Business Manager Recruitment Satisfaction & Feedback Survey

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5 Strongly agree** | **4  Somewhat agree** | **3  Agree** | **2  Somewhat Disagree** | **1  Strongly Disagree** |

|  |  |
| --- | --- |
|  | If someone vacates a position in my department, I know the steps required to fill the position. |
|  |  |
|  | I know how to write an effective PDQ. |
|  |  |
|  | An HR Consultant calls me prior to posting my position. |
|  |  |
|  | My position is posted in a timely manner. |
|  |  |
|  | Applications are received and reviewed promptly. |
|  |  |
|  | I receive qualified applicants for my position(s). |
|  |  |
|  | I need assistance in scheduling/coordinating interviews. |
|  |  |
|  | I feel confident conducting interviews. |
|  |  |
|  | I am able to screen and select applicants appropriately. |
|  |  |
|  | I use a search committee of three to five people in my interviews. |
|  |  |
|  | I tell the applicants about the position, benefits and other perks of working at UTHSC. |
|  |  |
|  | My interviews last at least 30-45 minutes. |
|  |  |
|  | I ask each candidate the same questions. |
|  |  |
|  | The timeline for filling a position in my department is acceptable. |
|  |  |
|  | I understand the structure of the pay for positions that I post. |
|  |  |
|  | When I hire someone, I call them a few days prior to their start date and welcome them. |
|  |  |
|  | On the first day of employment, a new hire’s office, computer and Net ID are all set up and ready to go. |
|  |  |
|  | Someone in our department meets with new hires on a periodic basis to answer questions and give feedback. |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5 Strongly agree** | **4  Somewhat agree** | **3  Agree** | **2  Somewhat Disagree** | **1  Strongly Disagree** |

|  |  |
| --- | --- |
|  | Our department reviews the PDQ and orientation checklist with each new hire. |
|  |  |
|  | Someone in the office has lunch with the new hire on the first day or during the first week. |
|  |  |
|  | New hires are enrolled in Benefits timely. |
|  |  |
|  | Employees in my area attend new hire orientation. |
|  |  |
|  | We have a departmental orientation process for new hires. |
|  |  |
|  | HR posts my positions on external websites as requested. (i.e., Monster, Higher Ed Jobs.com) |
|  |  |
|  | We cannot attract quality applicants due to compensation. |
|  |  |
|  | HR is meeting my expectations during the recruitment process (applicants, posting, interviews, and onboarding). |
|  |  |

Please provide any comments or suggestions for improving the recruitment and onboarding process:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Department |  |
| ***(optional)*** | |  |  |  |

**Please return to Human Resources, 910 Madison Ave., Suite 722, Memphis, TN 38163 or Fax to 901.448.5170**