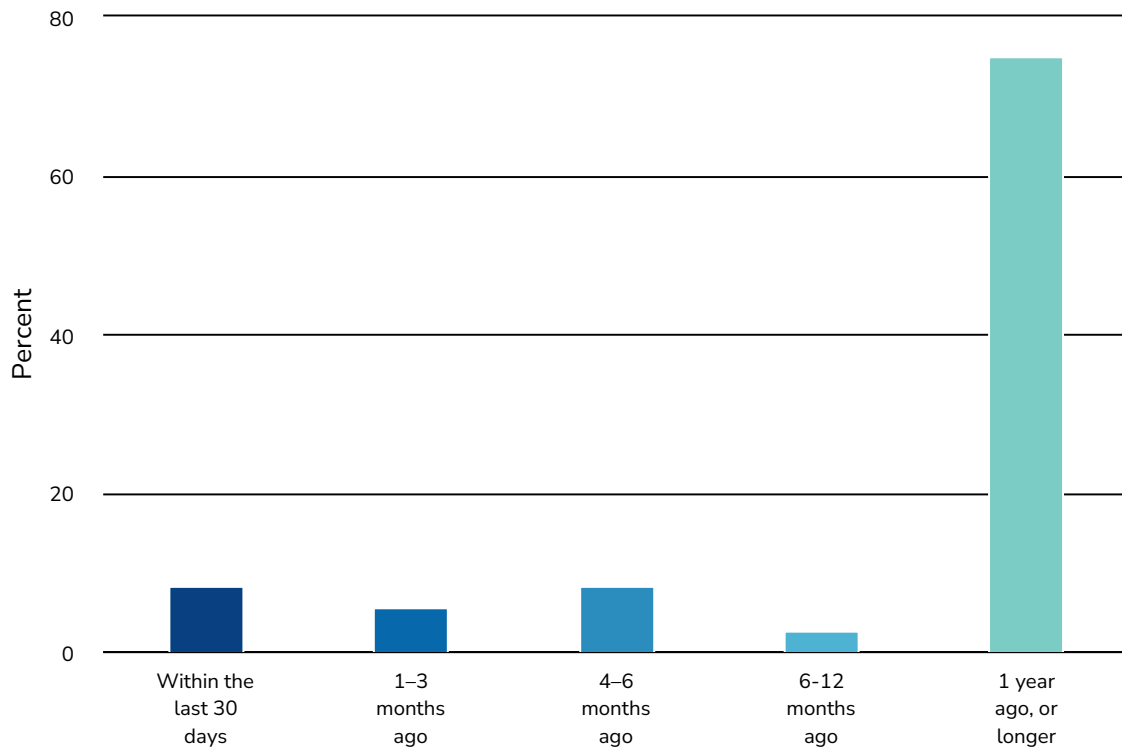


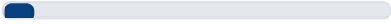
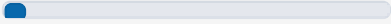
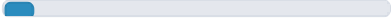
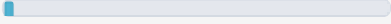

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Only show: #1 Question "What is your employee classification?" is one of the following answers ("Faculty (Full-time)", "Faculty (Adjunct/Part-time)")

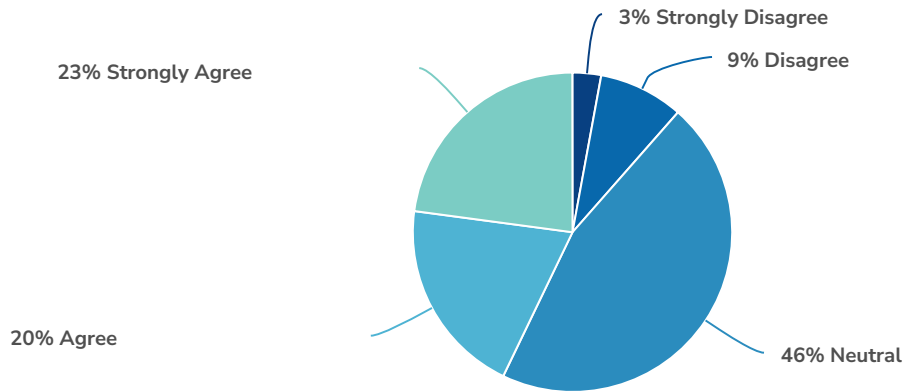
# Report for NCC HR Onboarding & NCC Orientation Outcomes Survey

## 1. How long ago did you complete your onboarding and orientation?



Value	Percent	Responses
Within the last 30 days	8.3% 	3
1–3 months ago	5.6% 	2
4–6 months ago	8.3% 	3
6-12 months ago	2.8% 	1
1 year ago, or longer	75.0% 	27

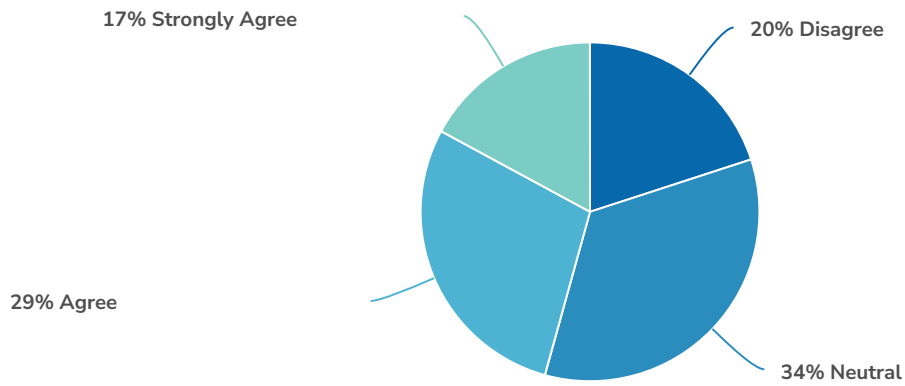
2. The orientation process provided a clear understanding of the institution’s mission, values, and strategic priorities.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	8.6%	3
Neutral	45.7%	16
Agree	20.0%	7
Strongly Agree	22.9%	8

Totals: 35

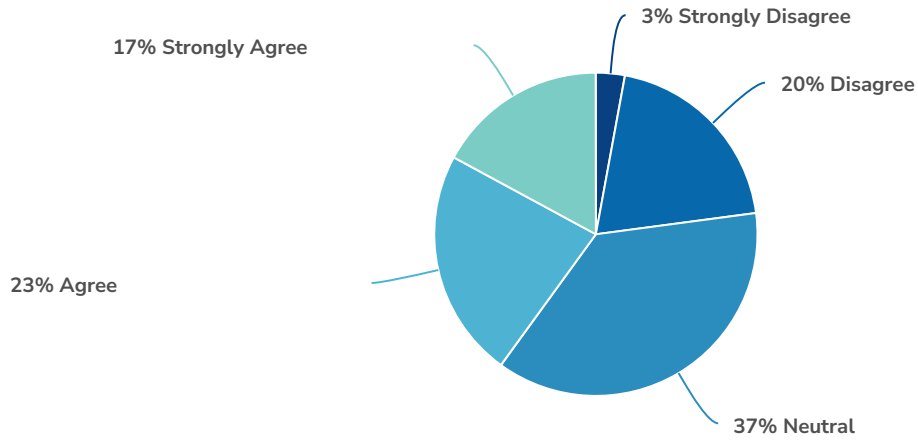
3. My orientation helped me understand the institution’s organizational structure, including key offices (i.e. Academic Affairs, Student Affairs, HR, IT).



Value	Percent	Responses
Disagree	20.0%	7
Neutral	34.3%	12
Agree	28.6%	10
Strongly Agree	17.1%	6

Totals: 35

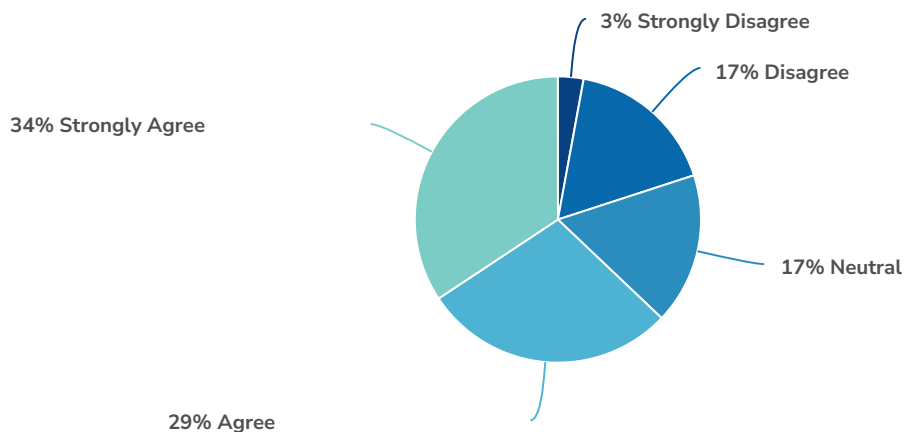
4. The information provided about campus culture, traditions, and community was useful to me as a new hire.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	20.0%	7
Neutral	37.1%	13
Agree	22.9%	8
Strongly Agree	17.1%	6

Totals: 35

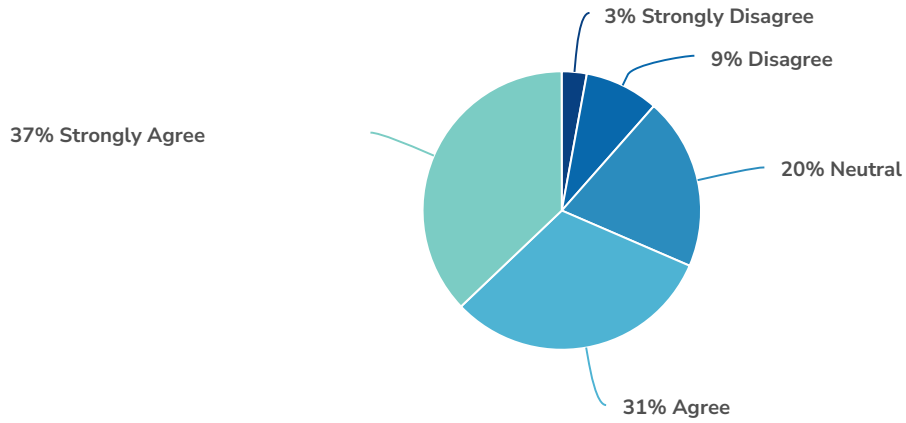
5. My technology setup (email, Banner/SIS, Canvas, ID card, phone, equipment etc.) was ready for me when I started.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	17.1%	6
Neutral	17.1%	6
Agree	28.6%	10
Strongly Agree	34.3%	12

Totals: 35

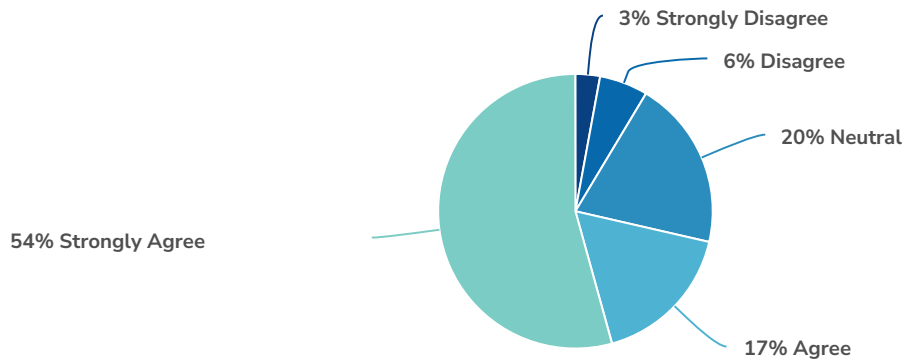
6. I received adequate information about my specific role and responsibilities.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	8.6%	3
Neutral	20.0%	7
Agree	31.4%	11
Strongly Agree	37.1%	13

Totals: 35

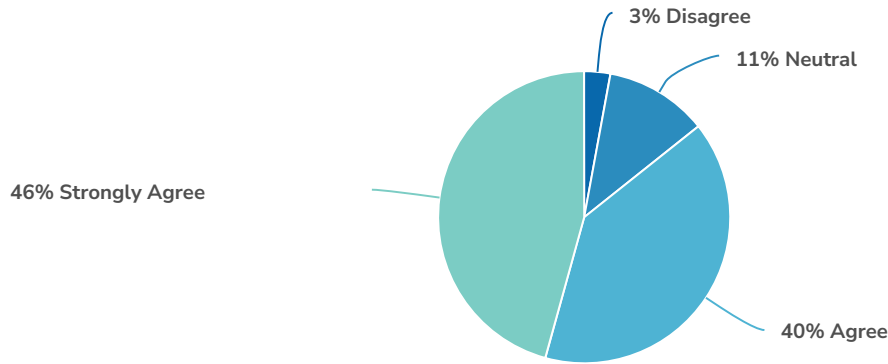
7. My supervisor provided helpful guidance to me during the first few weeks of my employment.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	5.7%	2
Neutral	20.0%	7
Agree	17.1%	6
Strongly Agree	54.3%	19

Totals: 35

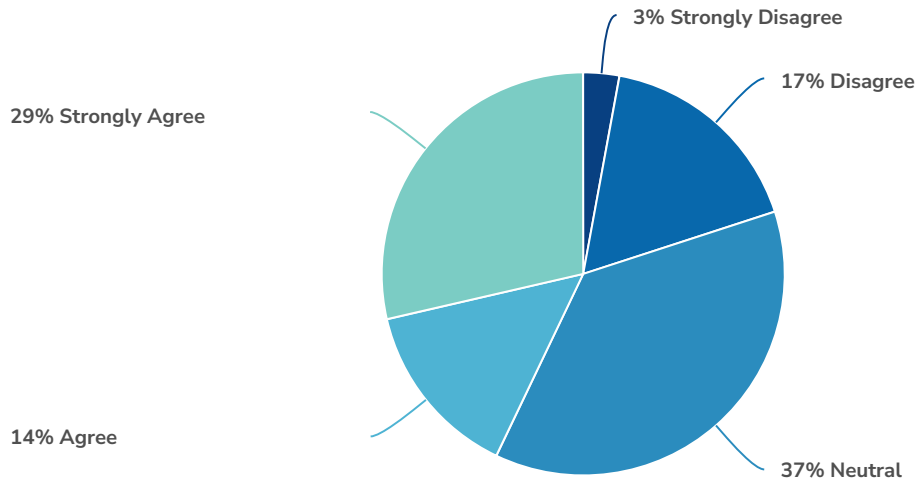
8. I have a clear understanding of how my position contributes to the success of NCC students.



Value	Percent	Responses
Disagree	2.9%	1
Neutral	11.4%	4
Agree	40.0%	14
Strongly Agree	45.7%	16

Totals: 35

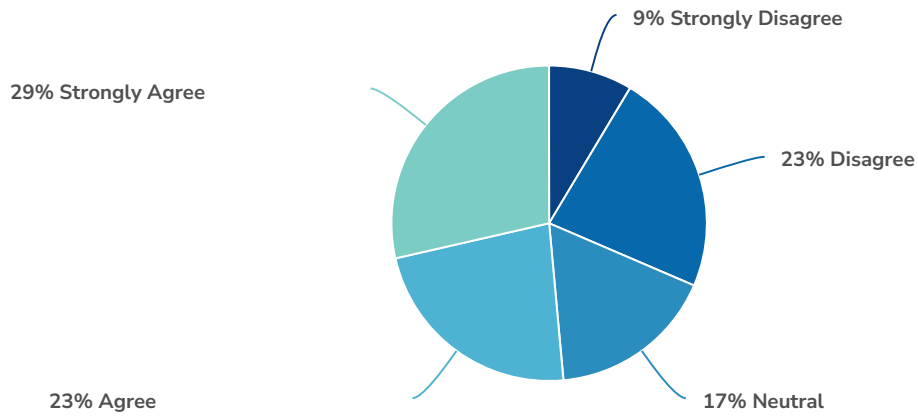
9. The training I received prepared me to perform my job effectively.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	17.1%	6
Neutral	37.1%	13
Agree	14.3%	5
Strongly Agree	28.6%	10

Totals: 35

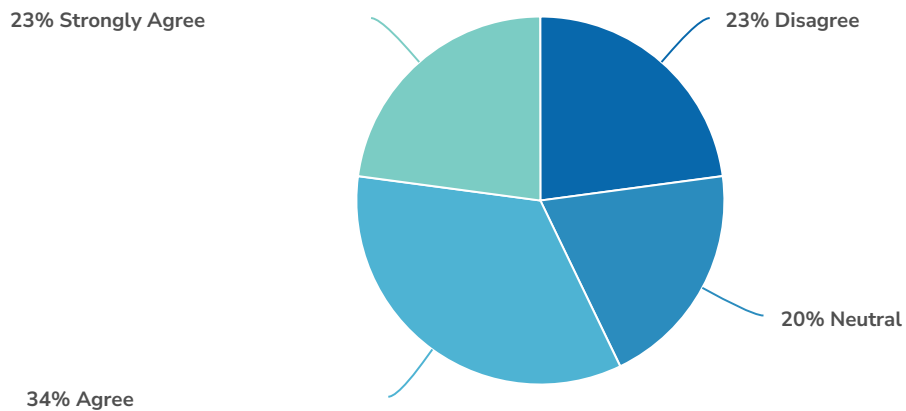
10. I received or was connected to required compliance trainings (i.e. FERPA, Title IX, campus safety procedures, etc.)



Value	Percent	Responses
Strongly Disagree	8.6%	3
Disagree	22.9%	8
Neutral	17.1%	6
Agree	22.9%	8
Strongly Agree	28.6%	10

Totals: 35

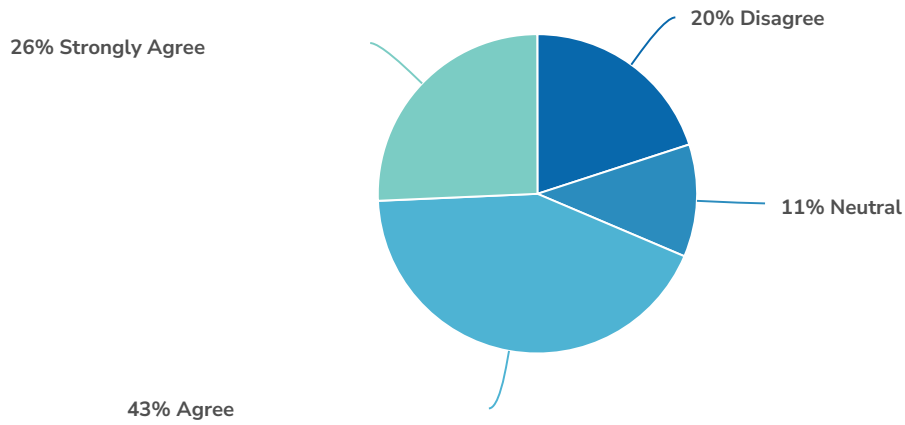
11. I received adequate information about institutional policies and procedures relevant to my position.



Value	Percent	Responses
Disagree	22.9%	8
Neutral	20.0%	7
Agree	34.3%	12
Strongly Agree	22.9%	8

Totals: 35

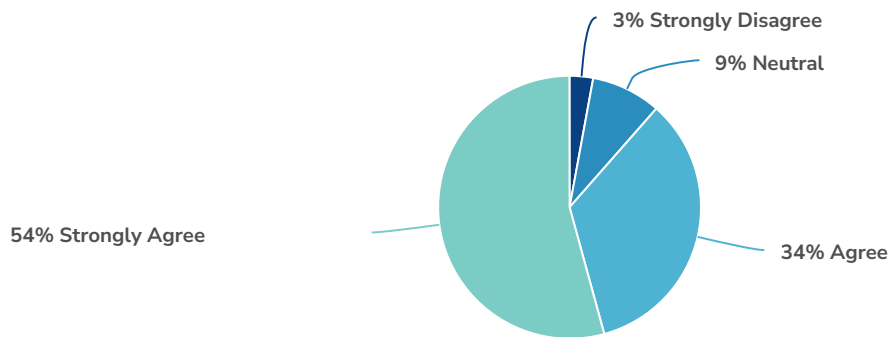
12. I know where to access policies and procedures and who to contact when I need clarification.



Value	Percent	Responses
Disagree	20.0%	7
Neutral	11.4%	4
Agree	42.9%	15
Strongly Agree	25.7%	9

Totals: 35

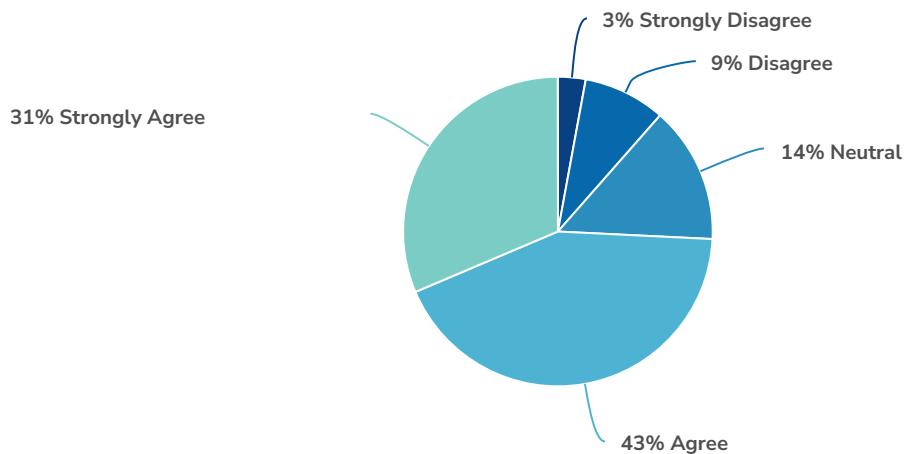
13. I felt welcomed by my department, my colleagues, and the broader campus community.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Neutral	8.6%	3
Agree	34.3%	12
Strongly Agree	54.3%	19

Totals: 35

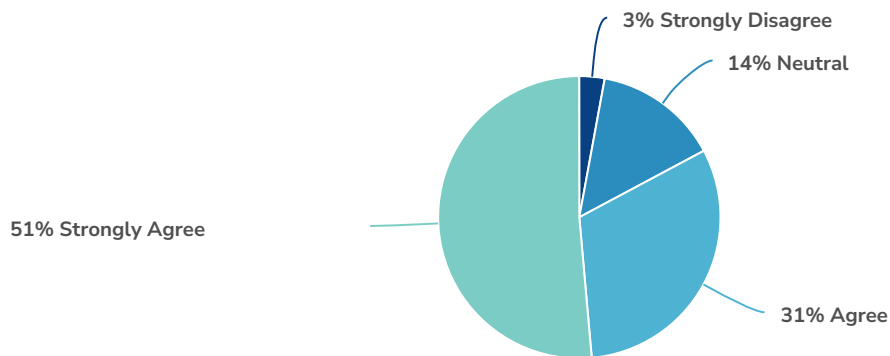
14. I was introduced to key campus partners and members of the college community that are relevant to my work.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	8.6%	3
Neutral	14.3%	5
Agree	42.9%	15
Strongly Agree	31.4%	11

Totals: 35

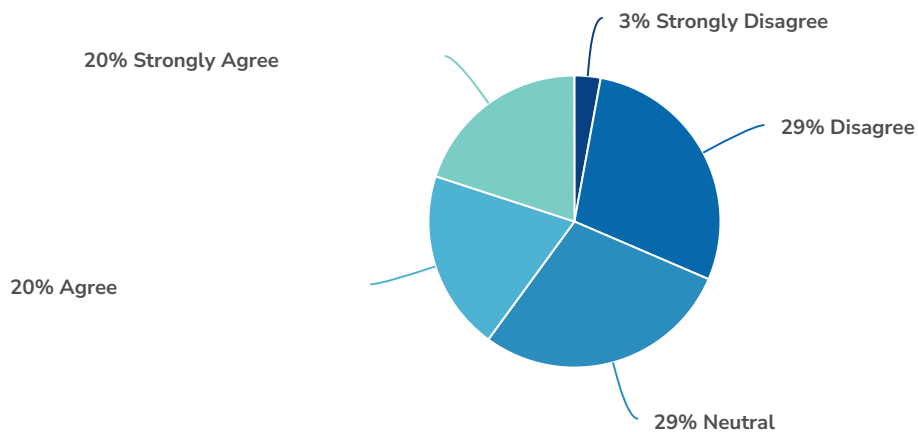
15. I feel comfortable reaching out to my campus (or system) colleagues when I have questions.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Neutral	14.3%	5
Agree	31.4%	11
Strongly Agree	51.4%	18

Totals: 35

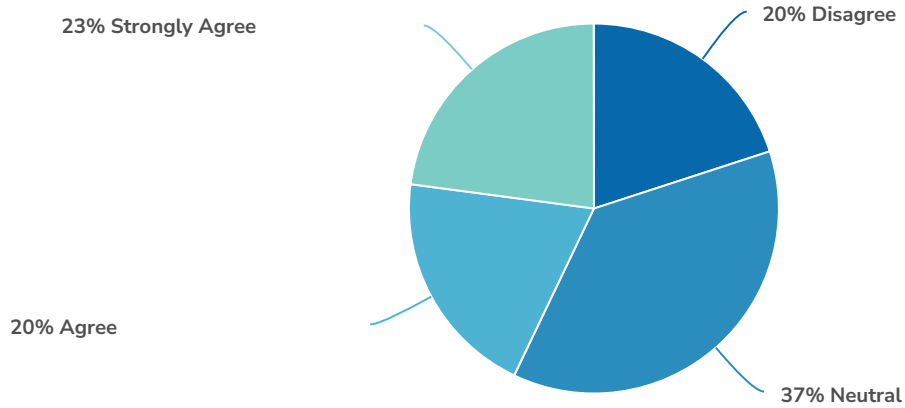
16. I am aware of professional development procedures and resources available to support my professional growth.



Value	Percent	Responses
Strongly Disagree	2.9%	1
Disagree	28.6%	10
Neutral	28.6%	10
Agree	20.0%	7
Strongly Agree	20.0%	7

Totals: 35

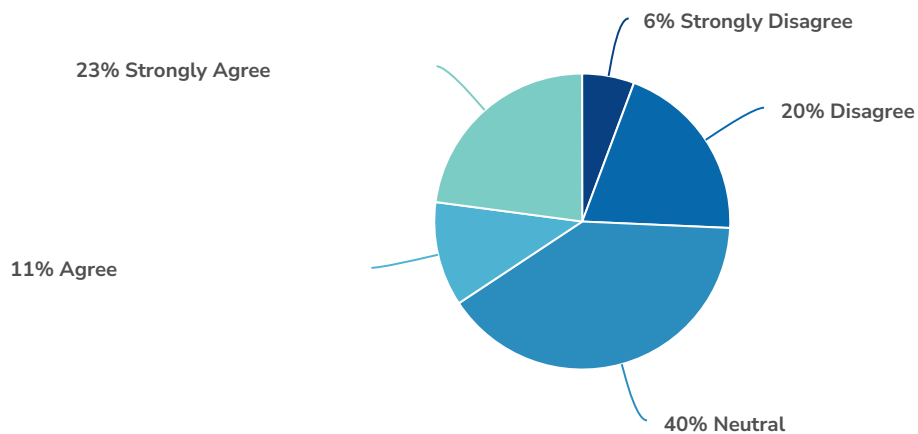
17. The HR orientation process helped me feel prepared to perform my role at NCC.



Value	Percent	Responses
Disagree	20.0%	7
Neutral	37.1%	13
Agree	20.0%	7
Strongly Agree	22.9%	8

Totals: 35

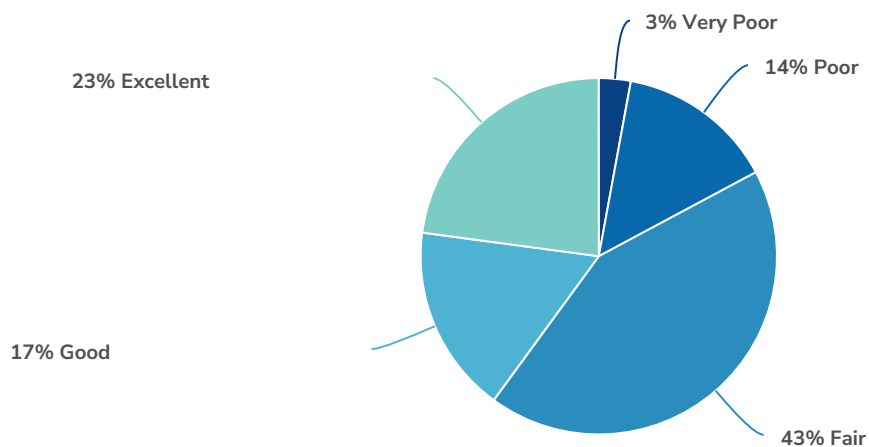
18. The NCC onboarding experience positively influenced my early performance and gave me confidence to do my job.



Value	Percent	Responses
Strongly Disagree	5.7%	2
Disagree	20.0%	7
Neutral	40.0%	14
Agree	11.4%	4
Strongly Agree	22.9%	8

Totals: 35

19. I would rate my overall onboarding and orientation experience as a new hire as:



Value	Percent	Responses
Very Poor	2.9%	1
Poor	14.3%	5
Fair	42.9%	15
Good	17.1%	6
Excellent	22.9%	8

Totals: 35

## 20. Which aspects of orientation or onboarding were most helpful to you?

### ResponseID Response

3	Learning about expectations.
4	It was great to meet other team members. As an adjunct, I often don't get the opportunity to meet others.
5	Where to find what I needed.
7	General Security information and Canvas prep classes (this was 8 years ago though so this does not appear to be done the same way)
11	Since I was already an employee in a different capacity, I didn't really have an orientation
14	I never received a formal orientation. I had taught at NCC before so I was already familiar with a lot of the topics that would have been covered. As one who had taught as an adjunct at other schools I was familiar with each administrative office and their responsibilities.
15	The ability to ask question and get them answered
16	Having a knowledgeable and helpful HR director.
18	Some people reached out to me to introduce themselves to familiarize with their program.
19	general set-up of offices, who was responsible for various courses, etc."
20	Introduction to Canvas but it didn't go far enough.
21	benefits
22	Cathy Berry was helpful and accessible.
24	I have very close contact with my directors, program coordinators and they are very responsive.
25	to long ago
26	The formal parts seemed complete, and were good. HOWEVER: (1) My dept. chair didn't review me until 2/3 of the way through my first course, missing important opportunities for improvement. (2) The lab I needed to use was not fully set up or documented, partly b/c of a previous retirement, partly for IT reasons. (This was a particular problem b/c of the Monday class schedule vs. national holidays.) (3) The dept. chair retired at the end of my first semester, NO ONE was appointed as interim chair for months, and the VPAA (as acting chair) did not have full information. :-\
27	Training Classes Support was always available if I had questions.

## ResponseID Response

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28	Always available to provide assistance
29	Unknown.
30	I enjoyed the campus orientation session.
31	I did not receive an onboarding orientation from HR. I did receive an email link to compliance training. The department chair provided what I needed to be successful in my role. He has been very supportive and responsive to my questions.
32	Did not receive an orientation
33	Don't remember. (2018)
35	The process has likely changed but 32 years ago, new hires were provided with a folder, a sandwich, and an hour-long presentation of NCC culture. It did not provide much of what was asked above so if the New Hire process does those things now, it would be an marked improvement.
39	i don't actually remember being onboarded
40	The help I got from my Program Coordinator regarding course preparation and utilizing Canvas.
41	Meeting personally with the Director of HR.
42	My department chair was most helpful. She guided me as I took on my role. She introduced me to departments, included me in meetings, and explained the process of student admission, advising, my role as Co advisor, budgeting, and connected me with my early college partners. She was always available to clarify questions I had.
43	My supervisor and other department vets helping me.
44	I felt very comfortable reaching out to my Dept head about any questions that I had. She was welcoming and met with me in person several times to make sure I was settled in.
50	Introduction to staff and learning how to use the technology necessary to do the job.
51	My direct supervisor was helpful as was a faculty member in the same department.
53	Support and mentoring by others in the same position.
54	The introduction to our LMS.

## 21. Which parts of the onboarding or orientation process do you feel need improvement?

ResponseID	Response
3	I'm not sure.
4	IT and Canvas. When I first started, I did not have access to Canvas and other resources until after the course started. This made it a difficult start.
5	All good
7	There was no discussion about how to use things like SIS, EAB, or any other way to address issues when I started 8 years ago. Our current department meeting does provide all of that now which is very helpfu;
11	When someone changes from one classification to another we still need an orientation - otherwise we assume not to do things differently - and sometimes we do need to do things differently. Please don't assume we just know what to do - check in with us to see if we understand how things are done in this new role.
14	Not applicable and I didn't have the formal orientation program.
15	None
16	If possible, it would be helpful to have orientation before the days of requirement begin.
18	Having new employees have an assigned mentor to be available for support. Having specific tasks such as an onboarding checklist Having more time to learn the job before we are expected to do the job
19	setting up the LMS ( Canvas )
20	The initial onboarding materials are now much better.
21	procedures, got no information on how to get things done
22	I am a little foggy on how to access my budget and purchase items should they be needed.
24	I suggests more attention be directed toward the adjunct faculty resource page. It would be wonderful to watch recording of meetings, even just audio to breathe life into the PPT slide decks we get. I also felt like Canvas training, instructional design for the online classroom, and how to develop outcome measures as a new faculty was a huge undertaking on top of being a new faculty. Access to classes - even just some direction to good YouTube channels or LinkedIn learning would have been extremely helpful. Perhaps a module be added to the New Hire Canvas class would be a great start.
25	none

## ResponseID Response

26	Clear chain of command at the department level: If the chair is out for any reason, *everyone* knows who is acting chair, and that person gets *all the info needed to do that job*. And VPAA probably shouldn't be the acting chair: If you don't have any non-adjunct faculty to turn to -- get some!
27	None that I can think of
28	None
29	Unknown
30	I personally could have used a full rundown of procedures, expectations, and boundaries as an adjunct.
31	I reached out to HR via email and voicemail with no response. The department chair put me in contact with others who helped with my I9. HR seems very disconnected in the process.
32	All electronics
33	N/A
35	Ensure that the New Hire process for night professors includes all of the information that they need to access information and to be successful. Also, those adjuncts hired for the second 8-week firm rarely have an onboarding process for just them. My adjuncts report that even if they attend the New Hire Orientation in the fall, they do not retain information that helps them when they start teaching in the spring.
39	?
40	I need a lot more help and guidance learning Canvas.
41	Training in technology. See Question #24.
42	A document to outline the steps of the process and all things a new employee needs to complete.
43	The whole process could be revamped. Maybe it could be a training with an agenda, a welcoming session with relevant staff, and follow up mini-sessions.
44	I did not receive a formal orientation from HR or IT. I started in January 2026 as a returning adjunct. Having never used Canvas before I could have benefitted from a formal training in how to add assignments, etc. I am familiar with online grading systems so I was comfortable with "playing around" with Canvas but I made many mistakes getting my course set up and would have loved even a 30 minute training for those who are comfortable with technology. I know that I can reach out to Alan F. anytime.
50	N/A

## ResponseID Response

51 I started long before we had an HR office or any kind of onboarding. As I see it now, I think HR does a good job but, things could be a little more efficient. Also, managers should have some formal training on how to work with new hires.

53 Policies and procedures

54 I don't recall any.

## 22. Are there any additional supports, training, or resources that would have improved your onboarding experience?

ResponseID	Response
3	Listing all the training resources and offices.
4	More training on Canvas
5	No
7	It is often hard to find the information we need when an issue comes up. Having 2 hours where there is a load of information is not really helpful. It feels like a secondary orientation, or check in after a few weeks would work better once you have a sense of what you might need. You just do not know those first few weeks.
11	As a supervisor I would love a flowchart on the hiring and onboarding process. I would like to know what each person's responsibility and timelines is etc.
14	Not applicable as I didn't have the formal orientation program.
15	N/A
16	Onboarding was very smooth since most of it is done online.
18	Having a designated faculty mentor to sit with while I learned the job.
19	how do you get supplies and what is available
20	Needed training in the tools a PC needs to use to do their job. I still don't know how to use searches in Navigate.
21	-
22	Flyers of how various administrative processes work would be helpful since they are so rarely accessed. It would be good to have a reference for when it's needed.
24	Maybe a self-guided Campus tour and meet and greet.
25	more of a list who to contact for each department in hr question
26	No: Retirement is a problem, and NCC didn't have a deep enough bench.
27	N/A
28	None
29	Unknown

## ResponseID Response

30	Probably 1:1 feedback sessions.
31	Department chair has been great and has been answering questions as they arise.
32	Department meetings. All department faculty should be included with the invitation to the department.
33	N/A
35	Zoom links for New Hire orientation should be available for those persons who want to participate but are unable to be here due to work-related reasons.
39	see 25 below
40	I believe I can reach out to my direct supervisor and to Cathy at HR if I am in need of any further assistance.
41	Workshops or Training videos on all the tools used (i.e. SIS, Canvas, DegreeWorks, Improve, etc.).
42	Written policy for the specific position outlining the roles and responsibilities.
43	Anything that would support employees who are left to "figure things out as they go." Better training and a mentor/buddy program for first year employees?
44	see previous response
50	Not that I can think of
51	Managers should have some formal training on how to work with new hires.
53	More info on administrative responsibilities that were part of my position
54	Nope

23. Please share any additional comments or suggestions you would like us to know.

ResponseID	Response
7	Our department share is excellent at helping address our concerns and making sure we have what we need to succeed. The initial semester meeting is very useful to catch things that we might have missed in prepping for the class. The earlier access to our Canvas shells is so much appreciated. It is a bit frustrating to have "new" elements or requirements thrust on us either in the week right before a semester, or in week 1 and 2 as there are too many other things to address as an adjunct.
11	I would like to understand the adjunct onboarding process better so that I can share with my perspective adjuncts what to expect.
14	Please see 22 above.
20	Need to look at not just what a faculty member needs to know to start a semester but what all the tools are for them to do the PC job (since most faulty are also PCs).
24	I am very thankful for the opportunity to work with NCC. Thank you for considering our feedback!
25	the web site is a little hard to navigate for employee stuff.
27	N/A
28	None
29	To be honest, it was over 10 years ago, and I don't recall even having an HR onboarding. It was mainly a meeting for new faculty that happened at the start of the term, and I believe that's where I got the info to start.
30	My hiring, I think, was perhaps a bit out of the ordinary. I am a former NCC student so I knew the Dept Heads better than other new hires may. I could have used a little bit of one on one walkthrough. I understand their were a variety of circumstances that impacted the process.
31	Classes start this week and banking/payroll information has not yet been established.
32	Senior faculty should be assigned courses before new hires are offered courses. It should be required the highest degreed faculty should be assigned courses on a seniority basis. Faculty should have degrees in the subject matter they are teaching.
33	N/A
35	My answers are not reflective probably of the process now as the systems, technology, and administration has changed so much over the last 30 years.

## ResponseID Response

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39 NCC as a collective organization and not any ones personal fault - in many areas lacks clear guidelines and business policies which is frustrating and unproductive (because said guidelines have never been developed and the situation just perpetually continues....) and can make for a difficult, time wasting and frustrating experience working here for no good reason as these situations can easily be solved with clearer org structure and policies

41 I would like to see more formal PD opportunities.

44 I really enjoy NCC and I'm happy to be back on campus working with students

51 I marked many of my responses as neutral or disagree because there were no onboarding procedures when I started here.

53 None