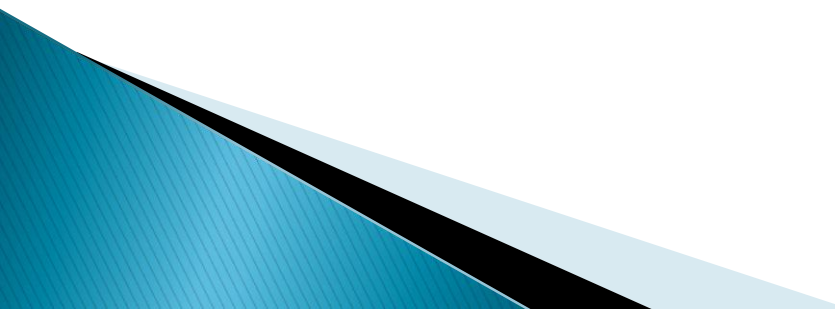


# Contract Classified Employee Survey RESULTS

October 2011



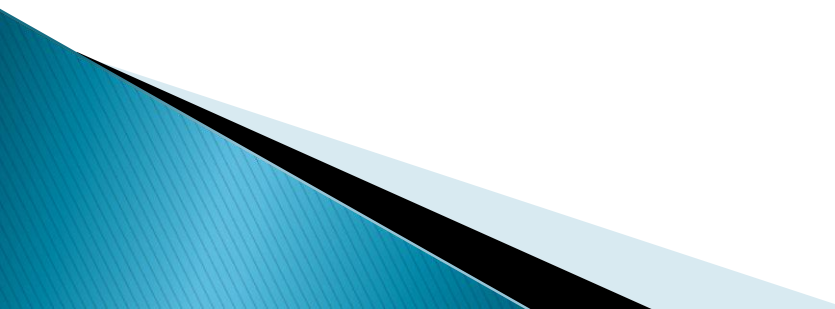
# Purpose

- ▶ To gather employee opinions regarding job satisfaction related to 5 areas:
    1. Development/Training
    2. Communication
    3. Work Environment
    4. Safety
    5. Information & Updates
- 

# Survey

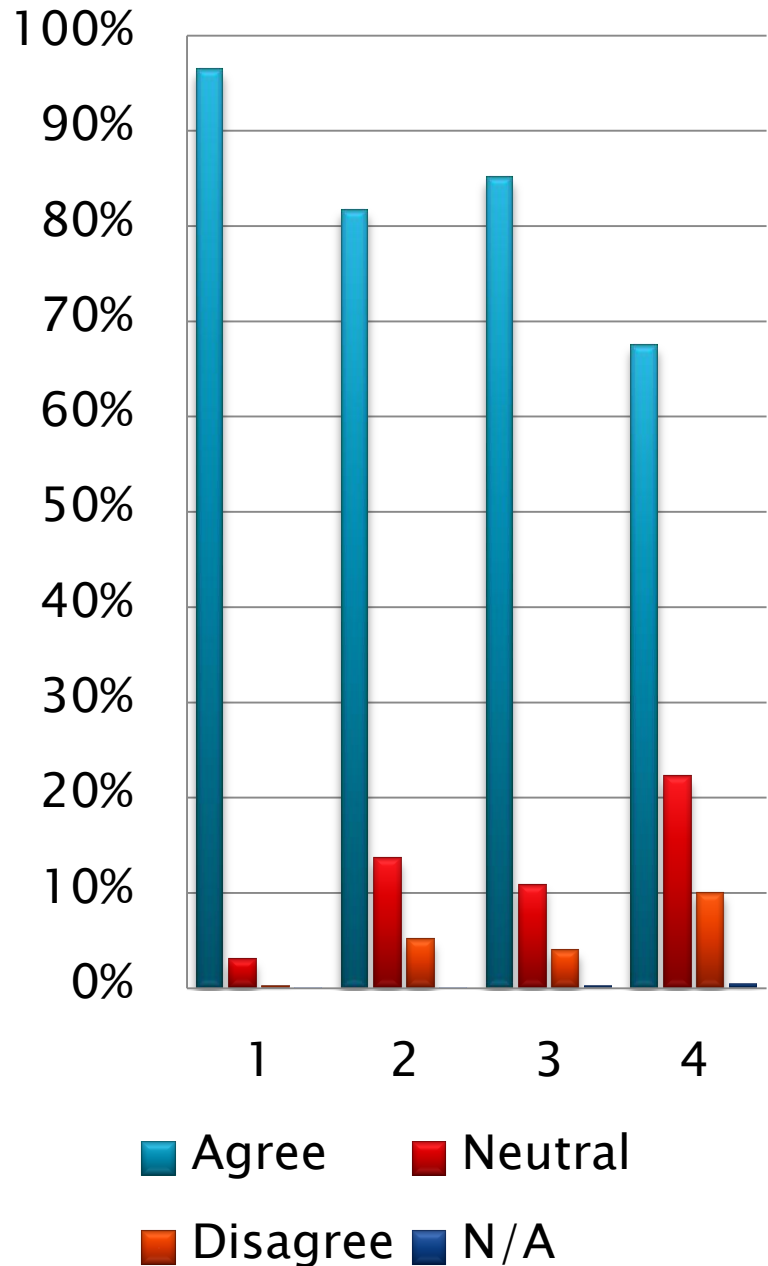
- ▶ Development
    - HR Conducted Survey Research
    - Met with Directors Fall 2010
    - Established a Survey Committee
  
  - ▶ Goals:
    - Departmental Information
    - Simple
    - Paper / pencil
    - Anonymous
    - Utilize District mail
    - Report results to employees
- 

# Demographics

- ▶ All classified contracted employees
  - ▶ Surveys sent: 964
  - ▶ Survey Responses Received: 528
  - ▶ Response Rate: 54.8%
- 

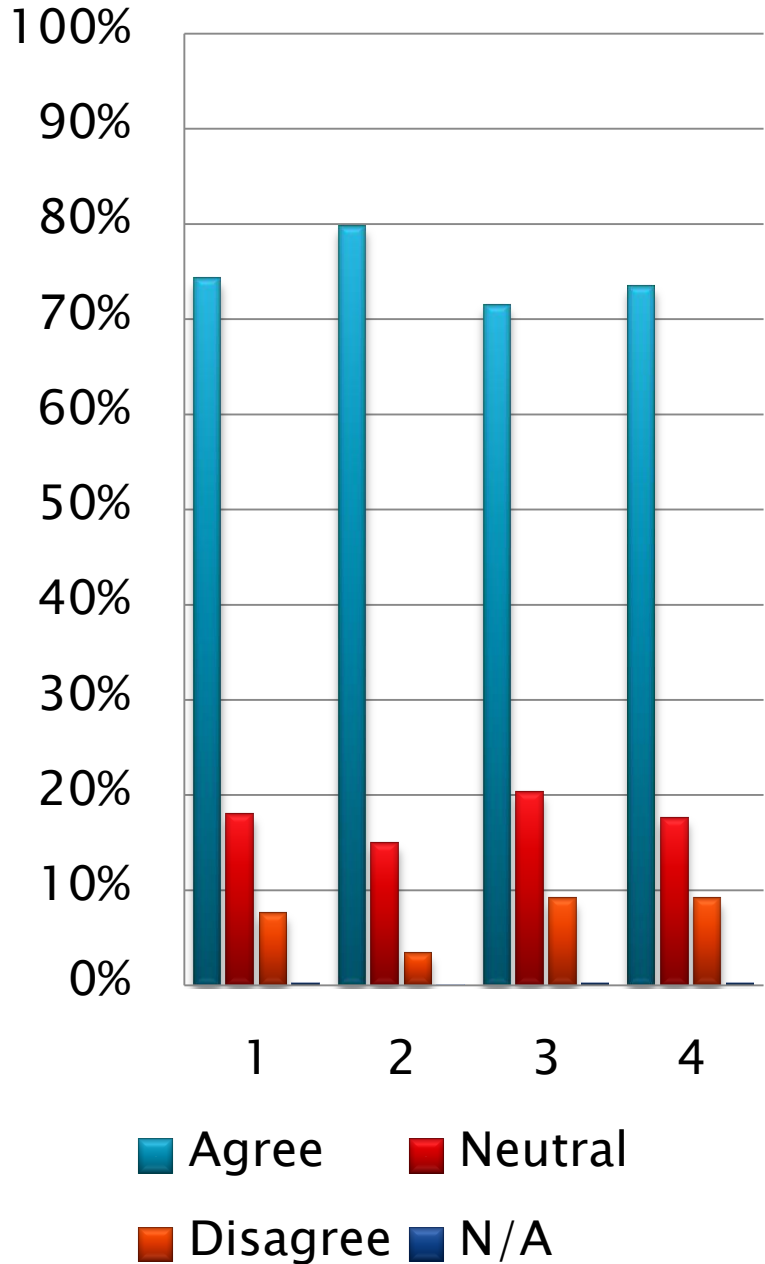
# Development/Training

1. I understand the essential functions of my job
2. My department provides me with sufficient training opportunities to perform my job effectively
3. My department has ensured I have received training in policies, procedures, and guidelines applicable to my employment
4. My department has given me opportunities for professional growth and development related to my position



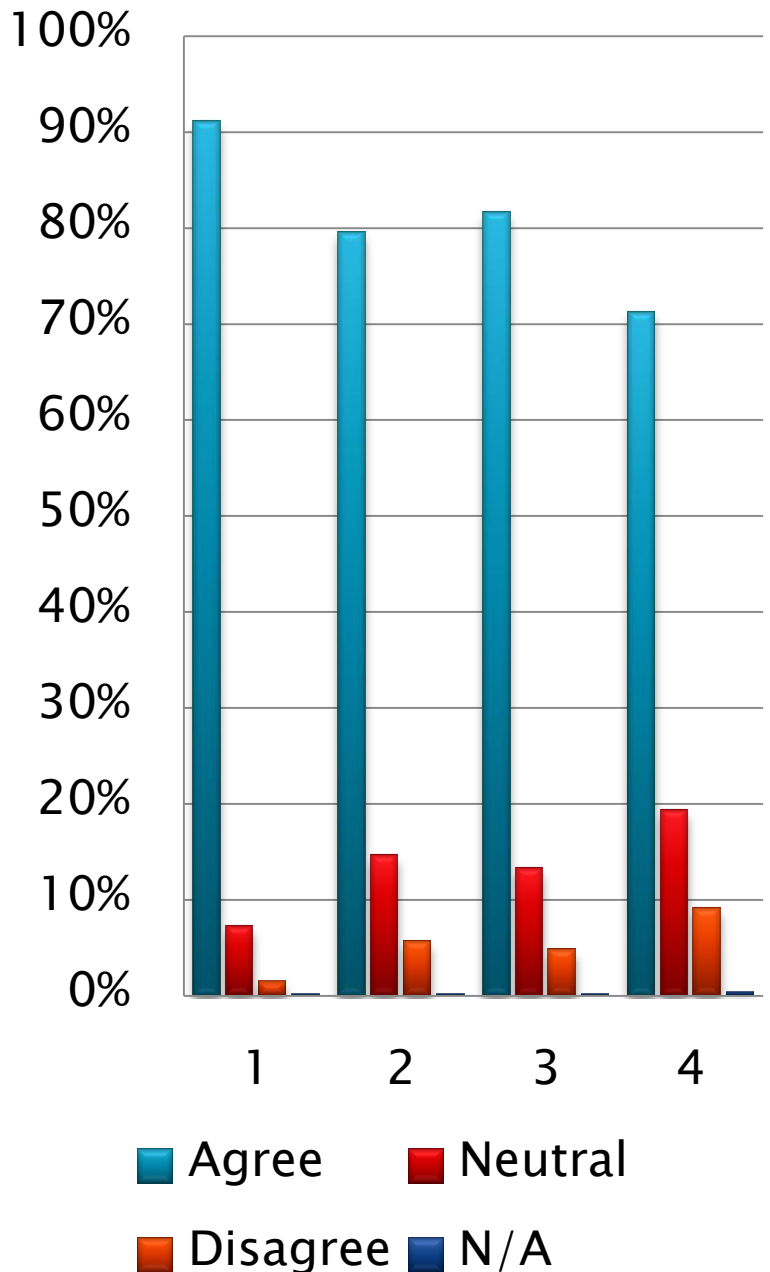
# Communication

1. I receive both positive and constructive feedback in a timely manner
2. I have ready access to the information I need to get my job done
3. My department clearly communicates its goals and strategies to me
4. My department communicates changes in policies, procedures, and guidelines to me in a timely manner



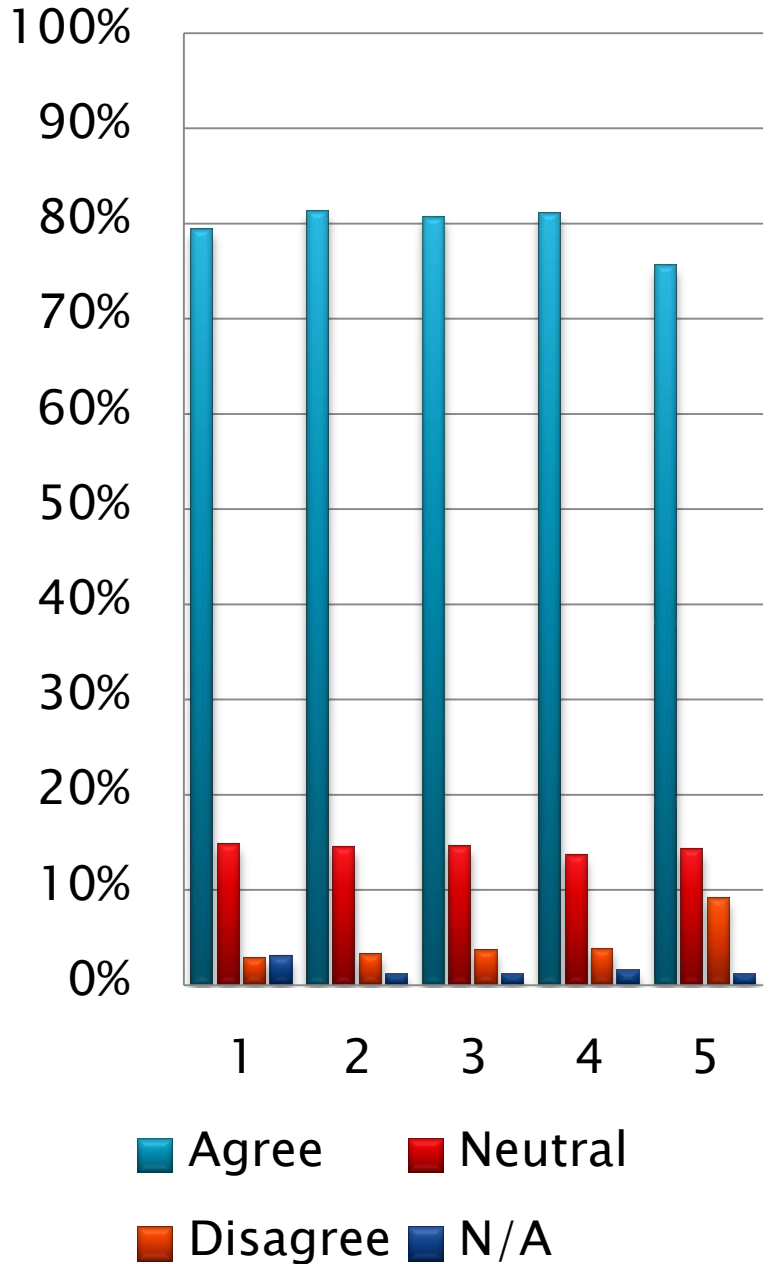
# Work Environment

1. I know what is expected of me on a daily basis
2. I feel that I am a valued team member within my school
3. My department provides me with the materials/equipment to do my work right
4. I am encouraged to develop new and more efficient ways to do my work



# Safety

1. My department provides proper personal protective equipment (i.e. safety glasses, gloves, etc.) for my job
2. My department addresses and corrects identified safety and health concerns in a timely manner
3. My department provides training in health and safety rules and work practices
4. The health and safety rules of my department have been clearly explained to me
5. I work in a safe and hazard-free work environment

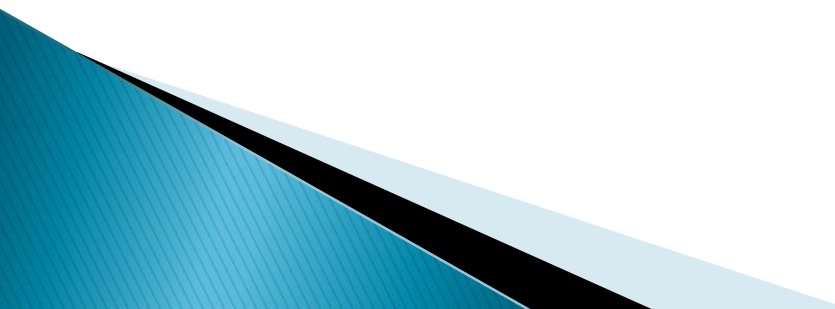


# Information & Updates

- ▶ Where do you receive information and updates applicable to your department? (Please rank from 1 to 5, with 1 being most often and 5 being least often.)

	Average Rank
Web page	3.46
Meetings	1.81
Newsletters	3.39
E-mail	2.63
Other	3.68

# Feedback from Directors

- ▶ Conduct an annual survey
  - ▶ Review strengths & weaknesses
  - ▶ Set department goals
  - ▶ Track progress
  - ▶ Improve communication
- 

# Survey Results

<http://hr.jordandistrict.org/>

