

## APPENDIX B

USM EMPLOYEE CLIMATE SURVEY INSTRUMENT  
WITH RESPONSES TO ALL STATEMENTS

Providing a positive work environment for university employees is a priority for USM. As part of our goal to become an employer of choice, we need your input to help assess our current climate and in what areas we need to make improvements. Please take 10-15 minutes to complete this important survey, which will help guide our actions, as well as serve as a benchmark for future surveys. Note that there are two sections for this survey; the first provides information on your (dis)agreement with each statement, and the second asks you to rate how important each item is to you.

Please be assured that your responses are strictly confidential. We do not know the names of anyone who responds to this survey, nor will the results be reported in a way that anyone could be identified. Your participation is voluntary. If you do not feel comfortable answering a question, check the "No comment" or "Choose not to answer" option. There are no reasonable foreseeable risks or benefits in participating in this survey. Declining to participate in this survey will not affect your employment at USM in any way. In addition, there is no penalty or loss of benefits for not participating or for not completing this survey.

If you have any questions about your rights as a participant in the survey, you may contact: Director, Office of Research Compliance, USM at 780-4517, [orusmirb@usm.maine.edu](mailto:orusmirb@usm.maine.edu), or TYY 780-5646.

At the end of the survey, you will have an opportunity to enter an optional drawing for a **chance to win a \$200 gift certificate to Hannaford**. Your name will not be connected to your survey responses.

Please complete this survey by **April 28th**. Survey results will be made public to USM employees.

*Thank you!*

## Sense of Community

1. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.  
Mark one box on each line.

	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I would recommend USM as a place of employment.	346 36.8	390 41.5	106 11.3	89 9.5	9 1.0
I would recommend USM to prospective students.	436 46.4	359 38.2	89 9.5	21 2.2	35 3.7
I believe there is a spirit of cooperation among those with whom I work.	356 37.9	328 34.9	144 15.3	107 11.4	5 0.5
I am proud to be a member of the university community.	466 49.6	325 34.6	90 9.6	45 4.8	14 1.5
I take part in campus activities/events at USM that are outside of my work duties.	208 22.1	389 41.4	163 17.3	107 11.4	73 7.8
I believe the university values employee retention.	140 14.9	261 27.8	265 28.2	246 26.2	28 3.0
I believe the university values student retention.	394 41.9	349 37.1	93 9.9	39 4.2	65 6.9

NOTE: In each cell, the first number is the *number* of people selecting this response, and the second number is the *percentage* of people selecting this response.

## Workplace Values and Work Environment

2. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.

<i>Mark one box on each line.</i>	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I believe that USM is committed to my health and safety at work.	337 35.9	366 38.9	131 13.9	94 10.0	12 1.3
I feel safe at USM.	501 53.3	282 30.0	100 10.6	45 4.8	12 1.3
I understand where to go and how to remedy the situation if I feel unsafe physically or emotionally.	416 44.3	311 33.1	127 13.5	66 7.0	20 2.1
I am recognized for the contributions I make at work.	230 24.5	348 37.0	209 22.2	145 15.4	8 0.9
I understand why it is important for USM to value diversity.	668 71.1	197 21.0	44 4.7	15 1.6	16 1.7
I am free to express my views at work.	397 42.2	302 32.1	141 15.0	95 10.1	5 0.5
I am treated fairly.	354 37.7	326 34.7	150 16.0	101 10.7	9 1.0
I feel respected by the people with whom I work.	427 45.4	307 32.7	122 13.0	80 8.5	4 0.4
Morale is generally high among the employees that I know.	93 9.9	263 28.0	287 30.5	285 30.3	12 1.3
I believe USM's physical facilities are adequate to support work and learning.	84 8.9	299 31.8	265 28.2	278 29.6	14 1.5

## Support from Leadership

3. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.

<i>Mark one box on each line.</i>	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I have input into decisions that affect my job.	271 28.8	394 41.9	160 17.0	108 11.5	7 0.7
I understand what is expected of me at my job.	515 54.8	293 31.2	102 10.9	26 2.8	4 0.4
I am given a performance assessment on a regular basis.	285 30.3	241 25.6	165 17.6	196 20.9	53 5.6
I understand how my job performance is assessed.	321 34.2	294 31.3	152 16.2	124 13.2	49 5.2
My supervisor/manager/chair communicates with me on a regular basis.	456 48.5	258 27.5	120 12.8	88 9.4	18 1.9
I am supported and encouraged by my supervisor/manager/chair.	441 46.9	269 28.6	104 11.1	111 11.8	15 1.6
My job makes good use of my skills and abilities.	434 46.2	273 29.0	133 14.2	95 10.1	5 0.5

## Professional Development/Resources

4. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.

<i>Mark one box on each line.</i>	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I have the resources necessary to do my work.	250 26.6	354 37.7	193 20.5	139 14.8	4 0.4
I believe my workload is manageable.	276 29.4	326 34.7	208 22.1	128 13.6	2 0.2
I think staff levels are adequate in my area.	170 18.1	262 27.9	257 27.3	239 25.4	12 1.3
I am able to take advantage of training and/or professional development opportunities.	316 33.6	339 36.1	167 17.8	97 10.3	21 2.2
I am able to grow professionally and have the opportunity for advancement.	187 19.9	309 32.9	202 21.5	207 22.0	35 3.7

## USM Mission

5. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.

<i>Mark one box on each line.</i>	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I understand USM's mission.	413 43.9	370 39.4	102 10.9	32 3.4	23 2.5
I think my work at USM contributes to the overall mission of the organization.	461 49.0	346 36.8	77 8.2	20 2.1	36 3.8
I know where I fit into "Transforming USM", the institution's five-year plan.	176 18.7	296 31.5	258 27.5	160 17.0	50 5.3
I believe USM's leadership has a clear vision for the university's future.	229 24.4	354 37.7	203 21.6	106 11.3	48 5.1
I believe USM is headed in a positive direction.	264 28.1	396 42.1	153 16.3	87 9.3	40 4.3

## University-wide Communication

6. Please indicate how strongly you *AGREE* or *DISAGREE* with each statement below.

<i>Mark one box on each line.</i>	Strongly Agree	Slightly Agree	Slightly Disagree	Strongly Disagree	Not Applicable/ No Comment
I am well informed about changes in policies and procedures that affect my employment (changes in Human Resources policies, health/safety issues, legal precedents, etc.).	201 21.4	358 38.1	229 24.4	132 14.0	20 2.1
I know how to find information about events happening at the university.	510 54.3	339 36.1	65 6.9	18 1.9	8 0.9
I visit the USM website on a regular basis to find information.	457 48.6	301 32.0	116 12.3	55 5.9	11 1.2
I typically prefer electronic communication.	535 56.9	278 29.6	73 7.8	36 3.8	18 1.9
I typically prefer paper communication.	58 6.2	168 17.9	344 36.6	329 35.0	41 4.4

## Sense of Community

7. For each of the following, please indicate how **IMPORTANT** this issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/ No Comment
Being able to recommend USM as a place of employment.	374 39.8	334 35.5	155 16.5	60 6.4	17 1.8
Being able to recommend USM to prospective students.	562 59.8	236 25.1	83 8.8	33 3.5	26 2.8
Feeling a spirit of cooperation among those with whom I work.	797 84.8	122 13.0	13 1.4	3 0.3	5 0.5
Taking pride in being a member of the university community.	635 67.6	233 24.8	55 5.9	8 0.9	9 1.0
Taking part in campus activities/events at USM, which are outside of my work duties.	181 19.3	367 39.0	280 29.8	87 9.3	25 2.7
Believing that employee retention is valued by the university.	678 72.1	195 20.7	30 3.2	23 2.5	14 1.5
Believing that student retention is valued by the university.	678 72.1	183 19.5	43 4.6	10 1.1	26 2.8

## Workplace Values and Work Environment

8. For each of the following, please indicate how **IMPORTANT** this issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/ No Comment
Feeling that USM is committed to my safety and health at work.	651 69.3	232 24.7	46 4.9	5 0.5	6 0.6
Feeling safe at USM.	685 72.9	197 21.0	46 4.9	4 0.4	8 0.9
Understanding where to go and how to remedy the situation if I feel unsafe physically or emotionally.	589 62.7	262 27.9	69 7.3	11 1.2	9 1.0
Being recognized for contributions I make at work.	691 73.5	206 21.9	34 3.6	4 0.4	5 0.5
Diversity being valued at USM.	572 60.9	228 24.3	96 10.2	33 3.5	11 1.2
Feeling free to express my views at work.	749 79.7	162 17.2	23 2.5	2 0.2	4 0.4
Being treated fairly.	879 93.5	51 5.4	6 0.6	1 0.1	3 0.3
Feeling respected by the people with whom I work.	839 89.3	91 9.7	5 0.5	0 0.0	5 0.5
High employee morale.	780 83.0	143 15.2	12 1.3	1 0.1	4 0.4
Having physical facilities that are adequate to support work and learning.	737 78.4	178 18.9	19 2.0	1 0.1	5 0.5

## Support from Leadership

9. For each of the following, please indicate how *IMPORTANT* this issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/No Comment
Having input into decisions that affect my job.	811 86.3	118 12.6	6 0.6	1 0.1	4 0.4
Understanding what is expected of me at my job.	859 91.4	71 7.6	6 0.6	0 0.0	4 0.4
Receiving a performance assessment on a regular basis.	399 42.5	344 36.6	154 16.4	36 3.8	7 0.7
Understanding how my job performance is assessed.	604 64.3	247 26.3	70 7.5	11 1.2	8 0.9
Having my supervisor/manager/chair communicate with me on a regular basis.	680 72.3	200 21.3	51 5.4	1 0.1	8 0.9
Being supported and encouraged by my supervisor/manager/chair.	741 78.8	168 17.9	22 2.3	2 0.2	7 0.7
Having a job that makes good use of my skills and abilities.	848 90.2	87 9.3	1 0.1	1 0.1	3 0.3

## Professional Development/Resources

10. For each of the following, please indicate how **IMPORTANT** this issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/ No Comment
Having the resources necessary to do my work.	850 90.4	82 8.7	4 0.4	0 0.0	4 0.4
Having a manageable workload.	743 79.0	178 18.9	15 1.6	0 0.0	4 0.4
Having adequate staff levels in my area.	729 77.6	186 19.8	16 1.7	2 0.2	7 0.7
Being able to take advantage of training or professional development opportunities.	592 63.0	261 27.8	70 7.5	8 0.9	9 1.0
Growing professionally and having the opportunity for advancement.	715 76.1	180 19.2	32 3.4	5 0.5	8 0.9

## USM Mission

11. For each of the following, please indicate how **IMPORTANT** each issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/ No Comment
Understanding USM's mission.	350 37.2	434 46.2	128 13.6	19 2.0	9 1.0
Having my work at USM contribute to the overall mission of the organization.	452 48.1	372 39.6	100 10.6	10 1.1	6 0.6
Knowing where I fit into "Transforming USM", the Institutions five-year plan.	319 33.9	393 41.8	172 18.3	44 4.7	12 1.3
USM's leadership has a clear vision for the university's future.	671 71.4	200 21.3	53 5.6	8 0.9	8 0.9
USM heading in a positive direction.	771 82.0	135 14.4	23 2.5	2 0.2	9 1.0

## University-wide Communication

12. For each of the following, please indicate how *IMPORTANT* each issue is for you personally.

<i>Mark one box on each line.</i>	Very Important	Somewhat Important	Slightly Important	Not At All Important	Not Applicable/ No Comment
Being well informed about changes in policies and procedures that affect my employment (changes in Human Resource policies, health/safety issues, legal precedents, etc.).	674 71.7	219 23.3	36 3.8	4 0.4	7 0.7
Knowing how to find information about events happening at the university.	355 37.8	389 41.4	166 17.7	21 2.2	9 1.0
Being able to find information on the USM website.	539 57.3	298 31.7	85 9.0	10 1.1	8 0.9
Receiving communication electronically.	465 49.5	343 36.5	95 10.1	19 2.0	18 1.9
Receiving paper communication.	93 9.9	264 28.1	285 30.3	268 28.5	30 3.2

**Finally, we have a few questions about you.**

**13. What is your gender identity?**

*Please select one.*

- Female
- Male
- Transgender
- Other
- Choose not to answer

**14. What is your sexual orientation?**

*Please select one.*

- Heterosexual
- Bisexual
- Gay
- Lesbian
- Choose not to answer

**15. Select the one racial/ethnic group that best applies to you.**

*Please select one.*

- White/Caucasian Non-Hispanic
- Black/African American Non-Hispanic
- Hispanic/Latino
- Asian or Pacific Islander
- Native American/American Indian or Alaskan Native
- Bi/Multi-Racial
- Choose not to answer

**16. What is your job classification?**

*Please select one.*

- Classified/Hourly
- Professional/Salaried
- Part-time Faculty
- Full-time Faculty
- Choose not to answer

**17. At which location do you primarily work?**

*Please select one.*

- Portland
- Gorham
- Lewiston-Auburn
- Augusta
- Off site
- Choose not to answer

**18. What is your supervisory status?**

*Please select one.*

- Non-Supervisor
- Supervisor, regular staff
- Supervisor, students only
- Choose not to answer

**19. How long have you been employed at USM?**

*Please select one.*

- Less than 1 year
- 1-5 years
- 6-10 years
- More than 10 years
- Choose not to answer

**20. What didn't we ask you that you would like us to know?**

Thank you very much for taking the time to complete this survey.

Please fill out enclosed post card, and send through the inter-campus mail,

for a chance to win a \$200 gift card to Hannaford.