answers: 0 Allowed answers: 1

