

University Staff Employee Survey-Perceptions of Job Training

1. How long have you been working in your current position?

- Less than 6 months
- Between 6 months and 1 year
- More than 1 year and less than 2 years
- 2 to 5 years
- 6 to 10 years
- Over 10 years

2. Which type of position are you in?

- Non-exempt (hourly)
- Exempt (salary)
- Don't know

3. How would you rate the quality of written training material available to learn your roles and responsibilities when you began your position?

- Extremely effective
- Somewhat effective
- Somewhat ineffective
- Not effective
- No written training material existed

4. How would you rate the quantity of written training material available to learn your roles and responsibilities when you began your position?

- Right amount of material
- Too much material
- Too little material
- No written training material existed

5. How would you rate the quality of on-the-job training received to help you learn your roles and responsibilities?

On-the-job training is defined as training in which you observed other employees performing the work, were given the opportunity to perform the same work, and received feedback.

- Extremely effective
- Somewhat effective
- Somewhat ineffective
- Not effective
- No on-the-job training occurred

6. How would you rate the quantity of on-the-job training received to help you learn your roles and responsibilities?

- Right amount of training
- Too much training
- Too little training
- No on-the-job training occurred

7. If you received on-the-job training, who provided it?

- Immediate supervisor
- Coworker
- Predecessor in position
- Combination of a, b, and/or c
- Other

8. If you answered Other for item 7, please describe-no names or titles, otherwise go on to question 9.

9. If you received on the job training, was the amount of time devoted to on-the-job training sufficient in allowing you to quickly perform your roles and responsibilities?

- Yes
- No
- Don't know

10. Do you believe a successor in your position will receive the necessary training to properly perform their roles and responsibilities?

- Yes
- No
- Don't know

11. How did the training you received, or did not receive, during the first week in your position impact your productivity?

- Allowed for high productivity
- Had no impact on productivity
- Caused a delay in productivity

12. How did the training you received, or did not receive, during the first month in your position impact your productivity?

- Allowed for high productivity
- Had no impact on productivity
- Caused a delay in productivity

13. How did the training you received, or did not receive, during the first 90 days in your position impact your productivity?

- Allowed for high productivity
- Had no impact on productivity
- Caused a delay in productivity

14. How did the training you received, or did not receive, during the first month in your position impact your confidence in carrying out your roles and responsibilities?

- Strongly improved confidence
- Somewhat improved confidence
- Had no impact on confidence
- Somewhat decreased confidence
- Strongly decreased confidence

15. Which of the training materials did you find to be the most beneficial for your learning?

- On-the-job training
- Written procedures
- Diagrams/charts
- Other

16. If you answered Other for item 15, please describe-without mentioning specific department information, otherwise skip this question.

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