

Xavier University of Louisiana
New Hire Satisfaction Survey Report 2008-2009
Office of Human Resources



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EXECUTIVE SUMMARY 2008-2009

KEY FINDINGS

- Almost 64% of the new hire employee responded to the survey
- Almost 73% of the respondents are female
- Almost 75% of the respondents are African American
- Almost 93% of the respondents are satisfied with the hiring process
- 70% of the respondents are satisfied with the new hire orientation programs
- 80% of the respondents are overall satisfied with the initial training that they received for their positions

SELECTED ITEMS RECEIVING HIGHEST AGREEABLE RATINGS

- 95% of the respondents like working for Xavier University
- 95% of the respondents stated that the duties and responsibilities of the positions were sufficiently described during the interview process so that they could decide whether to accept the position
- Almost 93% of the respondents stated that that the starting salary was adequately explained tot hem
- Almost 93% of the respondents have stated that they have good relationships with their immediate supervisors
- 90% of the respondents stated that they have right resources to do their jobs

SELECTED ITEMS RECEIVING LOWEST AGREEABLE RATINGS

- 60% of the respondents agreed that the information presented during the orientation helped them to understand their jobs better
- 65% of the respondents received job descriptions after they were hired
- Almost 23% of the respondents did not receive their first check in a timely manner
- Almost 18% of the respondents stated that the starting salary did not meet their expectations
- Almost 18% of the respondents stated that if they knew what they know now, they would not have accepted the job

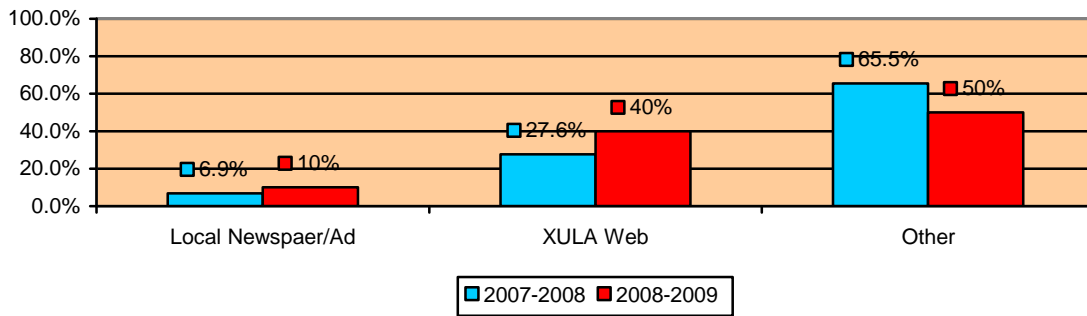
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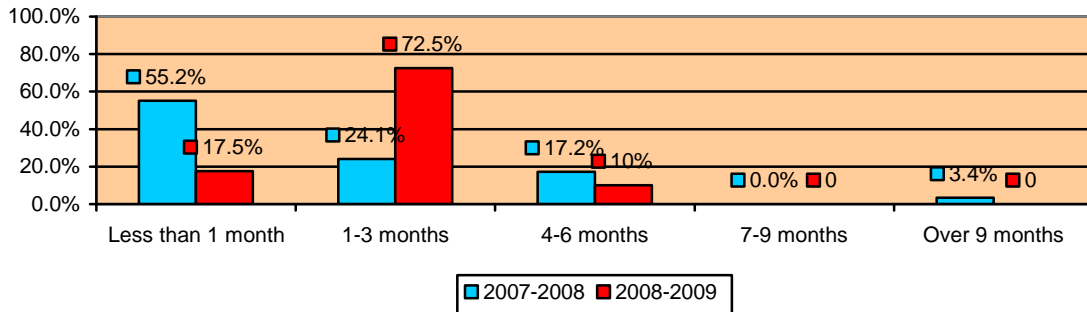
COMPARATIVE ANALYSIS

Hiring Process

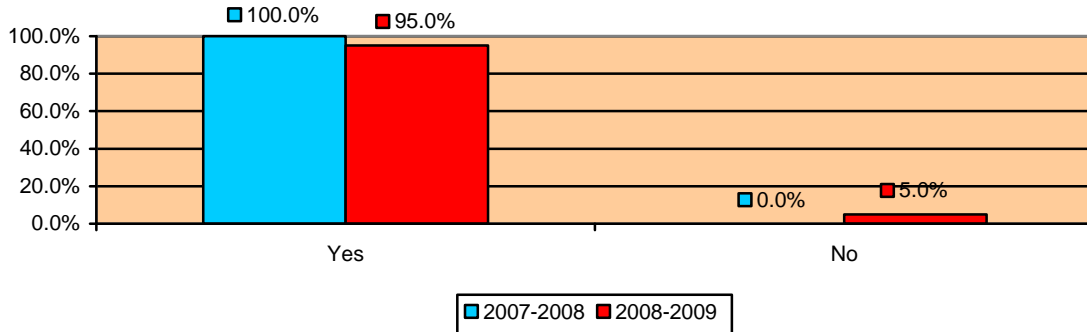
How did you hear about the position?



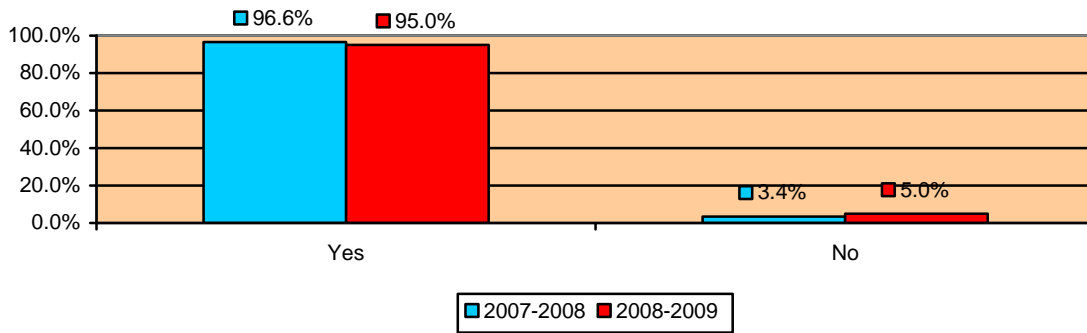
How long was it from the time you applied until your hire date?



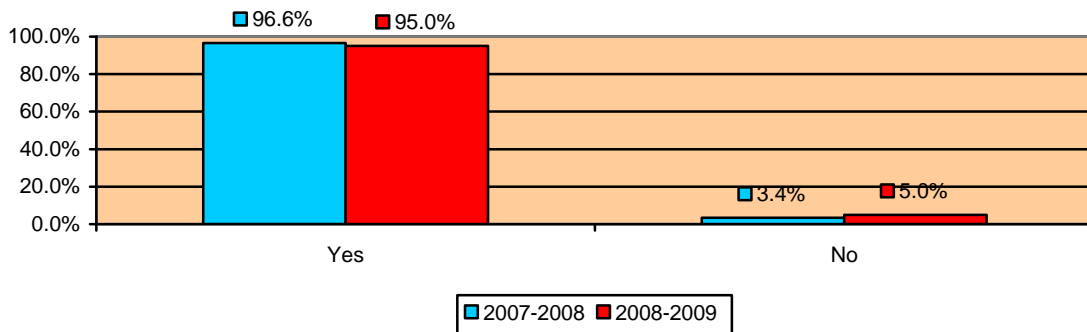
During the interview process, were the duties and responsibilities of the position sufficiently described so that you could decide whether to accept the position?



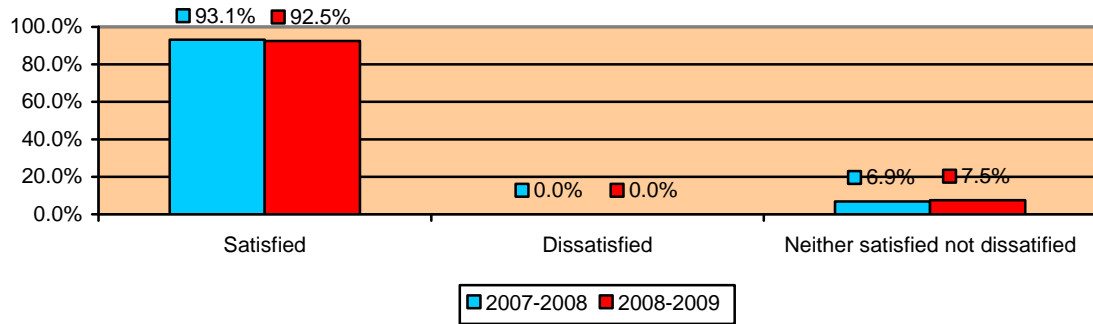
During the interview process, did the interviewer describe his or her expectations of the person hired for the position?



After you were hired, did the Human Resources staff provide you with enough information to complete direct deposit, benefit enrollment, and tax forms?

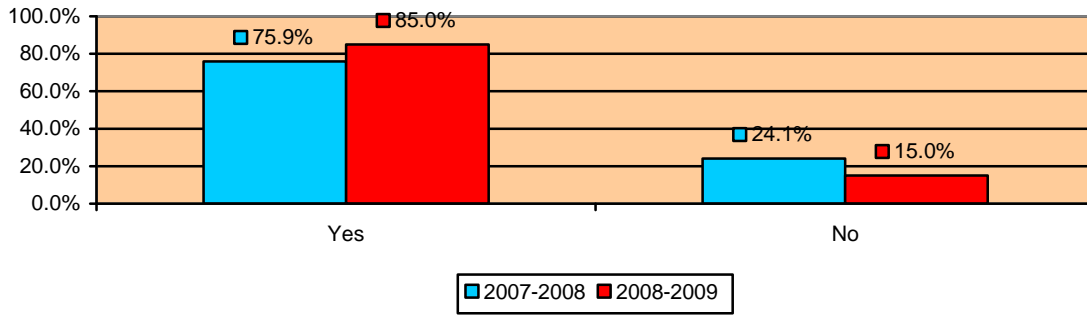


How would you rate your overall satisfaction with the hiring process?



Orientation

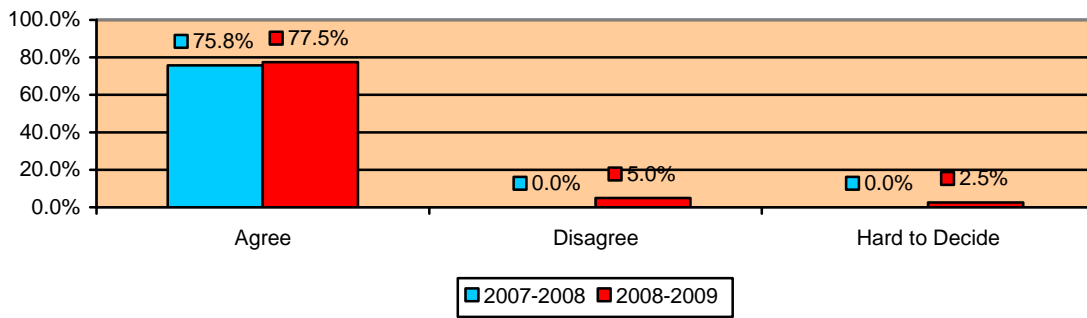
Did you attend the orientation program?



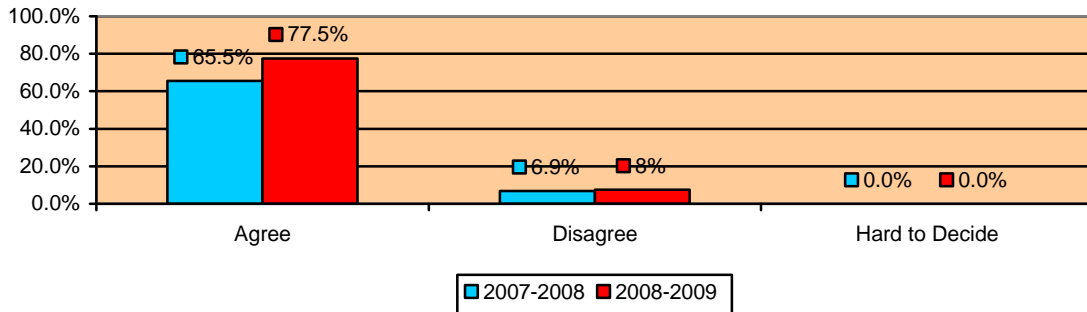
The orientation program I received was well organized.



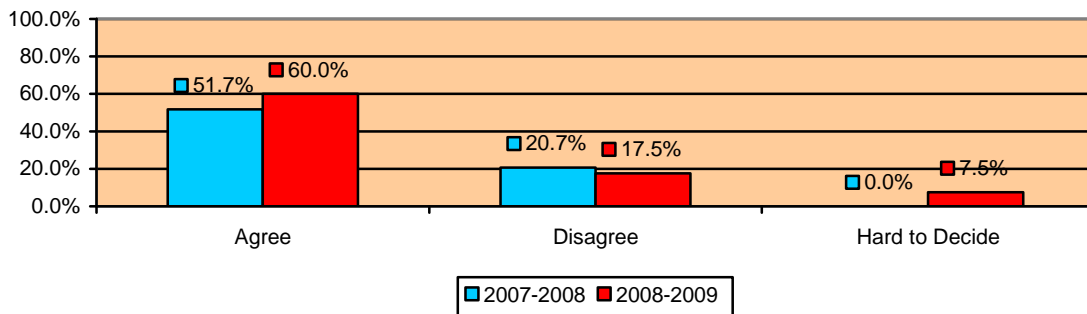
The length of the orientation program was appropriate.



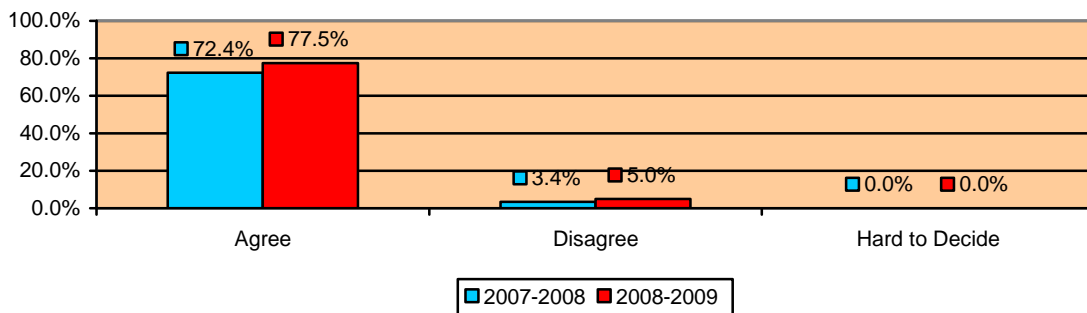
The information presented during the orientation was relevant to my position.



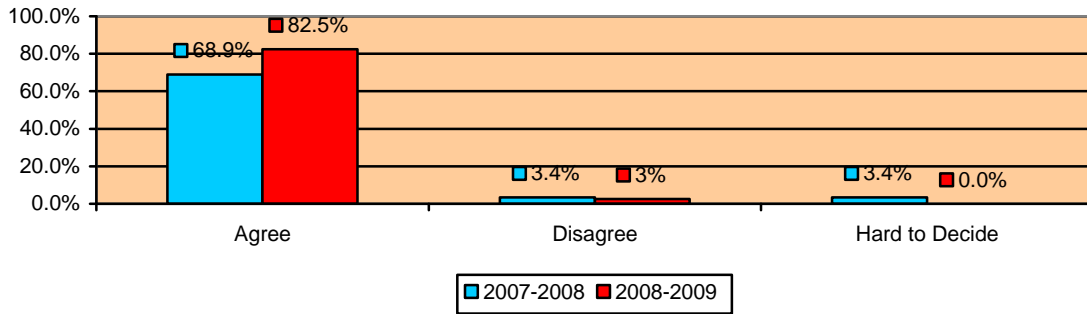
The information presented during orientation helped me to understand my job better.



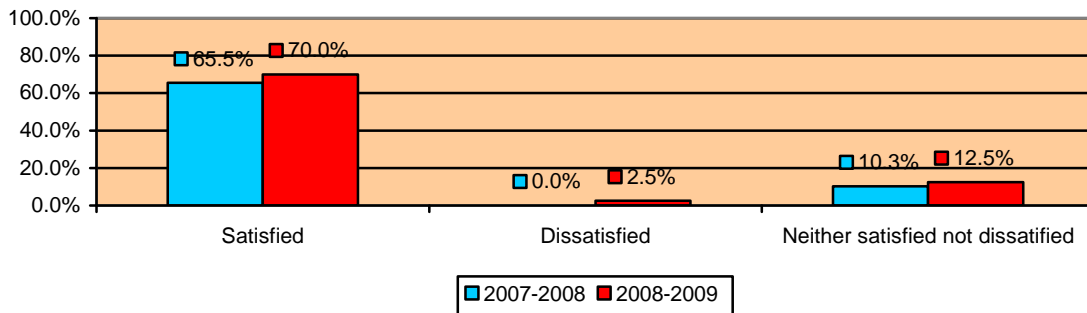
The new staff orientation program provided me with the information I needed as a new employee.



I felt all my questions were fully answered.

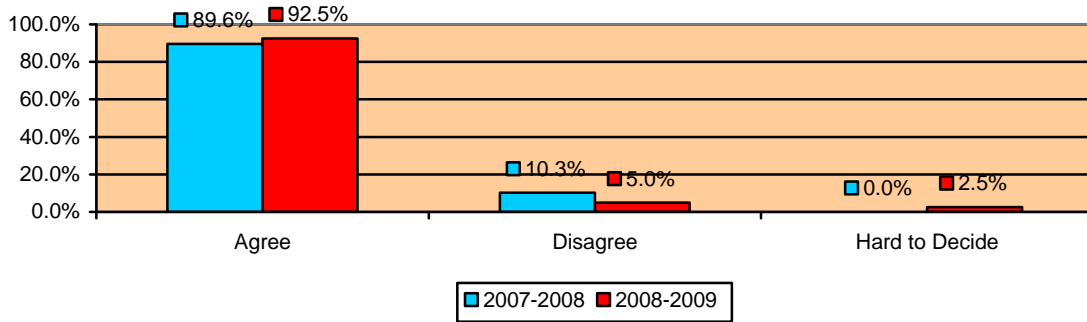


How would you rate your overall satisfaction with the orientation program?

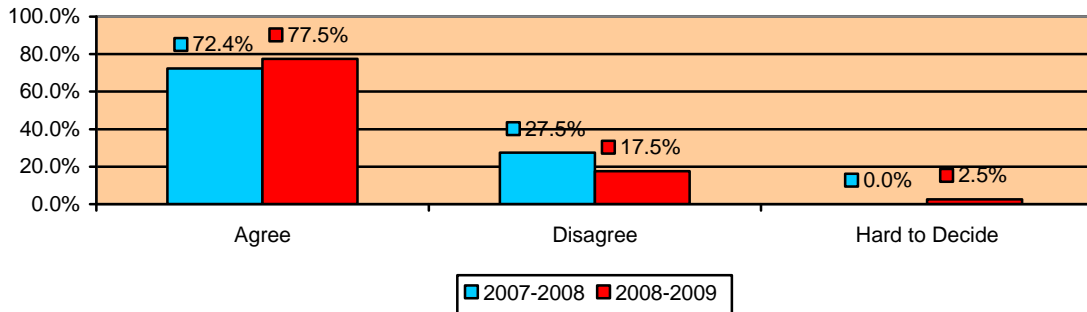


Payroll

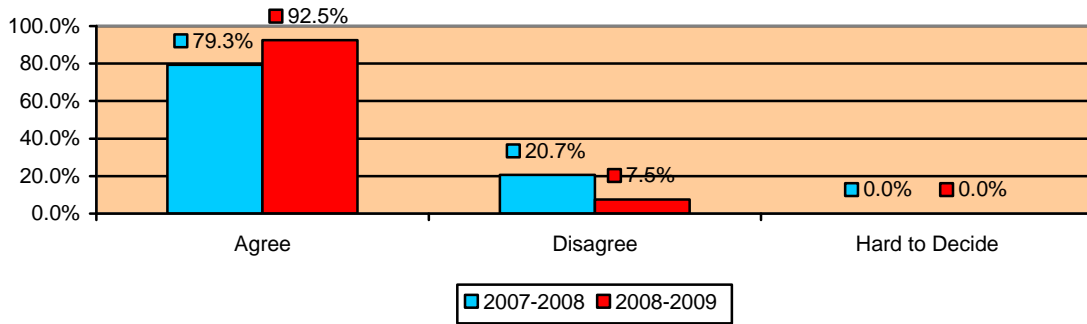
The starting salary was adequately explained to me.



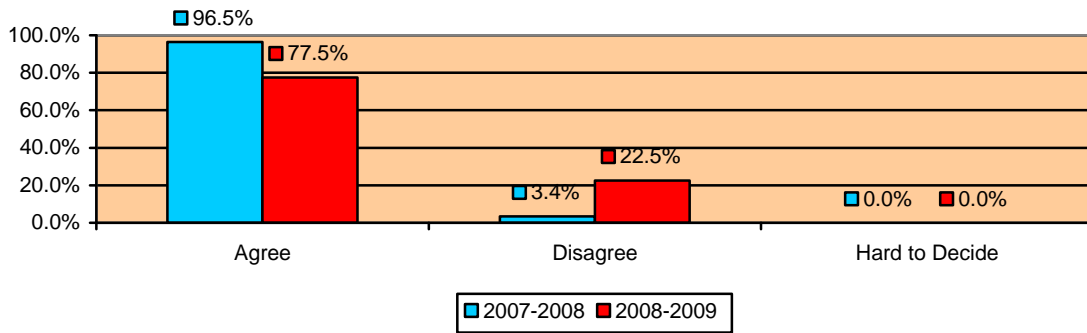
The starting salary met my expectations.



The payroll process was clearly described.

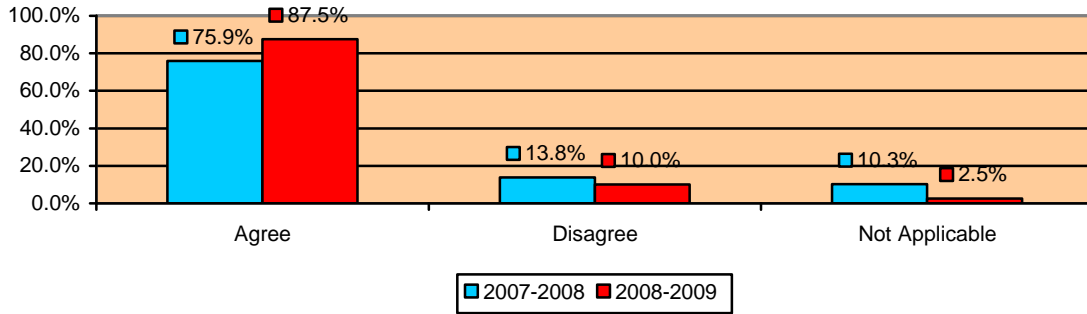


I received my first paycheck in a timely manner.

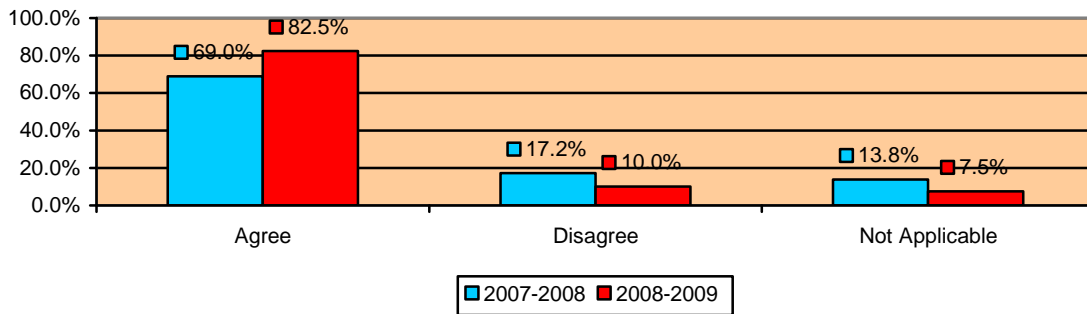


Initial Training

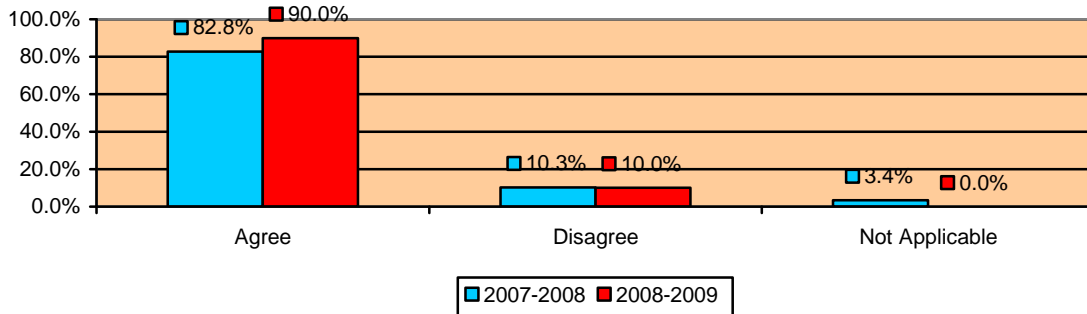
I received enough initial training to work effectively.



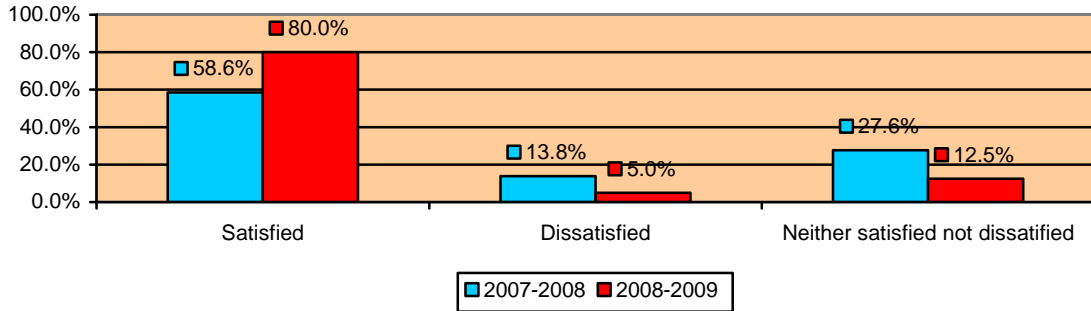
The training materials, and/or explanations provided, were helpful.



I feel I can seek additional training as necessary.

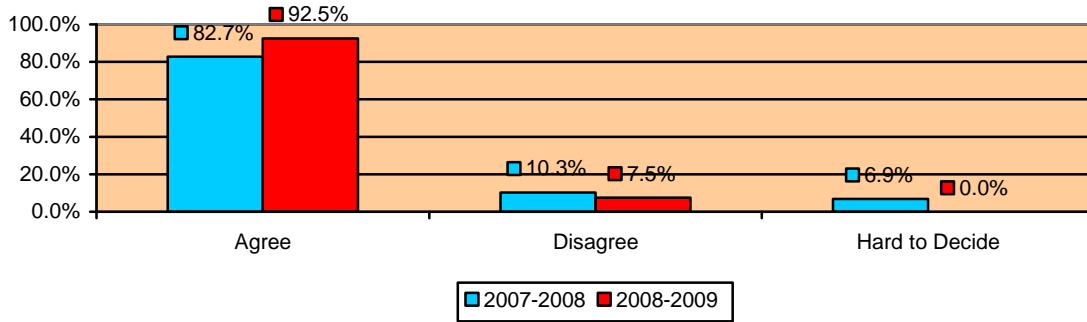


How would you rate your overall satisfaction with the initial training that you received for your position? (1 is lowest, 5 is highest)

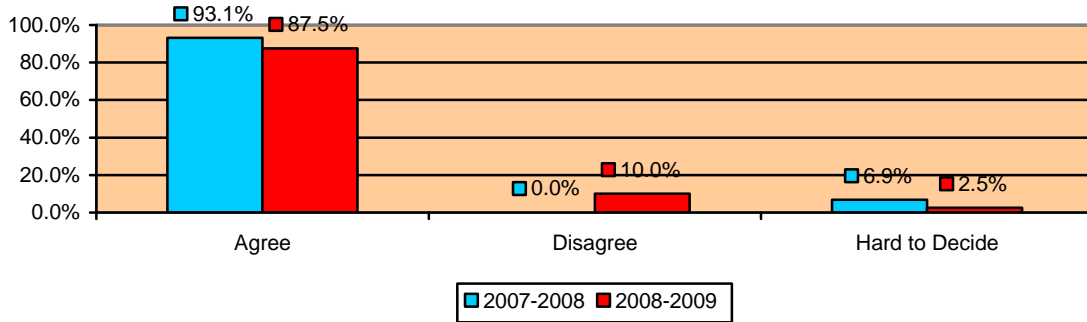


Job Expectations

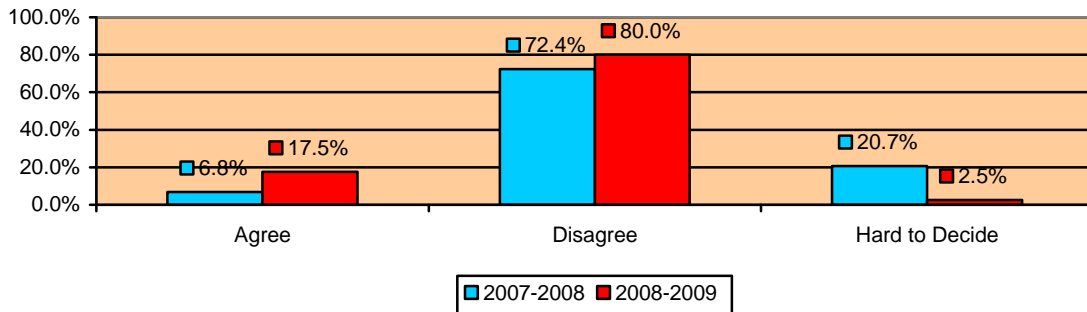
The job has met my personal expectations.



I understand what is expected of me at work.

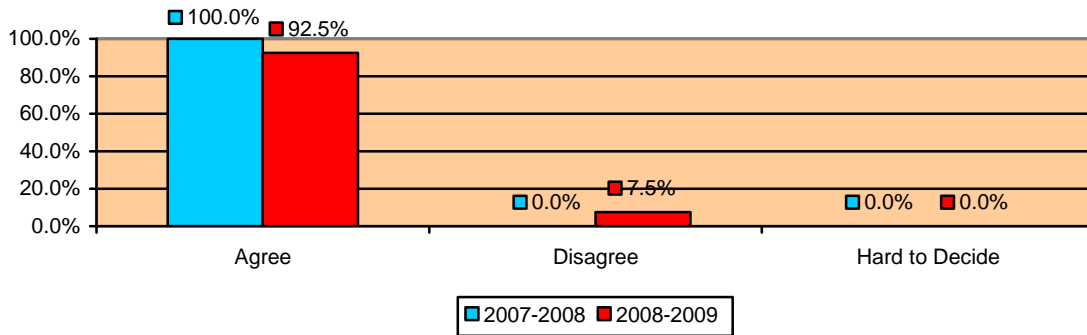


Looking back, if I knew what I know now, I would not have accepted the job.

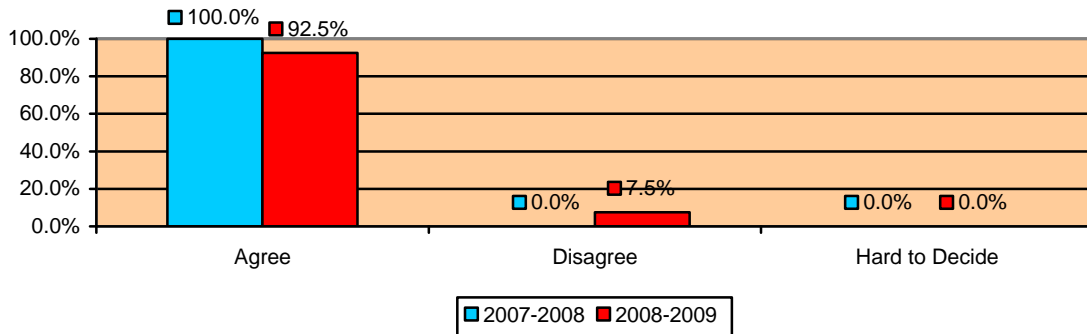


Supervision

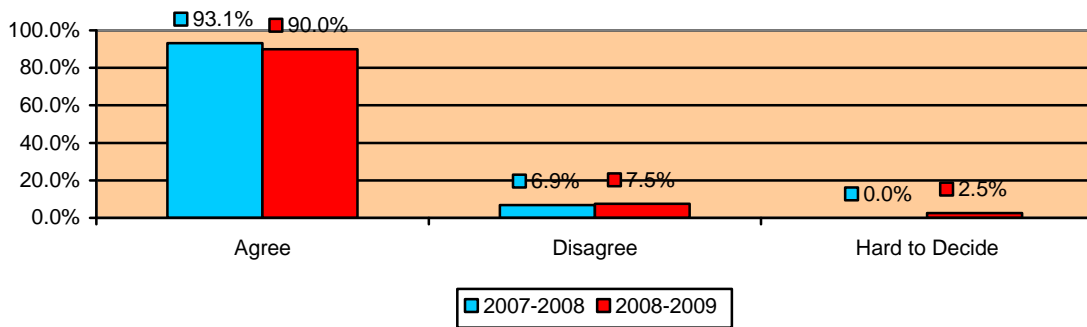
My supervisor met me individually when I first joined Xavier University.



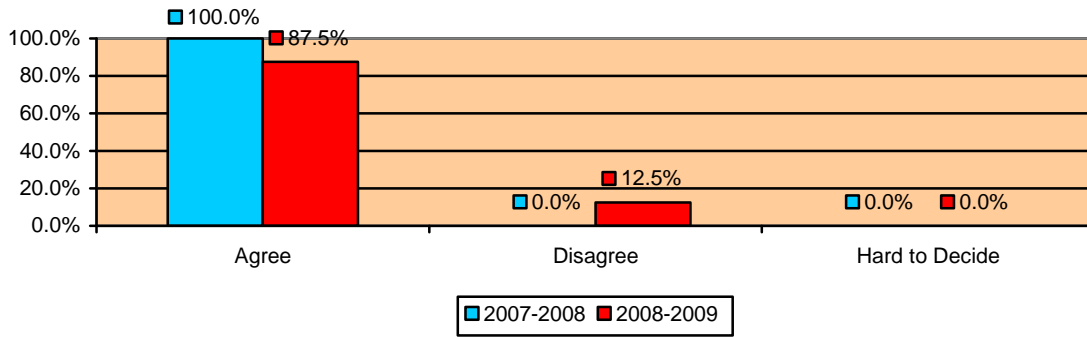
I have a good working relationship with my immediate supervisor.



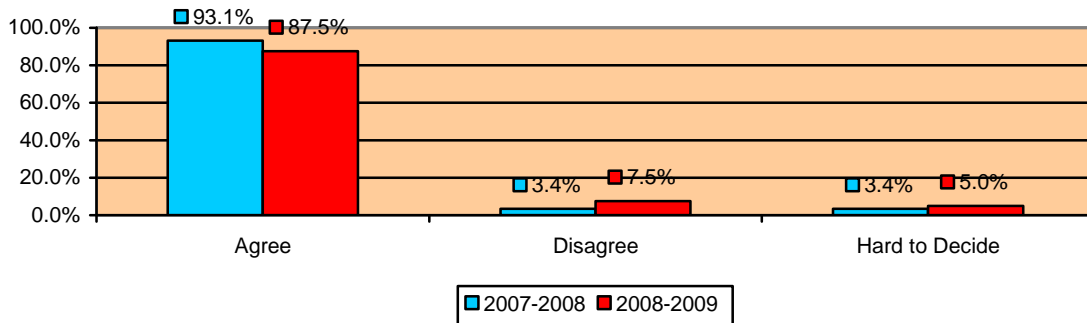
My supervisor gives me feedback on my performance.



My supervisor seems to care about me as a person.

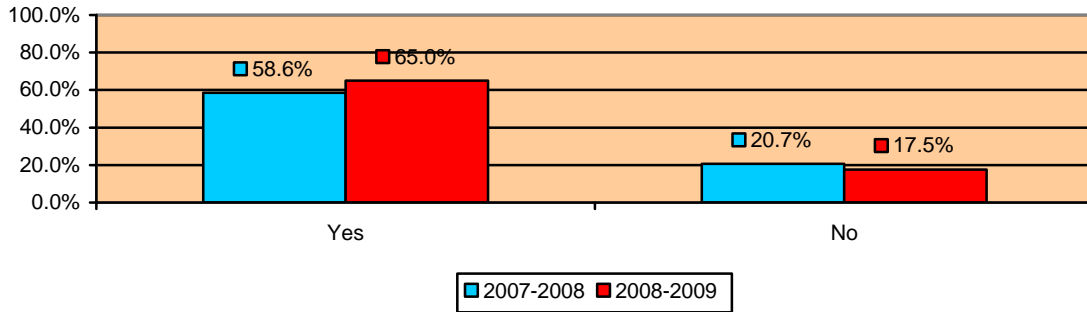


My supervisor is fair and consistent.

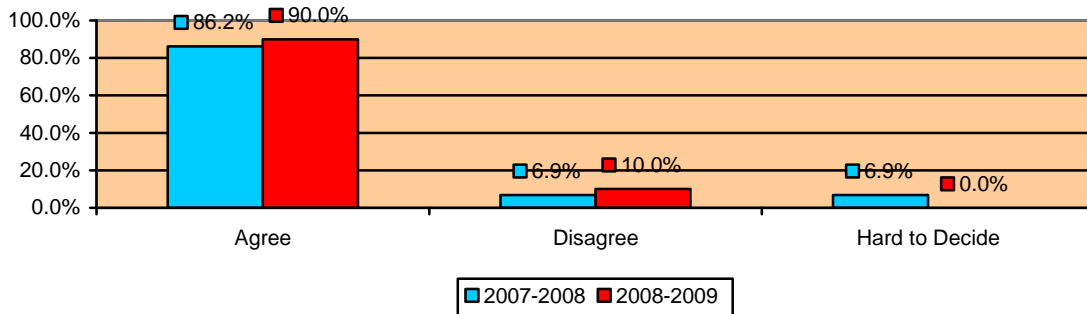


Work Environment

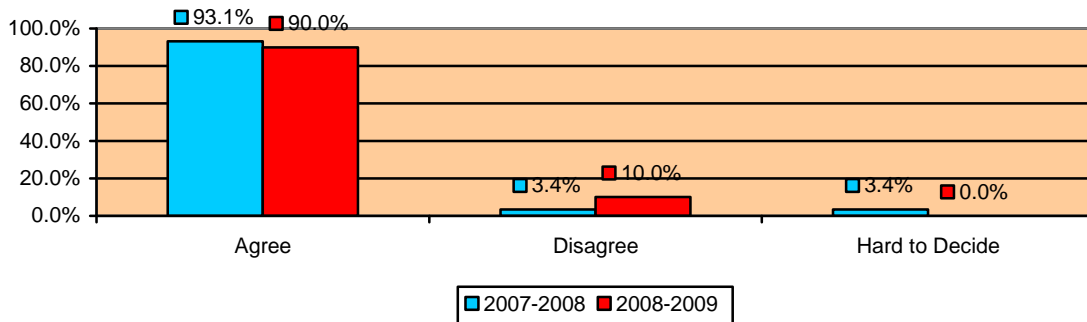
After you were hired, did you receive a job description?



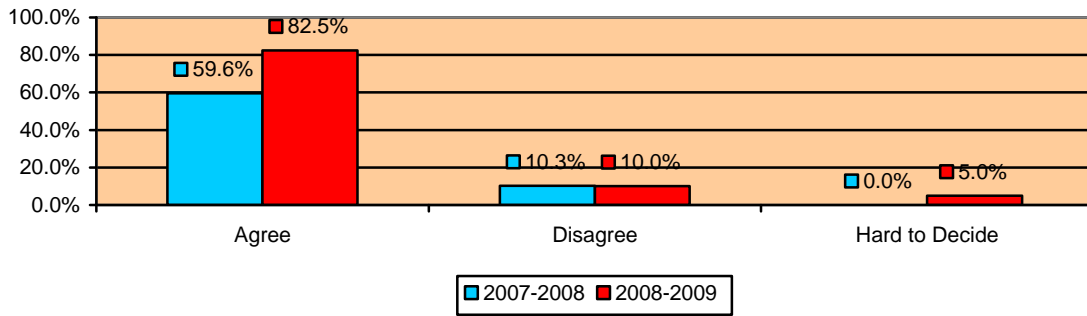
I have the right resources to do my job.



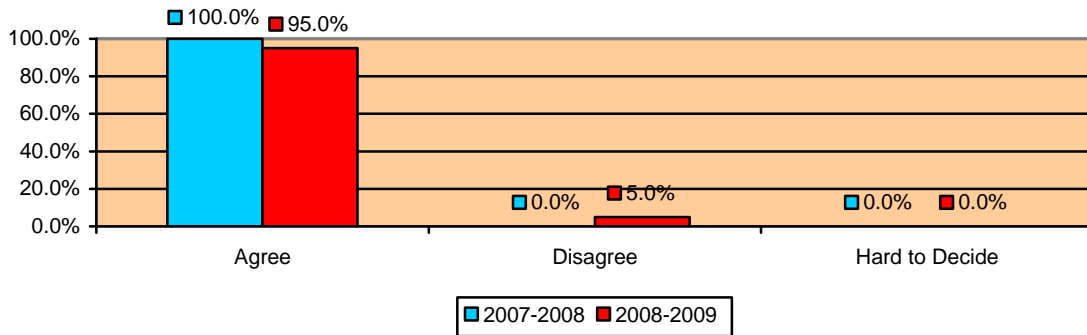
I have appropriate space in which to perform my work.



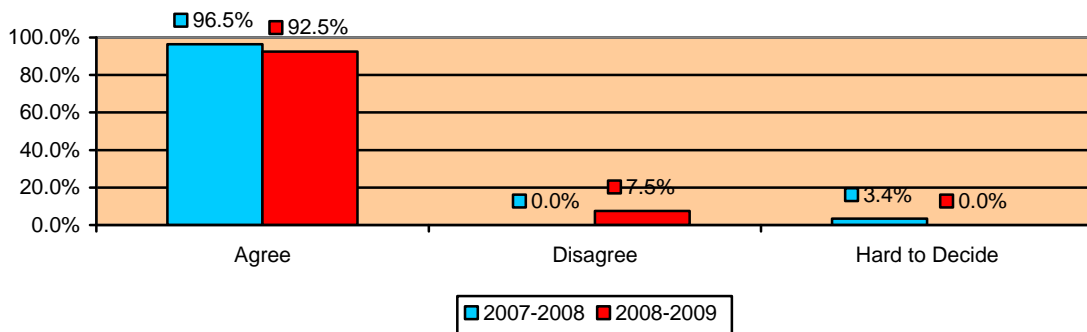
I feel free to express my views on how to best perform my job.



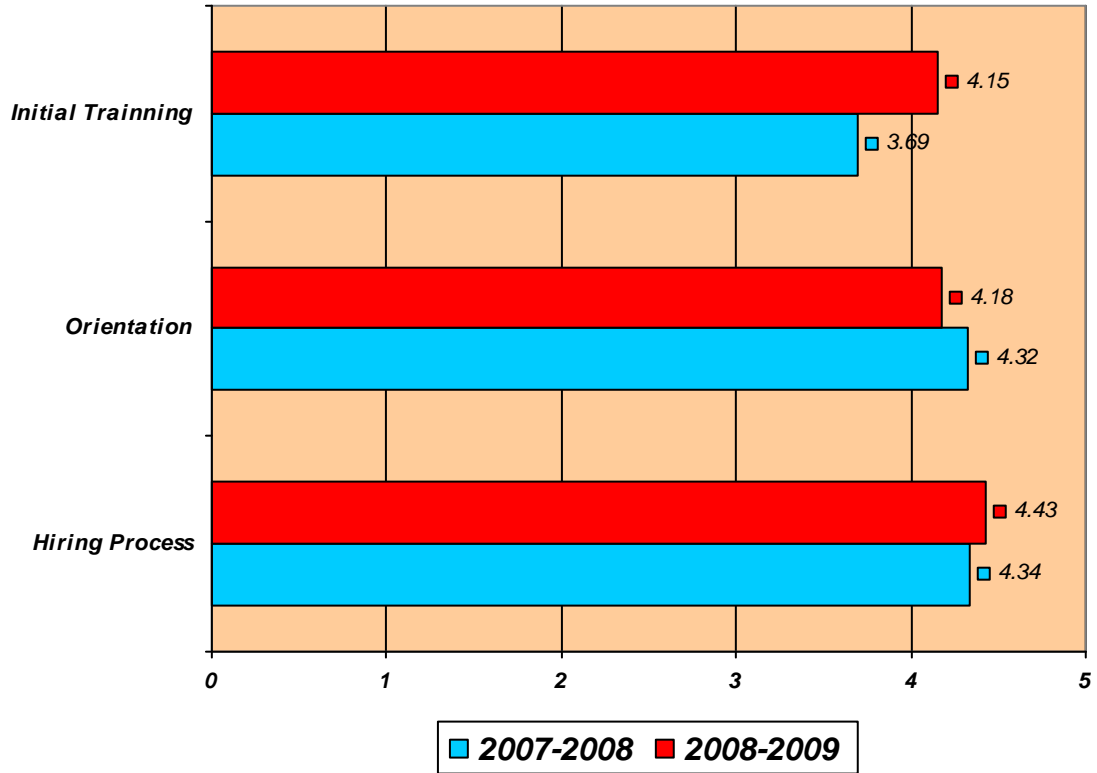
Overall, I like working for Xavier University.



I would recommend Xavier University to others as a good place to work.



Overall Satisfaction



FINDINGS IN DETAILS 2008-2009

Respondent Characteristics

Response Rate

		Population	Respondents	Percent
Valid	Female	45	29	64.4
	Male	18	11	61.1
	Total	63	40	63.5

What is your gender?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Female	29	72.5	72.5	72.5
	Male	11	27.5	27.5	100.0
	Total	40	100.0	100.0	

What is your ethnicity?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Foreign Nonresident Alien	1	2.5	2.5	2.5
	Asian American	2	5.0	5.0	7.5
	Asian or Pacific Islander	1	2.5	2.5	10.0
	Black Non-Hispanic	30	75.0	75.0	85.0
	Hispanic	1	2.5	2.5	87.5
	White Non-Hispanic	3	7.5	7.5	95.0
	Other Minority	2	5.0	5.0	100.0
	Total	40	100.0	100.0	

Hiring Process

How did you hear about your position?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Local Newspaper Want Ad	4	10.0	10.0	10.0
	XULA Website	16	40.0	40.0	50.0
	Other (please specify)	20	50.0	50.0	100.0
	Total	40	100.0	100.0	

How long was it from the time you applied until your hire date?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Less than 1 month	7	17.5	17.5	17.5
	1 to 3 months	29	72.5	72.5	90.0
	4 to 6 months	4	10.0	10.0	100.0
	Total	40	100.0	100.0	

During the interview process, were the duties and responsibilities of the position sufficiently described so that you could decide whether to accept the position?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	2	5.0	5.0	5.0
	Yes	38	95.0	95.0	100.0
	Total	40	100.0	100.0	

During the interview process, did the interviewer describe his or her expectations of the person hired for the position?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid No	2	5.0	5.0	5.0
Yes	38	95.0	95.0	100.0
Total	40	100.0	100.0	

After you were hired, did the Human Resources staff provide you with enough information to complete direct deposit, benefit enrollment, and tax forms?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid No	2	5.0	5.0	5.0
Yes	38	95.0	95.0	100.0
Total	40	100.0	100.0	

How would you rate your overall satisfaction with the hiring process? (1 is lowest, 5 is highest)

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 3	3	7.5	7.5	7.5
4	17	42.5	42.5	50.0
5	20	50.0	50.0	100.0
Total	40	100.0	100.0	

Orientation

Did you attend the orientation program?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	6	15.0	15.0	15.0
	Yes	34	85.0	85.0	100.0
	Total	40	100.0	100.0	

The orientation program I received was well organized.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	18	45.0	52.9	52.9
	Agree	13	32.5	38.2	91.2
	Disagree	2	5.0	5.9	97.1
	Strongly Disagree	1	2.5	2.9	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

The length of the orientation program was appropriate.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	14	35.0	41.2	41.2
	Agree	17	42.5	50.0	91.2
	Disagree	1	2.5	2.9	94.1
	Strongly Disagree	1	2.5	2.9	97.1
	Hard to Decide	1	2.5	2.9	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

The information presented during the orientation was relevant to my position.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	12	30.0	35.3	35.3
	Agree	19	47.5	55.9	91.2
	Disagree	1	2.5	2.9	94.1
	Strongly Disagree	2	5.0	5.9	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

The information presented during orientation helped me to understand my job better.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	8	20.0	23.5	23.5
	Agree	16	40.0	47.1	70.6
	Disagree	5	12.5	14.7	85.3
	Strongly Disagree	2	5.0	5.9	91.2
	Hard to Decide	3	7.5	8.8	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

The new staff orientation program provided me with the information I needed as a new employee.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	15	37.5	45.5	45.5
	Agree	16	40.0	48.5	93.9
	Disagree	2	5.0	6.1	100.0
	Total	33	82.5	100.0	
Missing	System	7	17.5		
Total		40	100.0		

I felt all my questions were fully answered.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Agree	18	45.0	52.9	52.9
	Agree	15	37.5	44.1	97.1
	Disagree	1	2.5	2.9	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

How would you rate your overall satisfaction with the orientation program? (1 is lowest, 5 is highest)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	1	2.5	2.9	2.9
	3	5	12.5	14.7	17.6
	4	14	35.0	41.2	58.8
	5	14	35.0	41.2	100.0
	Total	34	85.0	100.0	
Missing	System	6	15.0		
Total		40	100.0		

Payroll

The starting salary was adequately explained to me.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	2	5.0	5.0	5.0
	Hard to Decide	1	2.5	2.5	7.5
	Agree	20	50.0	50.0	57.5
	Strongly Agree	17	42.5	42.5	100.0
	Total	40	100.0	100.0	

The starting salary met my expectations.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	3	7.5	7.7	7.7
	Disagree	4	10.0	10.3	17.9
	Hard to Decide	1	2.5	2.6	20.5
	Agree	22	55.0	56.4	76.9
	Strongly Agree	9	22.5	23.1	100.0
	Total	39	97.5	100.0	
Missing	System	1	2.5		
	Total	40	100.0		

The payroll process was clearly described.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	3	7.5	7.5	7.5
	Agree	20	50.0	50.0	57.5
	Strongly Agree	17	42.5	42.5	100.0
	Total	40	100.0	100.0	

I received my first paycheck in a timely manner.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	7	17.5	17.5	22.5
	Agree	7	17.5	17.5	40.0
	Strongly Agree	24	60.0	60.0	100.0
	Total	40	100.0	100.0	

Initial Training

I received enough initial training to work effectively.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	4	10.0	10.0	10.0
	Not Applicable	1	2.5	2.5	12.5
	Agree	23	57.5	57.5	70.0
	Strongly Agree	12	30.0	30.0	100.0
	Total	40	100.0	100.0	

The training materials, and/or explanations provided, were helpful.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	4	10.0	10.0	10.0
	Not Applicable	3	7.5	7.5	17.5
	Agree	19	47.5	47.5	65.0
	Strongly Agree	14	35.0	35.0	100.0
	Total	40	100.0	100.0	

I feel I can seek additional training as necessary.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	4	10.0	10.0	10.0
	Agree	16	40.0	40.0	50.0
	Strongly Agree	20	50.0	50.0	100.0
	Total	40	100.0	100.0	

How would you rate your overall satisfaction with the initial training that you received for your position? (1 is lowest, 5 is highest)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2	2	5.0	5.1	5.1
	3	5	12.5	12.8	17.9
	4	17	42.5	43.6	61.5
	5	15	37.5	38.5	100.0
	Total	39	97.5	100.0	
Missing	System	1	2.5		
Total		40	100.0		

Job Expectations

The job has met my personal expectations.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	3	7.5	7.5	7.5
	Agree	20	50.0	50.0	57.5
	Strongly Agree	17	42.5	42.5	100.0
	Total	40	100.0	100.0	

I understand what is expected of me at work.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	4	10.0	10.0	10.0
	Hard to Decide	1	2.5	2.5	12.5
	Agree	18	45.0	45.0	57.5
	Strongly Agree	17	42.5	42.5	100.0
	Total	40	100.0	100.0	

Looking back, if I knew what I know now, I would not have accepted the job.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	22	55.0	55.0	55.0
	Disagree	10	25.0	25.0	80.0
	Hard to Decide	1	2.5	2.5	82.5
	Agree	5	12.5	12.5	95.0
	Strongly Agree	2	5.0	5.0	100.0
	Total	40	100.0	100.0	

Supervision

My supervisor met me individually when I first joined Xavier University.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	1	2.5	2.5	7.5
	Agree	10	25.0	25.0	32.5
	Strongly Agree	27	67.5	67.5	100.0
	Total	40	100.0	100.0	

I have a good working relationship with my immediate supervisor.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	1	2.5	2.5	2.5
	Disagree	2	5.0	5.0	7.5
	Agree	8	20.0	20.0	27.5
	Strongly Agree	29	72.5	72.5	100.0
	Total	40	100.0	100.0	

My supervisor gives me feedback on my performance.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	1	2.5	2.5	7.5
	Hard to Decide	1	2.5	2.5	10.0
	Agree	10	25.0	25.0	35.0
	Strongly Agree	26	65.0	65.0	100.0
	Total	40	100.0	100.0	

My supervisor seems to care about me as a person.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	3	7.5	7.5	7.5
	Disagree	2	5.0	5.0	12.5
	Agree	11	27.5	27.5	40.0
	Strongly Agree	24	60.0	60.0	100.0
	Total	40	100.0	100.0	

My supervisor is fair and consistent.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	1	2.5	2.5	7.5
	Hard to Decide	2	5.0	5.0	12.5
	Agree	10	25.0	25.0	37.5
	Strongly Agree	25	62.5	62.5	100.0
	Total	40	100.0	100.0	

Work Environment

After you were hired, did you receive a job description?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	7	17.5	21.2	21.2
	Yes	26	65.0	78.8	100.0
	Total	33	82.5	100.0	
Missing	System	7	17.5		
Total		40	100.0		

I have the right resources to do my job.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	2	5.0	5.0	10.0
	Agree	19	47.5	47.5	57.5
	Strongly Agree	17	42.5	42.5	100.0
	Total	40	100.0	100.0	

I have appropriate space in which to perform my work.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.0	5.0
	Disagree	2	5.0	5.0	10.0
	Agree	15	37.5	37.5	47.5
	Strongly Agree	21	52.5	52.5	100.0
	Total	40	100.0	100.0	

I feel free to express my views on how to best perform my job.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly Disagree	2	5.0	5.1	5.1
	Disagree	2	5.0	5.1	10.3
	Hard to Decide	2	5.0	5.1	15.4
	Agree	15	37.5	38.5	53.8
	Strongly Agree	18	45.0	46.2	100.0
Total		39	97.5	100.0	
Missing	System	1	2.5		
Total		40	100.0		

Overall, I like working for Xavier University.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	2	5.0	5.0	5.0
	Agree	10	25.0	25.0	30.0
	Strongly Agree	28	70.0	70.0	100.0
Total		40	100.0	100.0	

I would recommend Xavier University to others as a good place to work.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Disagree	3	7.5	7.5	7.5
	Agree	11	27.5	27.5	35.0
	Strongly Agree	26	65.0	65.0	100.0
Total		40	100.0	100.0	

DESCRIPTIVE STATISTICS 2008-2009

Overall Satisfaction

	N	Mean	Std. Deviation
How would you rate your overall satisfaction with the hiring process?	40	4.43	.636
How would you rate your overall satisfaction with the orientation program?	34	4.18	.904
How would you rate your overall satisfaction with the initial training that you received for your position?	39	4.15	.844

5 = Highest, 1 = Lowest

Hiring Process

	N	Mean	Std. Deviation
During the interview process, were the duties and responsibilities of the position sufficiently described so that you could decide whether to accept the position?	40	.95	.221
During the interview process, did the interviewer describe his or her expectations of the person hired for the position?	40	.95	.221
After you were hired, did the Human Resources staff provide you with enough information to complete direct deposit, benefit enrollment, and tax forms?	40	.95	.221

2 = Strongly Agree, -2 Strongly Disagree

Orientation

	N	Mean	Std. Deviation
The orientation program I received was well organized.	34	1.44	.786
The length of the orientation program was appropriate.	34	1.35	.691
The information presented during the orientation was relevant to my position.	34	1.35	.646
The information presented during orientation helped me to understand my job better.	34	.91	.996
The new staff orientation program provided me with the information I needed as a new employee.	33	1.33	.777
I felt all my questions were fully answered.	34	1.47	.662

2 = Strongly Agree, -2 Strongly Disagree

Payroll

	N	Mean	Std. Deviation
The starting salary was adequately explained to me.	40	1.30	.758
The starting salary met my expectations.	39	.77	1.158
The payroll process was clearly described.	40	1.28	.816
I received my first paycheck in a timely manner.	40	1.10	1.336

2 = Strongly Agree, -2 Strongly Disagree

Initial Training

	N	Mean	Std. Deviation
I received enough initial training to work effectively.	40	1.08	.859
The training materials, and/or explanations provided, were helpful.	40	1.08	.917
I feel I can seek additional training as necessary.	40	1.30	.911

2 = Strongly Agree, -2 Strongly Disagree

Job Expectations

	N	Mean	Std. Deviation
The job has met my personal expectations.	40	1.28	.816
I understand what is expected of me at work.	40	1.20	.911
Looking back, if I knew what I know now, I would not have accepted the job.	40	-1.13	1.244

2 = Strongly Agree, -2 Strongly Disagree

Supervision

	N	Mean	Std. Deviation
My supervisor met me individually when I first joined Xavier University.	40	1.48	1.012
I have a good working relationship with my immediate supervisor.	40	1.55	.932
My supervisor gives me feedback on my performance.	40	1.43	1.035
My supervisor seems to care about me as a person.	40	1.28	1.198
My supervisor is fair and consistent.	40	1.38	1.055

2 = Strongly Agree, -2 Strongly Disagree

Working Environment

	N	Mean	Std. Deviation
After you were hired, did you receive a job description?	33	.79	.415
I have the right resources to do my job.	40	1.18	1.035
I have appropriate space in which to perform my work.	40	1.28	1.062
I feel free to express my views on how to best perform my job.	39	1.15	1.089
Overall, I like working for Xavier University.	40	1.60	.744
I would recommend Xavier University to others as a good place to work.	40	1.50	.847

2 = Strongly Agree, -2 Strongly Disagree

TEXT RESPONSES 2008-2009

<i>What did you like about the hiring process?</i>
All my duties were told to me very clearly. Paperwork for the hiring was done swiftly. I thank the Human Resources for their promptness.
Due to the nature of my hire I did not have the opportunity to meet with the Academic Affairs staff before I took up my position. This lead to some uneasiness and tension. People were not sure what I was actually hired to do.
Effective communication occurred at each step of hiring process
Familiar faces; quick and easy transition; everyone's willingness to help
Friendly, very professional
Had the opportunity to meet with a myriad of members of the Xavier community including faculty, staff and students.
I liked the contact and assistance I received from the hiring office.
Interview was pleasant
It was fairly simple. I was able to complete the required documentation in a relatively short period of time.
It was quick and easy.
met with key parties and got an overview of the expectations
Mrs. Black from HR was so nice to me and made sure I was informed of dates and paperwork needed. I was living in Los Angeles and had to rely on her to make sure all of my items needed were in. She did an excellent job.
No one was in a hurry to go through the process. I was impressed because they took time with me. It was not a rush job and they just made sure that I understood everything.
Short and Precise
The helpful staff in HR...
The one on one for Benefit Enrollment
The personalized approach from human resources. Ms. Sharlena Black-Johnson helped walk me through the process of correcting some documents at the social security office.
The process flowed very well.
The staff was congenial, patient and very informative.
The staff was very informative
The staff was very thorough and seemed really interested in assisting you with the hiring process.
Theresa in Human Resources took care of everything and is an asset.
Very specific, straight forward to the main point.
Wonderful

<i>Do you have any suggestions to improve the hiring process?</i>
A tour of the campus, information about employee PERQs
Follow up or better communication is needed among hiring office, HR, and Fiscal to make sure that new employees have all information needed and that paperwork is processed thoroughly and on time.
From the time that I was officially working it took too long (approximately 1 - 2 weeks) for everything to be processed. I was without a computer log-on, e-mail address, or access to banner.
HR is extremely effective and professional with the hiring process.
Human Resources will not good with providing forms and information about new staff orientation.
I would like to see faster setup time with IT. My process took about 3- 4 weeks to get me into the system completely.
In cases like mine, I came in as part of a package w/Dr. Blanchard; prospective employees should be allowed to meet/interview with other staff members in the department before they begin their jobs. This can alleviate suspicion and future tension. The person coming in must made to feel that they've been vetted in some way and that they are not being forced upon the other employees in the department. My situation worked out quite well.
Individuals should receive all the literature needed to function efficiently (i.e., IT info, handbook, etc.)
Some folks cannot drop in to fill out applications for employment. It would be good to have applications online.
They do a wonderful job

<i>Do you have any suggestions to improve the orientation program?</i>
a departmental orientation would be helpful... to understand the roles of others and how they relate to my position
I stated all my questions were answered because they were however there were many questions that I didn't have enough information to know to ask. I think given a person's position more things should be discussed. We went over the employee handbook and that was all. I think maybe contracts should be reviewed and University responsibilities should be covered. We pretty much just learned the rules and benefit information. Faculties are not told about their extra responsibilities (committees, commencement, meetings, etc.) and supervisors aren't told information about hiring/timesheets/etc. At the least a handbook or short tutorial should be given out to people depending on their position, because this information isn't given out in the department either.
It is difficult to be enthused when someone is reading from a document that you have in front of you. I think a PowerPoint presentation with some of the info and some actual issues/problems that arise from specific institutional policies. Since

Do you have any suggestions to improve the orientation program?

the Orientation cannot cover everything, think about the 3-4 most compelling issues. Or, the presentation can be organized thematically which will allow for coverage of several items under a particular heading. Having said this Orientation is difficult to please. To illustrate a particular issue and foster participation it might be good to present a scenario and ask employees to think of a way to rectify the problem. Human Resources has the information. What is now required is a more interactive and visual way to reach the target audience.

No suggestions needed. It was very professional and to the point. If you have questions, they answer them for you and make sure that you understand.

Orientation should be held on Hire Date or during the week of hire.

Perhaps an updated video?

How would you improve the initial training for your position?

Be encouraged.

Beyond the University orientation, there should be an orientation process for each office.

I am thinking here that initial training refers to training for my job. if that is the case, I did not receive any training. I'm not sure how departments handle training. It may be helpful for departments to do an evaluation of a new employee within the first 3 months. This will help to determine exactly what the employee knows and where he/she needs further training.

I did not receive any training. Some information I found out as I went along and did things incorrectly. I had the opportunity to go to one session that was offered to explain the way some processes work here, but that was after I had been working here for months.

I would have provided a list, and/or possible dates of all trainings that were necessary for the position.

More written procedures are needed

What training?

When changes are made within the usps we would like to attend a class.

APPENDIX A
New Hire Survey

Department of Human Resources

NEW HIRE SURVEY 2009



Hiring Process

How did you hear about your position?

Local Newspaper Want Ad
 XULA Website
 Other (please specify)

How long was it from the time you applied until your hire date?

Less than 1 month
 1 to 3 months
 4 to 6 months
 7 to 9 months
 More than 9 months

	Yes	No
During the interview process, were the duties and responsibilities of the position sufficiently described so that you could decide whether to accept the position?	<input type="radio"/>	<input type="radio"/>
During the interview process, did the interviewer describe his or her expectations of the person hired for the position?	<input type="radio"/>	<input type="radio"/>

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Trusted sites

100%



Compensation

	Strongly Agree	Agree	Disagree	Strongly Disagree	Hard to Decide
The starting salary was adequately explained to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The starting salary met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The payroll process was clearly described.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received my first paycheck in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Initial Training

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I received enough initial training to work effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training materials, and/or explanations provided, were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I can seek additional training as necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How would you rate your overall satisfaction with the initial training that you received for your position? (1 is lowest, 5 is highest)

1 2 3 4 5

How would you improve the initial training for your position?

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inquisite



Job Expectations

After you were hired, did you receive a job description?

Yes No

	Strongly Agree	Agree	Disagree	Strongly Disagree	Hard to Decide
The job has met my personal expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand what is expected of me at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Looking back, if I knew what I know now, I would not have accepted the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supervision

	Strongly Agree	Agree	Disagree	Strongly Disagree	Hard to Decide
My supervisor met me individually when I first joined Xavier University.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a good working relationship with my immediate supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor gives me feedback on my performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor seems to care about me as a person.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor is fair and consistent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Work Environment

	Strongly Agree	Agree	Disagree	Strongly Disagree	Hard to Decide
I have the right resources to do my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have appropriate space in which to perform my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel free to express my views on how to best perform my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I like working for Xavier University.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend Xavier University to others as a good place to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





Demographics

What is your gender?

Female Male

What is your ethnicity?

*This is where the
demographics
are embedded*

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