

# Staff Survey

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## *Instructions:*

1. Please select the best answer for each question.
2. Please return the survey by in the envelope provided to the dropbox located .
3. Thank you. We sincerely appreciate your feedback. It is crucial to our commitment and goals to create a great work environment for you and the entire staff team.

## **A. Culture and Philosophy**

1. Staff agree on program philosophy and educational goals and objectives.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
2. Staff share a common vision on what the workplace culture should be like.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
3. Staff are adequately updated about what is going on organizationally.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
4. The organization implements change as needed.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
5. Staff are free to express their opinions.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
6. Staff help make decisions about things that directly affect them.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
7. Morale is high; there is good team spirit.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

## **B. Supervisor and Communication**

8. My supervisor and program leadership communicates with me on a regular basis.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
9. My supervisor cares about my concerns.  
☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree
10. Staff are encouraged to take initiative and to be creative and innovative in their work.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

11. Staff are encouraged and supported in learning new skills and competencies.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

12. Staff are adequately acknowledged for their work and accomplishments.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

13. Communication regarding policies and procedures is clear.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

### C. Facilities/Supplies

14. The facility and classroom space support my work, make it easy for me to do my job.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

15. There are sufficient supplies and equipment for staff to do their jobs.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

16. Staff have clear guidelines as well as autonomy in setting up their classroom/workspace.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

### D. Teamwork and Co-worker Relations

17. Staff are friendly and trust one another.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

18. Staff encourage, support and help one another.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

19. My team inspires me to do my best work.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

### E. General

20. Staff roles and responsibilities are clearly defined

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

21. Staff meetings help us get to know one another and foster a strong sense of team and collaboration.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

22. Meetings are productive, time is not wasted.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

23. I feel respected at the program and that my contributions are valued.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

24. My job makes me feel like I am part of something meaningful.

☐ Strongly Agree   ☐ Agree   ☐ Neither   ☐ Disagree   ☐ Strongly Disagree

#### **F. Other**

25. I have worked at the program:

☐ Under 1 year   ☐ 1-2 years   ☐ 3-4 years   ☐ 5 years or more

26. Here are other suggestions for improvement or comments I would like to share:

#### **G. Open-Ended Questions**

What 3 things contribute most to you remaining at the program?

If you have worked for the program for more than 2 years, have these things changed during the course of your employment? If yes, how have they changed?

What are the 3 most frustrating things about your job?

What do you perceive as the 3 greatest strengths of the program?

What areas do you feel could use some improvement/strengthening?

**H. Please select one**

- ☐ I am happy to talk with program leadership about my survey responses by answering questions that clarify my answers. Name \_\_\_\_\_
- ☐ I prefer to remain anonymous and look forward to any brainstorming as a group about areas that could use improvement.

*Thank you for completing this survey. Your thoughts and ideas help us fulfill our commitment to being the best we can be.*