

Registrar's Office Employee Survey 2013

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Communication

Please indicate your level of agreement with the following statements:

Q1 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] [N/A]

Required answers: 1 Allowed answers: 1

Q2 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] [N/A]

Required answers: 1 Allowed answers: 1

Q3 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] [N/A]

Required answers: 1 Allowed answers: 1

Q4 Communication with my manager/supervisor 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] [N/A]

Required answers: 1 Allowed answers: 1

Q5 Communication within my division 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] [N/A]
<i>Required answers: 1 Allowed answers: 1</i>

Q6 Policies of the Registrar's Office are clearly communicated 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] [N/A]
<i>Required answers: 1 Allowed answers: 1</i>

Q7 What suggestions do you have to improve communication throughout the office?
[Textbox]
<i>Required answers: 0 Allowed answers: 1</i>

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Teamwork

Please indicate your level of agreement with the following statements:

Q8 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] [N/A]
<i>Required answers: 1 Allowed answers: 1</i>

Q9 Providing exceptional service is the top priority of the Registrar's Office.
Strongly agree[Code = 5]
Agree[Code = 4]
Neutral[Code = 3]
Disagree[Code = 2]
Strongly disagree[Code = 1]
Prefer not to respond[Code = 0] [N/A]
<i>Required answers: 1 Allowed answers: 1</i>

Q10 Disciplinary procedures are consistently enforced within the Registrar's Office.
Strongly agree[Code = 5]
Agree[Code = 4]
Neutral[Code = 3]
Disagree[Code = 2]
Strongly disagree[Code = 1]
Prefer not to respond[Code = 0] [N/A]
<i>Required answers: 1 Allowed answers: 1</i>

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q11 The workload within the Registrar's 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] [N/A]

Required answers: 1 Allowed answers: 1

Q12 Conflict among staff in the Registrar's 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] [N/A]

Required answers: 1 Allowed answers: 1

Q13 What suggestions do you have to improve teamwork in the office?

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

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Climate

Please indicate your level of agreement with the following statements:

Q14 I feel I am a valued member of the Registrar's Office.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q15 The leadership in the 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] [N/A]

Required answers: 1 Allowed answers: 1

Q16 Promoting respect and fair treatment among all staff is a high priority of the Registrar's Office.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q17 The atmosphere of the Registrar's 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] [N/A]

Required answers: 1 Allowed answers: 1

Q18 The overall tone of the Registrar's 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] [N/A]

Required answers: 1 Allowed answers: 1

Q19 I enjoy coming to work each day.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q20 What suggestions do you have to improve the climate of the office?

[Textbox]

Required answers: 0 Allowed answers: 1

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Please indicate your level of agreement with the following statements:

Q21 I feel encouraged by the Registrar's Office to broaden my knowledge and skills to improve my effectiveness as an employee.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q22 I feel supported by my supervisor to reasonably participate in professional development programs.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q23 Please describe the types of professional development opportunities you are interested in pursuing:

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

Q24 Please include other comments regarding professional development within the office:

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

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Division

Please indicate your level of agreement with the following statements:

Q25 I believe my division works well as a team.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 0 Allowed answers: 1

Q26 Employee morale in my division is positive.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 0

Allowed answers: 1

Q27 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] [N/A]

Required answers: 0

Allowed answers: 1

Q28 The workload in my division 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] [N/A]

Required answers: 0

Allowed answers: 1

Q29 I receive timely and 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] [N/A]

Required answers: 0

Allowed answers: 1

Q30 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] [N/A]

Required answers: 0

Allowed answers: 1

Q31 Providing exceptional service is the top priority of my division.

Strongly agree[Code = 5]

Agree[Code = 4]

Neutral[Code = 3]

Disagree[Code = 2]

Strongly disagree[Code = 1]

Prefer not to respond[Code = 0] [N/A]

Required answers: 0

Allowed answers: 1

Q32 Please comment on your perceptions of the strengths and weaknesses of your division:

[Code = 1] [Textbox]

Required answers: 0

Allowed answers: 1

Q33 Please indicate the division of your current position: (Optional)

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]

Office Support/Administration[Code = 8]

Required answers: 0

Allowed answers: 1

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