

SLCO Employee Engagement Project Questionnaire.

Read through each statement and circle the best response. Mark N/A for any questions that do not apply to your position. You may skip any questions you'd rather not respond to.

A. New Hire Process (Onboarding) is about the new employee experience, including the training and orientation of new employees.

This section is only intended for newer employees. If you have worked for the county for 4 years or more, skip to the next section.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
1. My new hire experience prepared me for my new position.	SD	D	N	A	SA	NA
2. During the first week someone adequately communicated the expectations for my position.	SD	D	N	A	SA	NA
3. I was provided the necessary tools (e.g. supplies, equipment, log-in information, computers, etc.) for a smooth transition.	SD	D	N	A	SA	NA
4. Benefits were adequately explained to me in my new hire orientation.	SD	D	N	A	SA	NA
5. Online trainings are an effective format for new hires.	SD	D	N	A	SA	NA
6. I felt comfortable asking questions as I transitioned into my new position.	SD	D	N	A	SA	NA
7. Do you have any suggestions or feedback about the new hire process? (write-in)						

B. Communication is about the effective and efficient means of providing information throughout the organization.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
8. The county is effective in keeping employees informed of the services provided in county agencies.	SD	D	N	A	SA	NA
9. The method by which I receive SLCO internal communications is adequate.	SD	D	N	A	SA	NA
10. The content of SLCO communications is valuable.	SD	D	N	A	SA	NA
11. I am satisfied with my <i>supervisor's</i> efforts to keep me informed of what is going on within my agency/division.	SD	D	N	A	SA	NA
12. I know how to direct others to services and resources provided by SLCO.	SD	D	N	A	SA	NA
13. The SLCO intranet (eConnect) is easy to use.	SD	D	N	A	SA	NA
14. It is easy to locate the contact information for divisions.	SD	D	N	A	SA	NA
15. The SLCO directory is easy to navigate.	SD	D	N	A	SA	NA
16. The SLCO directory is up to date.	SD	D	N	A	SA	NA
17. How could communications be improved? (write-in)						

C. Training and Education is the opportunity to acquire the skills and abilities to perform on the job and further development of my career.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
18. The information I receive in training applies to my current position.	SD	D	N	A	SA	NA
19. I have received enough training to know how to do my job.	SD	D	N	A	SA	NA
20. I am satisfied with the training I receive about how to manage and/or supervise employees. <i>(skip if not in a supervisory/management position)</i>	SD	D	N	A	SA	NA
21. Employees' University classes are well promoted and advertised.	SD	D	N	A	SA	NA
22. I am satisfied with the frequency of the courses offered at the Employees' University.	SD	D	N	A	SA	NA
23. I am encouraged to further my education using the Employees' University.	SD	D	N	A	SA	NA
24. I am supported in furthering my education at institutions outside of SLCO.	SD	D	N	A	SA	NA
25. I am familiar with the County's tuition reimbursement policy.	SD	D	N	A	SA	NA

D. Professional Development is the opportunity for personal growth and/or advancement as an employee of SLCO.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
26. I have the opportunity to develop new job skills and abilities.	SD	D	N	A	SA	NA
27. My supervisor actively encourages my career development.	SD	D	N	A	SA	NA
28. I feel I have opportunities to develop mentoring relationships.	SD	D	N	A	SA	NA
29. I know where to access SLCO job postings.	SD	D	N	A	SA	NA
30. I have opportunities for advancement within SLCO.	SD	D	N	A	SA	NA
31. The promotion process at SLCO is fair.	SD	D	N	A	SA	NA
32. I feel that advancement at SLCO is often based in office politics (i.e. who you know or are connected to).	SD	D	N	A	SA	NA

E. Performance and Development Plans & Annual Evaluations addresses the quarterly performance development plan process as well as the annual evaluation.

<i>Performance Development</i>						
33. Are you meeting quarterly with your supervisor for your performance and development plan? (<i>circle one</i>)	Yes	No				
	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
34. The frequency of quarterly performance and development plans is appropriate.	SD	D	N	A	SA	NA
35. I feel the performance and development plan process is a good use of time.	SD	D	N	A	SA	NA
36. Setting individual work goals in a formal manner is a worthwhile process.	SD	D	N	A	SA	NA
<i>Annual Evaluation</i>						
37. Are you formally evaluated annually? (<i>circle one</i>)	Yes	No				
	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
38. My annual evaluation is an accurate reflection of my work.	SD	D	N	A	SA	NA
39. My annual evaluation is an effective means to improve my work.	SD	D	N	A	SA	NA
40. I am provided the resources necessary to meet the expectations of my annual evaluation.	SD	D	N	A	SA	NA
<i>Other</i>						
41. I receive ongoing feedback on my work performance from my supervisor, outside of the formal development and evaluation process.	SD	D	N	A	SA	NA

F. Management and Supervision is about the individuals who control or direct resources and expenditures, and/or have oversight and direction of processes, work, and those who perform the work.

<i>Supervisor Questions – a supervisor is the individual you directly report to.</i>						
	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
42. My supervisor sets clear expectations for my work.	SD	D	N	A	SA	NA
43. My supervisor cares about me as an individual.	SD	D	N	A	SA	NA
44. I receive positive feedback from my supervisor when I do a good job.	SD	D	N	A	SA	NA
45. I am comfortable sharing issues and concerns with my supervisor.	SD	D	N	A	SA	NA
46. My supervisor manages employees in a fair manner.	SD	D	N	A	SA	NA
47. When needed, poor performance on my team is addressed.	SD	D	N	A	SA	NA

Management Questions – throughout the County there are different levels of management, these questions refer to all managers beyond your direct supervisor. That would include both those within your agency and those that manage across SLCO.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
48. Management communicates effectively with employees.	SD	D	N	A	SA	NA
49. Employees are given enough support by management to do their jobs.	SD	D	N	A	SA	NA
50. Management works together in a coordinated manner.	SD	D	N	A	SA	NA
51. Management cares about employees as individuals.	SD	D	N	A	SA	NA
52. I feel that, in general, those in management are qualified for their positions.	SD	D	N	A	SA	NA

G. Work Environment/Operational Functionality is about policies, procedures, processes, equipment, resources, assignments, schedules, transfers, and more.

For the following questions the term “Assignment Changes” includes changes to work tasks, schedules, and/or transfers.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
53. I understand why work assignment changes occur.	SD	D	N	A	SA	NA
54. The process through which changes are made to work assignments is fair.	SD	D	N	A	SA	NA
<i>Policies and Procedures</i>						
55. I know where to find policies and procedures relevant to my job.	SD	D	N	A	SA	NA
56. Policies and procedures are easy to understand.	SD	D	N	A	SA	NA
57. Policies and procedures are enforced in a fair manner.	SD	D	N	A	SA	NA
58. Employees have the opportunity to give input on policy/procedures.	SD	D	N	A	SA	NA
<i>Other (Work Environment continued)</i>						
59. Employees are given opportunities to learn/adapt to new technology/systems.	SD	D	N	A	SA	NA
60. I am provided sufficient resources to do my job.	SD	D	N	A	SA	NA
61. I know who to contact regarding human resource related questions.	SD	D	N	A	SA	NA
62. I know who to contact regarding payroll related questions.	SD	D	N	A	SA	NA
63. I feel comfortable reporting discrimination concerns.	SD	D	N	A	SA	NA
64. I feel comfortable reporting harassment concerns.	SD	D	N	A	SA	NA

H. Culture is a shared set of values and beliefs that determine patterns of behavior common to groups of people. Organization culture refers to patterns of behavior based on shared values and beliefs within an organization.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
65. The people I work with work well together.	SD	D	N	A	SA	NA
66. The people I work with are committed to quality work.	SD	D	N	A	SA	NA
67. My agency/division collaborates well with other SLCO agencies/divisions.	SD	D	N	A	SA	NA
68. Providing services efficiently is part of the culture of SLCO.	SD	D	N	A	SA	NA
69. I am encouraged to voice ideas, opinions, and concerns.	SD	D	N	A	SA	NA
70. I feel like employee ideas, opinions and concerns are valued.	SD	D	N	A	SA	NA
71. I am encouraged to be innovative by coming up with improved ways of doing things in my role.	SD	D	N	A	SA	NA
72. The leaders in my division promote a positive work culture.	SD	D	N	A	SA	NA

I. Well-Being is satisfaction and positive feelings, supportive and enriching relationships, interest and engagement in activities, purpose, a sense of mastery and accomplishment, feelings of control and autonomy as well as optimism.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	Not applicable
73. I feel safe in my work environment.	SD	D	N	A	SA	NA
74. I am engaged and interested in my job duties.	SD	D	N	A	SA	NA
75. I feel my work improves the lives of SLCO residents.	SD	D	N	A	SA	NA
76. I feel personally empowered to problem solve at work.	SD	D	N	A	SA	NA
77. I am treated with respect by my coworkers.	SD	D	N	A	SA	NA
78. I am treated with respect by my supervisor.	SD	D	N	A	SA	NA
79. My workload is reasonable.	SD	D	N	A	SA	NA
80. My job at the county allows me to have a healthy work-life balance.	SD	D	N	A	SA	NA
81. I trust my team members to do their jobs.	SD	D	N	A	SA	NA
82. I would recommend SLCO to a friend or family member as a place to work.	SD	D	N	A	SA	NA
83. I am considering looking for a new job outside of SLCO in the next year.	SD	D	N	A	SA	NA

Open Opportunity for Feedback (Please write as clearly as possible).

84. What do you like *most* about working for SLCO? (write-in)

85. What do you like *least* about working for SLCO? (write-in)

86. Any other comments? (write-in)

87. I feel the results of this survey will make a difference. (circle one)

Strongly Disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly Agree

Demographics - Demographic questions make it possible to manage survey results. By gathering this information we will be able to see how opinions differ across different groups (e.g. Do men and women have different opinions on discrimination and harassment? Do new employees feel differently about career development than employees with more experience at SLCO?)

Mark one response per question.

88. What is your gender?

- Male
- Female
- Choose not to Identify

89. Do you consider yourself a racial or ethnic Minority?

- Yes
- No
- Choose not to Identify

90. What is your age?

- 18 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60 and over

91. How many total combined years have you worked for SLCO?

- 2 years or less
- More than 2 but less than 4 years
- 4 to 10 years
- 11 to 15 years
- 16 to 20 years
- 21 to 25 years
- More than 25 years

92. What is the highest level of education you have completed?

- Less than high school
- High school diploma / GED
- Some college
- Bachelor's degree
- Graduate degree or above

93. Where do you consider yourself in your career (in general, not just with SLCO)?

- Early career
- Mid-career
- Later career

94. What category best describes your job?

- Employee (Non-Management)
- Supervisor
- Middle management (Associate Directors, Managers)
- Upper management (Division Directors and above)

95. Which of these best describes your work location?

- 21st South State Street
- Other Locations (e.g. Libraries, Health Services Offices, Jail, etc.)

96. What is your area of employment?

- Administrative Services – Information Services (including Records Management & Archives, Addressing)
- Administrative Services – Contracts & Procurement
- Administrative Services – Facilities
- Administrative Services – Fleet Management
- Administrative Services – Human Resources
- Community Services – Parks
- Community Services – Recreation & Golf
- Community Services – Other (Center for the Arts, Clark Planetarium, ZAP)
- Elected Officials – Assessor
- Elected Officials – Auditor
- Elected Officials – Clerk
- Elected Officials – Council
- Elected Officials – District Attorney
- Elected Officials – Offices of the Mayor (Mayor Financial Administration, Mayor Operations & Admin, Regional Development)
- Elected Officials – Recorder
- Elected Officials – Sheriff (Sworn) – Jail
- Elected Officials – Sheriff (Sworn) – Protective Services
- Elected Officials – Sheriff (Civilian)
- Elected Officials – Surveyor
- Elected Officials – Treasurer
- Human Services – Aging and Adult Services
- Human Services – Behavioral Health
- Human Services – Criminal Justice
- Human Services – Health
- Human Services – Youth Services
- Library – Westside Libraries (Magna, Hunter, West Valley, Taylorsville, Kearns, Facilities and the Jail)
- Library – Central and South West Libraries/Departments (Viridian, West Jordan Library, Marketing, Human Resources, Fiscal, Administration, IT, Help Desk, Customer Service, Web Development, Bingham Creek, South Jordan, Riverton & Herriman)
- Library – Eastside Libraries (Columbus, South Main Clinic, Smith, Millcreek, Holladay & Tyler)
- Library – South East Libraries/Departments (Whitmore, Technical Services, Sandy & Draper)
- Office of Townships (Planning and Development, Township Engineering, Township Administration)
- Public Works (Animal Services, Flood Control and Engineering, Operations, Planning, Solid Waste Management)