

UNIVERSITY COLLEGE “CANADIAN INSTITUTE OF TECHNOLOGY”

Kolegji Universitar “Instituti Kanadez i Teknologjisë”

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Quality Assurance Unit

Report on the Survey for New Academic and Administrative Staff at University College “Canadian Institute of Technology”

Introduction

This report summarizes the findings from a recent survey conducted to assess the experiences and needs of new academic and administrative staff at CIT. The survey aimed to identify areas for improvement in onboarding processes, support systems, and overall satisfaction.

Methodology

The survey was distributed to all new staff members who joined CIT within the last 6 months via Google form. It included quantitative questions using a Likert scale and qualitative open-ended questions to gather detailed feedback.

Onboarding Experience

Overall Satisfaction - 98% of respondents reported a satisfactory onboarding experience. However, 2% expressed they good with onboarding but also suggest that when experienced staff collaborate with new team members, it creates a great blend of knowledge and fresh perspectives.

SECTIONS:

Part 1: General Information

Part 2: Employment Procedures

Part 3: Introduction to The Institution

Part 4: Impact and Integration

Part 5: Reception and Understanding

Part 6: Suggestions and Comments

QUESTIONS AND ANSWERS IN PERCENTAGE

1. How did you get to know CIT?

- + 50% suggestion
- + 40 % LinkedIn
- + 10% Social networks

2. How clear was the information on the documentations and employment procedures you received?

- + 80% very clear
- + 20% clear

3. How do you rate the orientation and training process you received?

- + 50% excellent
- + 40% very good
- + 10% good

4. How easy was it to be equipped with the necessary tools and technology for work ?

- + 90% very easy
- + 10% easy

5. How helpful were the meetings to get to know colleagues and the team?

- + 80% very helpful
- + 20% helpful

6. How do you rate the information on the policy and culture of the institution that you received?

- + 70% very useful
- + 30% useful

7. How do you evaluate the information on the processes in the institution?

- + 70% very clear
- + 30 % clear

8. How willing are you to contribute to important CIT projects and activities?

- + 90% very much
- + 10% willing

9. How good was the support you received from colleagues and managers to integrate to the team?

- + 60% very good
- + 40% good

10. How do you rate the welcome you received from the existing staff in general?

- + 40% Very Warm
- + 10% Medium
- + 40% Warm

Conclusion

It's great to hear that new staff have been suggested for CIT based on positive experiences! To build on that momentum, increasing marketing efforts on social networks could help showcase their successes and attract more interest. Additionally, a proactive approach from the HR office—such as targeted outreach or recruitment campaigns—could effectively tap into potential candidates. Combining these strategies could create a strong pipeline for future opportunities!

New staff appreciate CIT's procedures regarding orientation and documentations. By addressing their comments, we can implement an electronic distribution of information. This may include creating an online resource center or sending digital copies of materials by email.

The onboarding process for new staff is very effective, with little room for improvement in fostering relationships between new and existing team members. Implementing the recommended changes can improve the overall onboarding experience and integration of new staff into the organization.

Recommendations

- ✚ Enhance Onboarding Programs
- ✚ Extend the orientation period and include a structured mentorship program for all new hires.
- ✚ Develop a comprehensive onboarding on line guide that outlines key resources and processes.
- ✚ Create a centralized platform for new staff to access training materials, policies, and resources.

Next Steps

Develop an action plan based on recommendations, with timelines and assigned responsibilities.

Conduct follow-up surveys to measure progress and continuously improve staff experiences.

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