##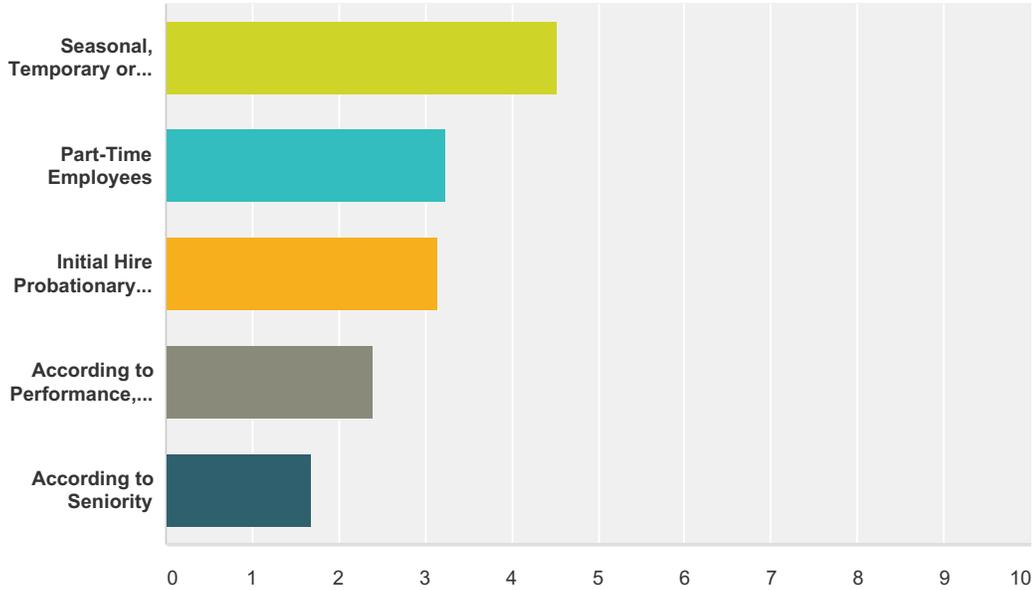 Q1 ACES is taking the opportunity this year to update policy language in Section III Employment, with a specific focus on part D. Layoffs. For the following, please rank these categories in the order you believe layoffs should occur, with 1 being first and 5 being last.

Answered: 176   Skipped: 0

	1	2	3	4	5	Total	Score
Seasonal, Temporary or Emergency Employees	**76.70%** 135	**12.50%** 22	**2.84%** 5	**1.70%** 3	**6.25%** 11	176	4.52
Part-Time Employees	**1.14%** 2	**47.16%** 83	**29.55%** 52	**17.61%** 31	**4.55%** 8	176	3.23
Initial Hire Probationary Employees	**5.11%** 9	**27.84%** 49	**48.30%** 85	**15.91%** 28	**2.84%** 5	176	3.16
According to Performance, as documented by the most recent performance evaluation (in the absence of such an evaluation, the employee is deemed to have satisfactory performance)	**13.07%** 23	**8.52%** 15	**14.20%** 25	**34.09%** 60	**30.11%** 53	176	2.40
According to Seniority	**3.98%** 7	**3.98%** 7	**5.11%** 9	**30.68%** 54	**56.25%** 99	176	1.69

Q2 How much advance notice do you believe an employee who has been selected for layoff should receive?

Answered: 176   Skipped: 0
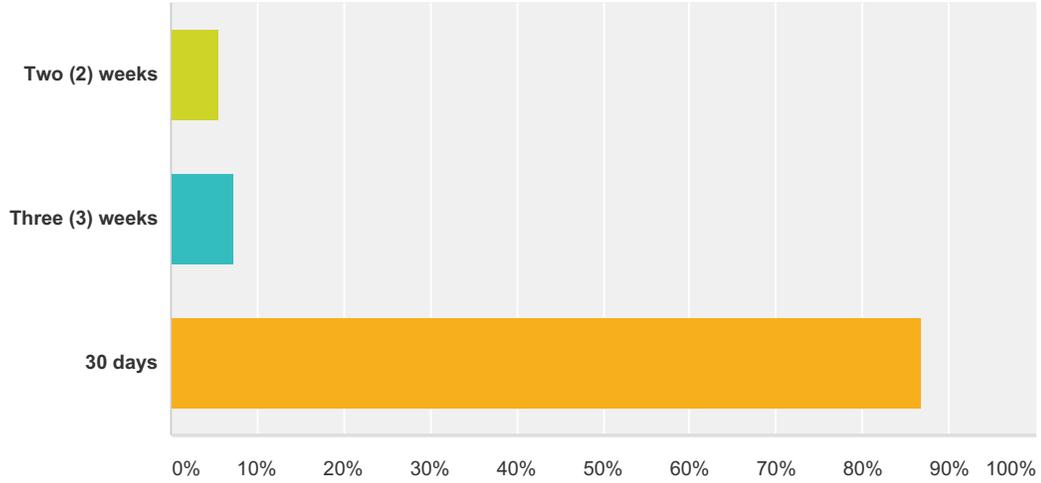
Answer Choices	Responses	
Two (2) weeks	**5.68%**	10
Three (3) weeks	**7.39%**	13
30 days	**86.93%**	153
Total		**176**

#	Other (please specify)	Date
1	Minimally 30 days; 90 days preferred.	4/6/2015 12:29 PM
2	60 days	4/6/2015 12:21 PM
3	As much notice as possible.	4/3/2015 9:38 PM
4	I tried to submit two months notice but the survey will not let me submit without selecting one of the above.	4/3/2015 5:11 PM
5	Employees facing layoff should be given as much notification as possible.	4/3/2015 12:04 PM
6	no button for Other ---- 60 days	4/3/2015 10:59 AM
7	at least 90 days. This will give people more time to look for a new job.	4/3/2015 10:45 AM
8	0 Days notice with 30 days pay. 0 days notice security risks and gives more dedicated time for seeking new employment	4/3/2015 10:45 AM
9	or more	4/2/2015 5:19 PM
10	60 days	4/2/2015 5:16 PM
11	Or as soon as it is known, if earlier.	4/2/2015 4:40 PM
12	Two months minimum.	4/2/2015 4:36 PM
13	As much notice as possible, not less than 3 weeks	4/2/2015 4:30 PM
14	In this economy? 90 days minimum!	4/2/2015 4:17 PM

15	90 days to give time for retirement or job search	4/2/2015 4:15 PM
16	I thought policy said three months!	4/2/2015 3:26 PM
17	At least 30 days, longer would be better.	4/2/2015 3:16 PM
18	60 days, with job counseling and support	4/2/2015 3:15 PM
19	2 months	4/2/2015 2:54 PM
20	as much notice as possible	4/2/2015 2:47 PM
21	Depends on that employee's responsibilities and how knowing will affect performance and mental state.	4/2/2015 2:46 PM
22	1 year	4/2/2015 2:32 PM
23	Notice of layoff is only part of the equation and is less important than the length of severance pay offered. Length of employment at the College may also be used as a factor.	4/2/2015 2:31 PM
24	A minimum of 30 days, but longer should be given if it is possible to do so. The College should make every effort to give more time than legally required.	4/2/2015 2:21 PM
25	I beleive that employees facing layoff should be given as much notice as possible.	4/2/2015 2:21 PM
26	depends on the reason. If budget is the issue, gives the most time (30 days). If performance issue, gives two weeks.	4/2/2015 2:15 PM
27	6 months just like U of A	4/2/2015 2:10 PM
28	60 days	4/2/2015 2:08 PM
29	As long as possible.	4/2/2015 2:03 PM
30	A minimum of 30 days notice; 60 days would be better	4/2/2015 2:00 PM
31	As soon as known,	4/2/2015 1:56 PM
32	If possible.	4/2/2015 1:52 PM
33	30 day MINIMUM!	4/2/2015 1:41 PM
34	Longer than two weeks, if budget permits	4/2/2015 1:35 PM
35	4 months	4/2/2015 1:34 PM
36	60 days	4/2/2015 1:30 PM
37	Provide as much lead time as possible (i.e. now)	4/2/2015 1:17 PM
38	As much time as possible	4/2/2015 1:11 PM
39	As soon as known - don't wait, let them plan to find another job or retire or get fiscal resources in order	4/2/2015 1:11 PM
40	Over 30 days, if possible, both to give the employee the opportunity to plan their lives plus give their co-workers a chance to get the knowledge they need to take over projects that person is working on.	4/2/2015 1:10 PM
41	Four work weeks	4/2/2015 1:07 PM
42	Would prefer Four (4) weeks	4/2/2015 1:03 PM
43	for permanent employees	4/2/2015 1:01 PM
44	Two months	4/2/2015 12:59 PM
45	I would like at least 45 - 60 days so staff can secure other employment.	4/2/2015 12:59 PM
46	60 days	4/2/2015 12:58 PM
47	as much as possible and reasonable	4/2/2015 12:57 PM
48	at least 30 days ideally 60	4/2/2015 12:54 PM

Q3 Considerable discussion has occurred around opportunities for employees to work an alternate schedule. These work schedules include an economic cost to employees (10 months pay for 10 months work). Which of the following alternate schedules would you be interested in working?

Answered: 176   Skipped: 0
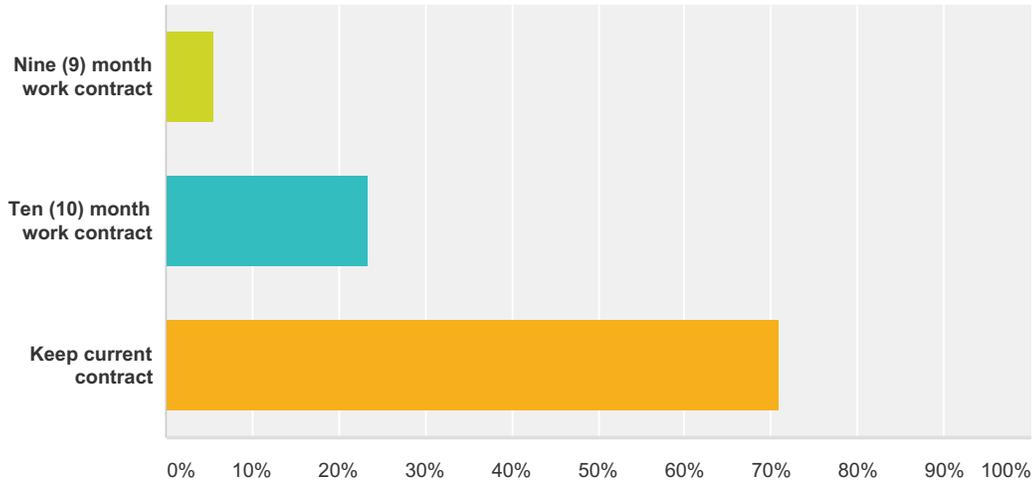
Answer Choices	Responses	
Nine (9) month work contract	**5.68%**	10
Ten (10) month work contract	**23.30%**	41
Keep current contract	**71.02%**	125
Total		**176**

| #	Other (please specify)	Date
1	Modification as necessary, given College economic constraints	4/7/2015 11:31 AM
2	35-37.5 hour work weeks year round; or 4 days during summer	4/7/2015 11:07 AM
3	If I can't keep current contract, 10 month would be less painful	4/3/2015 4:23 PM
4	With the option of job sharing up to 10 hours per week for any positions that may open when reduced work week is implemented.	4/3/2015 3:15 PM
5	Furlough arrangement - employee can choose either one week or two weeks and then choose days to be out without pay. Should be voluntary at first. If mandated, then ALL employees should participate.	4/3/2015 1:47 PM
6	I would also consider a 10-month contract or reverting to 37.5 work week	4/3/2015 12:49 PM
7	I am concerned that all employees may be given an opportunity to work a 9 or 10 month contract, not just employees in specific areas that can tolerate a reduction in staff.	4/3/2015 12:04 PM
8	no button for Other -- 4 day week (i.e, every Monday or Friday off)	4/3/2015 10:59 AM

9	There are a lot of ideas that employees have submitted for alternate work schedules. Voting shouldn't be limited to these two.	4/3/2015 10:45 AM
10	would really depend on specific position on whether it's feasible or not.	4/3/2015 10:45 AM
11	What about an 11-month contract	4/2/2015 5:16 PM
12	There are also furloughs to consider.	4/2/2015 4:36 PM
13	We are not all contract employees	4/2/2015 4:30 PM
14	Please do NOT do this. This would be horrible for those left behind to do all the work!	4/2/2015 4:17 PM
15	37.5 hour work week	4/2/2015 4:15 PM
16	Of course it would be a financial hardship for single income employees to take 2 months off but if it saved jobs I would prefer this.	4/2/2015 4:05 PM
17	32 Hour Week	4/2/2015 3:17 PM
18	52 days flex off (similar to counselor flex) or 4 days per week with full benefits	4/2/2015 3:15 PM
19	If this has to happen, I would prefer a "furlough" type situation...one day a week? Many of us are already doing more with less so not working the equivalent of 2 months would slow things down even more around the College.	4/2/2015 3:15 PM
20	Provide a mechanism so that employees may voluntarily purchase additional vacation time off in 1 day increments at their existing salary level which would in effect reduce individual's salaries while providing additional time off for the employee. This is more palatable than the suggested options. Another possibility: expand upon the holidays and breaks that the College currently provides to employees so that the College is closed for more days which will save both utility expenses and salary expenses. In addition, employee salaries could also be reduced by a proportion of the additional days off. For example, Thanksgiving break could be expanded from 2 days off to 5 days off with the closure of the College for the entire week. A similar example would be for the Rodeo break. Below is a summary of the holidays that could be expanded to provide an additional 46.5 days off which would save utility and salary expense: / / Thanksgiving break (from 2 days to 5 days off) / Xmas/holiday break (from 6.5 days to 15 days off) / Spring break (from 0 days to 10 days off) / Rodeo Break (from 2 days to 5 days off) / Independence Day (from 1 day to 10 days off) / Memorial Day (from 1 days to 10 days off) / Labor Day (from 1 day to 5 days off), etc.	4/2/2015 2:31 PM
21	I would only consider a shorter contract if it was given as an alternative to layoff.	4/2/2015 2:21 PM
22	reducing the amount of hours per week; equally reduced w/in year	4/2/2015 2:17 PM
23	In the order of preference: 1) 37.5 hours 2) 4 days during summer (8X4 = 32/wk w/ reduced pay)	4/2/2015 2:15 PM
24	Exempt staff are not on contract :).	4/2/2015 2:03 PM
25	Four-day work week	4/2/2015 2:00 PM
26	Monthly furlough day for all employees if needed	4/2/2015 1:54 PM
27	I would consider reduced hours over full year.	4/2/2015 1:45 PM
28	Comment on Question 1.: Poor performers only as #1 rank to go, additional layoffs beyond that not based on performance but additional ranking listed.	4/2/2015 1:35 PM
29	32 hour workweek	4/2/2015 1:30 PM
30	35 hour work week	4/2/2015 1:28 PM
31	Fridays off - or 4 day work week. 32 hours	4/2/2015 1:15 PM
32	What are the needs of the organization to function - looking at money is the reverse approach to what we need as an institution; we need to supply service to our students with the necessary skilled employees and that is the best approach to reorganization under layoffs	4/2/2015 1:11 PM
33	Many of us have jobs with duties that can't be condensed into 9 or 10 months - our responsibilities to students and faculty are year-round.	4/2/2015 1:10 PM
34	11 month work contract or 10% reduction	4/2/2015 1:05 PM
35	limited furlough of 1 day a week/pay period/month.	4/2/2015 12:57 PM

Q4 Would you have taken advantage of the opportunity to have a mentor when you began working for Pima?

Answered: 165   Skipped: 11
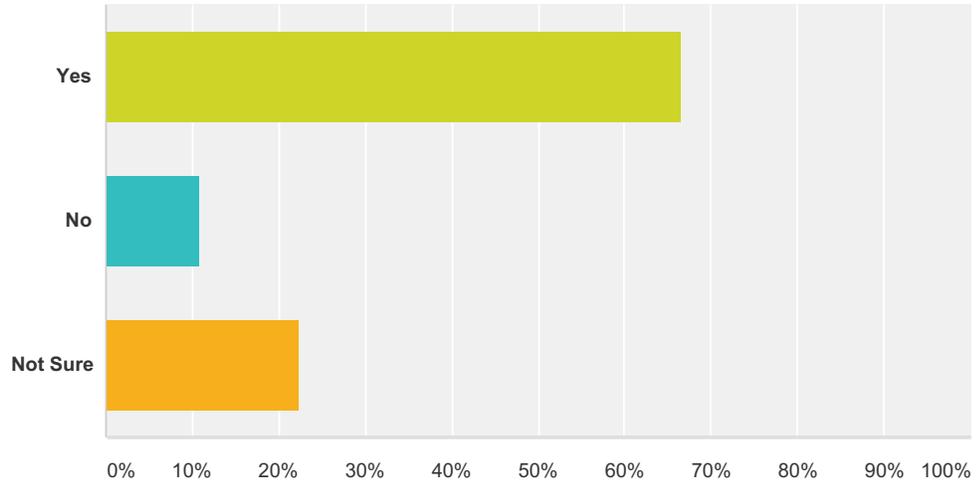
Answer Choices	Responses	
Yes	**66.67%**	110
No	**10.91%**	18
Not Sure	**22.42%**	37
Total		**165**

Q5 What three things would you have wanted a mentor to provide for you?

Answered: 165 Skipped: 11

#	Responses	Date
1	1. Showing "the ropes", both within the department and within PIMA, 2. Helping to understand the employee hierarchy (who's who, and what it means to me)...it took me a long time to understand this. In fact I'm still confused about this. Where to get information.	4/8/2015 11:10 AM
2	Approchability Knowledge Experience	4/7/2015 11:33 AM
3	1. Ability to ask them questions/clarification about PCC (and politics) 2. Introducing to other people/departments 3. Clarification/Introduction to PCC culture (items that aren't always written)	4/7/2015 11:10 AM
4	Help navigating the Pima system Help finding and working with the most competent people Help with the intricacies of the job	4/7/2015 10:29 AM
5	1-Availability to answer questions about campus or PCC (who does what/where to go for answers). 2-knowledge about Policies & Procedures	4/6/2015 12:32 PM
6	Guidance about the organizational structure and culture, assistance with Banner and other software tools, networking opportunities.	4/6/2015 12:23 PM
7	PCC policies and procedures Departmental policies and procedures Work "tips and tricks"	4/6/2015 12:19 PM
8	Understand PCC organization and department processes. Introduce me to individuals at District and campuses.	4/6/2015 11:14 AM
9	Understand the policies for PCC; How to work within the system;	4/6/2015 9:31 AM
10	a honest example of their work day how to navigate through system how too prepare myself to do their or other similar jobs.	4/6/2015 7:09 AM
11	Orientation to a new role Ideas for what is required of new role Support in priortizing competing tasks	4/5/2015 4:08 PM
12	A readily accessible mentor with a credible, transparent historical perspective/insight of job/institution to also share access to network of colleagues and resources.	4/3/2015 10:01 PM
13	None	4/3/2015 7:39 PM
14	1) Resources at the College 2) Guidance on How to be Successful 3) Networking Opportunities	4/3/2015 5:13 PM
15	Guidance related to: navigating my career navigating my professional development professional communication at meetings etc.	4/3/2015 4:40 PM
16	History and process knowledge.	4/3/2015 4:04 PM
17	Guidance on how to determine a career path at Pima, killer resume tops and tricks to get the interview, and finally how to present experience at the level one is applying for.	4/3/2015 3:15 PM
18	* Information on standard processes/policies * Information on specific employees/positions * Information on culture	4/3/2015 1:49 PM
19	guidance, direction and help learning the politics of Pima	4/3/2015 1:18 PM
20	Career & Educational guidance, share professional experience, advocate for me	4/3/2015 12:50 PM
21	networking a	4/3/2015 12:05 PM
22	1. Best practices in the specific field I was working in. 2. Observing me in action then giving feedback for improvement 3.Coaching on how to best navigate the PCC culture.	4/3/2015 11:51 AM
23	Shadowing mentor, & working up to mentor shadowing employee, training in areas that occur the most often	4/3/2015 11:29 AM
24	layout of hour the college works Provided guidance for opportunities for growth based on my personal experience coached before and after interviews	4/3/2015 11:26 AM

25	Access to high level leadership; open doors to positions and opportunities that use my skills and experience; work on critical projects together.	4/3/2015 11:20 AM
26	Communication, Pima-centric information (how-to's, Pima style) and collaboration with other areas/departments/campuses.	4/3/2015 11:20 AM
27	insight into PCC Organizational structure The daily how to- reserve a room, order supplies, ect Communication methods (how to discuss evaluations with employees) and how to handle difficult employees	4/3/2015 11:18 AM
28	1. Pima Procedures 2. Understanding of whole College and broad idea of workings 3. introductions of supervisors up the line	4/3/2015 11:10 AM
29	"Business" acumen for Higher Ed Organizational structure/duties/relationships Strategies for how to get things done Strategies/opportunities for moving ahead in this organization (career planning)	4/3/2015 11:04 AM
30	Guidance on PCC structure. Introductions to other PCC employees (networking). General PCC Q & A.	4/3/2015 11:01 AM
31	NA	4/3/2015 10:52 AM
32	1. xxxxxxxxxxxxxxxxx 2. xxxxxxxxxxxxxxxxxx 3. xxxxxxxxxxxxxxxxxxx	4/3/2015 10:48 AM
33	Navigating PCC Strategies to monitor own work productivity Communicating with other staff in an effective way	4/3/2015 10:31 AM
34	Overview of college organization Review of college resources Create training plan	4/3/2015 10:00 AM
35	Written instructions on processes. List of POC's.	4/3/2015 9:19 AM
36	A. Direction and guidance B. Sharing institutional knowledge and resources C. Someone to share and/or listen to concerns and challenges	4/2/2015 9:06 PM
37	Skill development advice and coaching, resume help/tips, interview tips and techniques,	4/2/2015 7:08 PM
38	don't know	4/2/2015 7:06 PM
39	Insight to the politics and direct training on the different software that is used here. It was fend for yourself.	4/2/2015 6:38 PM
40	Advice	4/2/2015 6:23 PM
41	Knowledge of assigned campus/location Assistance with navigating internal processes Informal evaluation of job performance at the end of the mentorship	4/2/2015 6:02 PM
42	not sure	4/2/2015 5:55 PM
43	Guidance Knowledge Experience	4/2/2015 5:45 PM
44	process support job advice friendly face	4/2/2015 5:21 PM
45	Would have to think about that.	4/2/2015 5:21 PM
46	guidance on the paperwork/ admin part of employment Meetings to set and check-in on goals outside of the formal evaluation process opportunity to job shadow twice/year	4/2/2015 5:19 PM
47	Connections - who to talk to about relevant issues Pitfalls - who and what to avoid Opportunities - what are the "good" training's, positions, etc	4/2/2015 5:16 PM
48	I don't think a mentor is necessary. You are a professional. You should be able to seek assistance as you may need it.	4/2/2015 5:12 PM
49	Expectation - Position Description - Job Resources	4/2/2015 5:09 PM
50	Institutional advice Job specific experience motivation	4/2/2015 4:52 PM
51	college structure and rules Grading expectations, assessments and rubrics student demographic	4/2/2015 4:42 PM
52	Advice, guidance and support.	4/2/2015 4:36 PM
53	Not sure	4/2/2015 4:18 PM
54	Guidance concerning the political process. Support or direction for job focus. Help with transitioning to the next level in the organization.	4/2/2015 4:17 PM
55	Mentors can guide new employees in the unwritten expectations and College culture, specific processes and software and introductions to other employees.	4/2/2015 4:13 PM

56	Guidance about job performance expectations, Tips and techniques to increase effective performance in the classroom, a guide to college resources (benefits, payroll, etc)	4/2/2015 4:11 PM
57	Who to go to if you have questions Pima or campus philosophy and 'traditions'	4/2/2015 4:03 PM
58	Orientation to the job Networking Ongoing support in career growth	4/2/2015 4:02 PM
59	Supervisory and coaching Pima processes Pima culture	4/2/2015 4:00 PM
60	N/A	4/2/2015 3:58 PM
61	what types of access will be "required" for my position explanation why current processes are in place banner form/query guidance	4/2/2015 3:51 PM
62	1. Resources, data, reports available to perform my job. 2. Policy questions. 3. Organizational questions.	4/2/2015 3:40 PM
63	key campus contacts, promotion opportunities, advancement options	4/2/2015 3:30 PM
64	x	4/2/2015 3:27 PM
65	Not sure but maybe: 1. Protocol 2. Introductions to peers (staff, administrators, faculty) 3. Be available to ask them questions.	4/2/2015 3:25 PM
66	Insight on priorities of workflow, paperwork. How to organize workflow to benefit students and PCC. How to best structure delivery of curricula.	4/2/2015 3:24 PM
67	1 Familiarize new employee with college as a whole 2 Explain how to use professional development opportunities to grow and advance. 3 Answer questions about Pima and how it operates	4/2/2015 3:21 PM
68	-Navigation of College processes -Networking/introductions to others within the College (whom do I call for such and such..?) -Understanding the College reporting/finances (how to read them)	4/2/2015 3:18 PM
69	Department procedures, College offices and resources, support for difficult decisions (someone provided all of this in unofficial capacity)	4/2/2015 3:17 PM
70	assist with planning future my future at the college someone in a similar classification who could help me navigate through processes.	4/2/2015 3:10 PM
71	How to navigate D2L, how to obtain full-time status, how to do laboratory activities	4/2/2015 3:08 PM
72	NA	4/2/2015 3:07 PM
73	I had a mentor in the Family Literacy program. He answered any and all questions I had and he offered advice on all questions regarding teaching.	4/2/2015 2:56 PM
74	1. Feedback on my teaching 2. Answers to my questions about PCC 3. Support	4/2/2015 2:52 PM
75	Background on the College-policies/procedures Information/training on the technology used at the College Resources/training available to employees	4/2/2015 2:51 PM
76	Advising, collaborating, coaching	4/2/2015 2:48 PM
77	contact for future questions pima culture experience support in moving forward with career goals	4/2/2015 2:48 PM
78	1. information on resources and tools available at the college. 2. Interact with not only the mentor but other successful individuals within the college (networking). 3. Encouragement and honest feedback from the mentor. 3. Opportunities for plenty of Networking throughout the organization.	4/2/2015 2:46 PM
79	Getting to know Pima Training Supervisory management guidelines	4/2/2015 2:43 PM
80	1.networking 2.informal learning environment 3.provide organizational resources/information that I might be unfamiliar with	4/2/2015 2:35 PM
81	Knowledge, experience, time	4/2/2015 2:35 PM
82	Provide a list of staff resources who could assist me in my daily job. Provide guidance and answer questions on why things are as they are and how to get tasks/projects accomplished faster Provide tips on navigating the Pima way.	4/2/2015 2:35 PM
83	- advice about navigating politics at the College	4/2/2015 2:35 PM
84	1) Guidance 2) Support 3) Leadership	4/2/2015 2:31 PM

| 85	1) how to go about working on main duties 2) compiling statistical reports pertaining to dept functions 3) how to be a good worker	4/2/2015 2:30 PM
86	Adjustment to the culture. Best practices One-on-one discussions on development	4/2/2015 2:20 PM
87	1.knowledge transer 2. leadership development 3. career development	4/2/2015 2:19 PM
88	idk	4/2/2015 2:18 PM
89	im not sure.	4/2/2015 2:17 PM
90	Banner Help, Professional Development,Job Satisfaction	4/2/2015 2:15 PM
91	I was involved in a mentoring program when I started at Pima. It wasn't continued for some reason. It would be nice to have it back.	4/2/2015 2:15 PM
92	guidance on policy, support in adapting to a new work climate, professional development support	4/2/2015 2:14 PM
93	Expertise Confidentiality Policy, Procedures, Forms	4/2/2015 2:13 PM
94	I think this needs to be handled in Human Resources	4/2/2015 2:13 PM
95	Not sure	4/2/2015 2:13 PM
96	Support, guidance, policy advice	4/2/2015 2:12 PM
97	1) learn the work culture of dept 2) overview of job 3) details of job	4/2/2015 2:12 PM
98	Information, guidance, and orientation	4/2/2015 2:09 PM
99	None	4/2/2015 2:09 PM
100	1) provide a background and "landscape" of the College; 2) be a sounding board for opportunities and concerns in the job; and, 3) help in networking with other department employees	4/2/2015 2:08 PM
101	Behind the scenes items that occur briefly	4/2/2015 2:08 PM
102	Pima culture How to develop professionally Who to talk to about how to get things done	4/2/2015 2:05 PM
103	Introductions to key people I would be working with regularly. Navigating Pima culture (seasonal work flow, employee service center FAQ Work site(s) tour(s)	4/2/2015 2:03 PM
104	Orientation to culture, hints and tips on processes, and guidance on how to contribute and advance in the organization.	4/2/2015 2:03 PM
105	Expertise about the college, higher education, and job-specific policies & procedures	4/2/2015 2:01 PM
106	Introduction to College culture Advice on work issues Navigation of College policies and practices	4/2/2015 2:01 PM
107	Training Career advance advice	4/2/2015 2:00 PM
108	insight to the culture	4/2/2015 1:58 PM
109	Orientation to Pima College Organization structure--who does what, where do we go to get things done. Leadership development	4/2/2015 1:56 PM
110	How to understand the culture of the organization. Who are the most reliable resources within the college. Understanding of the policy/procedures.	4/2/2015 1:54 PM
111	An understanding of the Pima culture; where to find the resources for information; who's who on your campus (or district)	4/2/2015 1:49 PM
112	Leadership Supervisory Communication	4/2/2015 1:49 PM
113	Policies and procedures	4/2/2015 1:46 PM
114	Do's and Don'ts Things to think about Benefits of Pima	4/2/2015 1:46 PM
115	1.info on Pima's rules, regulations, and processes 2.info on the department's rules, regulations and processes 3.thorough explanation of step progression and evaluations	4/2/2015 1:45 PM
116	1) Someone to ask procedural, policy, and political questions, 2) Learning more about other departments and the college, 3) Networking	4/2/2015 1:38 PM

117	how things work, how to navigate the politics and how to understand policies	4/2/2015 1:38 PM
118	Instruction in college policies, culture and leadership.	4/2/2015 1:36 PM
119	Banner Training - Ins and Outs/Tips and Tricks Data Mining IT and HR Contacts for Specific Needs	4/2/2015 1:35 PM
120	na, na, na	4/2/2015 1:35 PM
121	1. Tour the entire College, all products, all locations 2. Teach me to navigate Banner 3. Meet with me a 90 days, 6 months, 1 year, 18 months and 2 years to see how the roll of mentor could have been more helpful	4/2/2015 1:34 PM
122	networking	4/2/2015 1:31 PM
123	What my job requirements were. The overall history of PCC. Supervisory information.	4/2/2015 1:31 PM
124	Does not apply given answer to question 4.	4/2/2015 1:30 PM
125	Not sure	4/2/2015 1:29 PM
126	How to navigate the pima processes Better understanding on how pima works Best contacts in key ares	4/2/2015 1:28 PM
127	1)useful advice 2) an opportunity to talk through challenges/problems 3)someone to answer questions and offer support	4/2/2015 1:28 PM
128	Performance feedback Professional Advice Networking Recommendations	4/2/2015 1:28 PM
129	1) Department's vision, mission, and measurable objectives. 2) Description of the college's organizational structure and interdepartmental working relationships. 3) Where the position fits in the college's strategic plan and how we directly and/or indirectly affect student success.	4/2/2015 1:26 PM
130	Orientation to the position Orientation to the campus Guidance on navigating policies and procedures	4/2/2015 1:24 PM
131	information about the: culture at the college processes at the college, other employees	4/2/2015 1:18 PM
132	Career options Information of ways to get involved in committees and programs Share their career trajectory and their goals	4/2/2015 1:17 PM
133	Coaching in leadership and conflict resolution Networking Policies and Procedures	4/2/2015 1:17 PM
134	more shared knowledge of processes support	4/2/2015 1:17 PM
135	how to navigate Pima, networking in the college for tasks you need to get done, having a person to discuss work-related issues with for advice.	4/2/2015 1:16 PM
136	BTW, this survey is not working correctly - it's requiring that even when I fill in "Other" I have to check one of the radio buttons as well. So your results may not be correct.	4/2/2015 1:14 PM
137	I actually did have a mentor when I was hired. I have other ideas about how I would use a mentor, now during my current employment, doing some guided OJT in an area in which I would like to advance. I just applied for a job that I believe I would do very well, but was screened out early on. I have a sense that part of this may be that those in that area have not worked with me and don't know my skills and work ethic, otherwise, I might have at least made it to an interview. Not really the answer to your question, but that's how I'd use a mentor now.	4/2/2015 1:13 PM
138	How to navigate the system. What training opportunities are most beneficial?	4/2/2015 1:13 PM
139	?	4/2/2015 1:13 PM
140	How to use Banner, and Organizational structure of the college,.	4/2/2015 1:12 PM
141	Who are the "go to" people at work location and the core service areas. How/Where/Why to best get involved on College initiatives/committees/task forces. Lessons learned on managing/leading teams or groups at the College.	4/2/2015 1:11 PM
142	Assistance with acclimation Assistance with "office politics" and conflict resolution Assistance with introductions to influential people at the College	4/2/2015 1:08 PM
143	I would have wanted someone to actually train me for the position (responsibilities, procedures & expectations). My position was vacant when I was hired and had been for two months, with the job duties being "done" by an employee that was terminated 2 weeks later due to false timecard entries.	4/2/2015 1:08 PM
144	How current process flows between departments	4/2/2015 1:07 PM
145	Answer questions Career planning and support	4/2/2015 1:07 PM

146	Work Experience, understanding pima versus the private sector , overall mentoring	4/2/2015 1:07 PM
147	Shadowing	4/2/2015 1:07 PM
148	1. Navigating work culture 2. Source of information for new opportunities and development 3. Ways to optimize work performance	4/2/2015 1:06 PM
149	Information about the politics. Who to contact for what. Information about Pima specific things like SPP and professional development funds.	4/2/2015 1:04 PM
150	Introductions to people Introductions to college processes Someone to call for help	4/2/2015 1:02 PM
151	FYI, Question 4 presumes work groups do not have mentors. I did have one 10 years ago. And mentored newer employees. I got what I wanted: 1. a safe place to ask any number of detail questions to get at the unwritten policies of the position. 2. a person who I knew would look out for any wrong turns I was headed towards and aim me away from them (or at least warn me of the potential, so I could adjust and adapt.)	4/2/2015 1:01 PM
152	assistance with Pima resources how to locate information work policies, procedures, evaluation, HR (on boarding information)	4/2/2015 1:01 PM
153	Key contacts throughout PCC; understanding the culture and the connectivity of every position;	4/2/2015 1:01 PM
154	Guidance Policies and procedures Follow thru	4/2/2015 1:01 PM
155	Help with communication Help building relationships Sounding board	4/2/2015 1:01 PM
156	Professional development, leadership knowledge, teaching me about the college and all of its functions to include BANNER access, understanding the different departments, overall organizational knowledge.	4/2/2015 1:01 PM
157	Guidance on Policy & Procedures Banner Assistance Budgeting & Budget Process	4/2/2015 1:01 PM
158	Knowledge about the college, information about college policies, and information about college procedures.	4/2/2015 1:00 PM
159	1. Job Shadowing 2. Career Development 3. Constructive Criticism	4/2/2015 1:00 PM
160	none	4/2/2015 12:59 PM
161	Know how critique suggestions	4/2/2015 12:58 PM
162	1. Understand the informal decision-making mechanisms at the College. 2. Guidance on how to advocate for, or advance, an idea or concept, to get it considered by the PCC administration. 3. Best practices for gaining additional experience and/or responsibilities -- career coachng.	4/2/2015 12:56 PM
163	Support Leadership Advise on navigating College systems	4/2/2015 12:56 PM
164	career planning leadership guidance training opportunities	4/2/2015 12:55 PM
165	Specific task related advice General college advice and chain of command Contacts able to assist with common issues in my role.	4/2/2015 12:54 PM

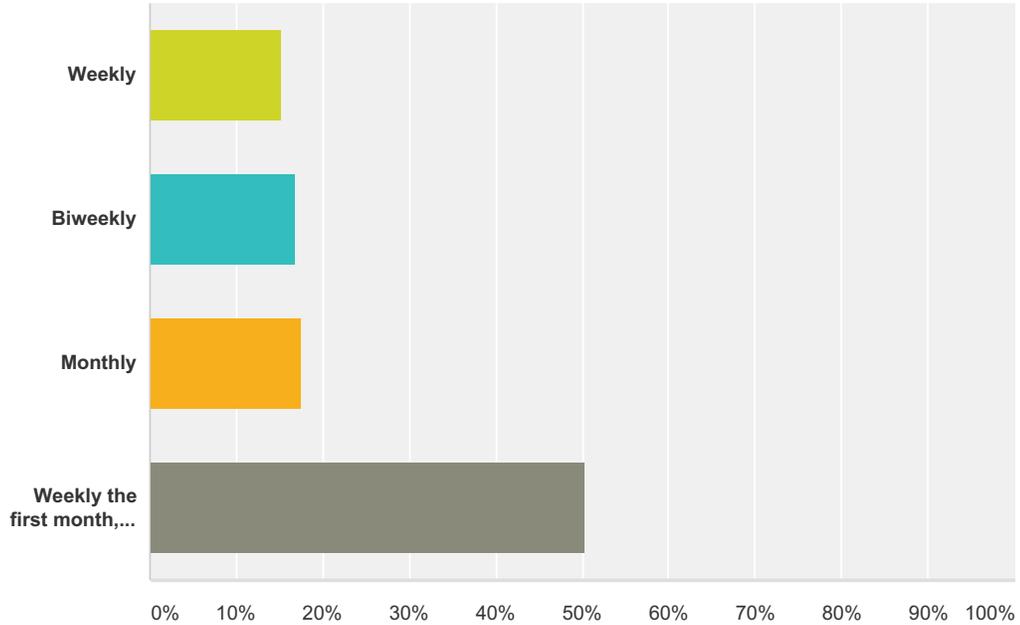## Q6 Would you be interested in being a mentor for a new College employee?

Answered: 165   Skipped: 11
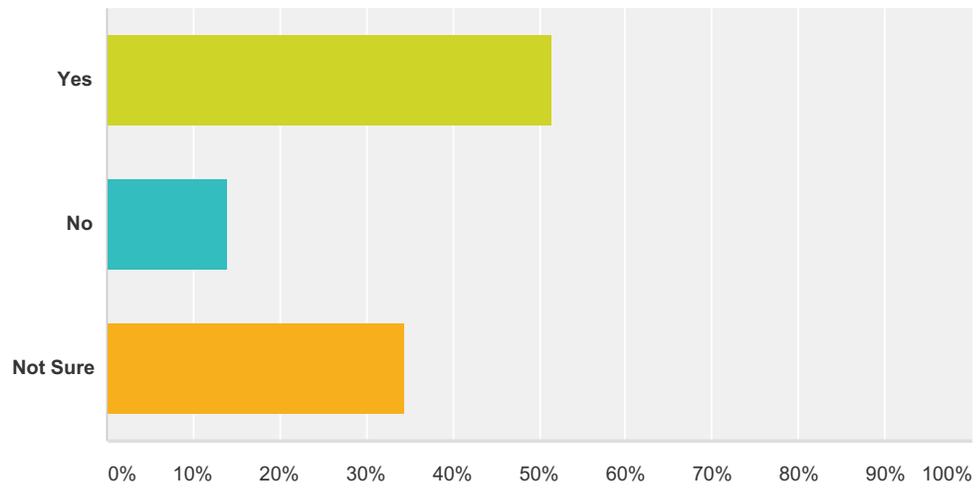
Answer Choices	Responses	
Yes	**51.52%**	85
No	**13.94%**	23
Not Sure	**34.55%**	57
Total		**165**

Q7 How often do you believe a new employee should meet with their mentor?

Answered: 165   Skipped: 11

Answer Choices		Responses	
Weekly		**15.15%**	25
Biweekly		**16.97%**	28
Monthly		**17.58%**	29
Weekly the first month, then less often		**50.30%**	83
Total			**165**

| #	Other (please specify)	Date
1	Depends on the individuals and their needs	4/7/2015 11:10 AM
2	Biweekly the first month and then monthly	4/7/2015 10:29 AM
3	N/A	4/3/2015 7:39 PM
4	Or Biweekly the first month, then monthly...only because we are all very busy	4/3/2015 4:40 PM
5	Biweekly first month and then less often.	4/3/2015 3:15 PM
6	It depends on the department	4/3/2015 11:51 AM
7	This depends on the length of time the mentoring relationship is set up for.	4/3/2015 11:20 AM
8	In the new AdviZING program for SSC staff, we have new employees meet with their mentors after every training session (weekly) for nine weeks	4/3/2015 11:18 AM
9	Depends, in other organizations, on-boarding process was a structured 3 weeks, then bi-weekly or as needed	4/3/2015 11:04 AM
10	Mentor not needed	4/2/2015 5:12 PM

11	I think it will depend on the position and the mentor/ mentees schedule.	4/2/2015 3:30 PM
12	Or once or twice per semester.	4/2/2015 3:25 PM
13	As well as encouraging an open door policy	4/2/2015 3:18 PM
14	everyt two weeks initally fo rthe first year and then less as needed. Aavailabel on phone	4/2/2015 3:10 PM
15	Depends on the relationship	4/2/2015 2:52 PM
16	and as needed	4/2/2015 2:30 PM
17	time frame should be developed around the participants availability; 2-4 hours a month? for 1/2 a year or full year depending on the desired outcome	4/2/2015 2:19 PM
18	As often as necessary.	4/2/2015 2:09 PM
19	or twice a month	4/2/2015 2:03 PM
20	The Mentor should be the employees supervisor.	4/2/2015 1:49 PM
21	1 mth, 90 days, 6 mths, 1 year, 2 year	4/2/2015 1:34 PM
22	Or as required based on the position's complexity	4/2/2015 1:26 PM
23	Biweekly and then progress to monthly during probationary period	4/2/2015 1:24 PM
24	(no meetings - see above and below)	4/2/2015 1:14 PM
25	?	4/2/2015 1:13 PM
26	When the mentee feels they need assistance	4/2/2015 1:08 PM
27	half hour sessions	4/2/2015 1:01 PM
28	Include email, texting and alternatives to face-to-face meeting.	4/2/2015 12:56 PM

Q8 How should mentors be available to new employees? (select as many answers as applicable)

Answered: 165   Skipped: 11
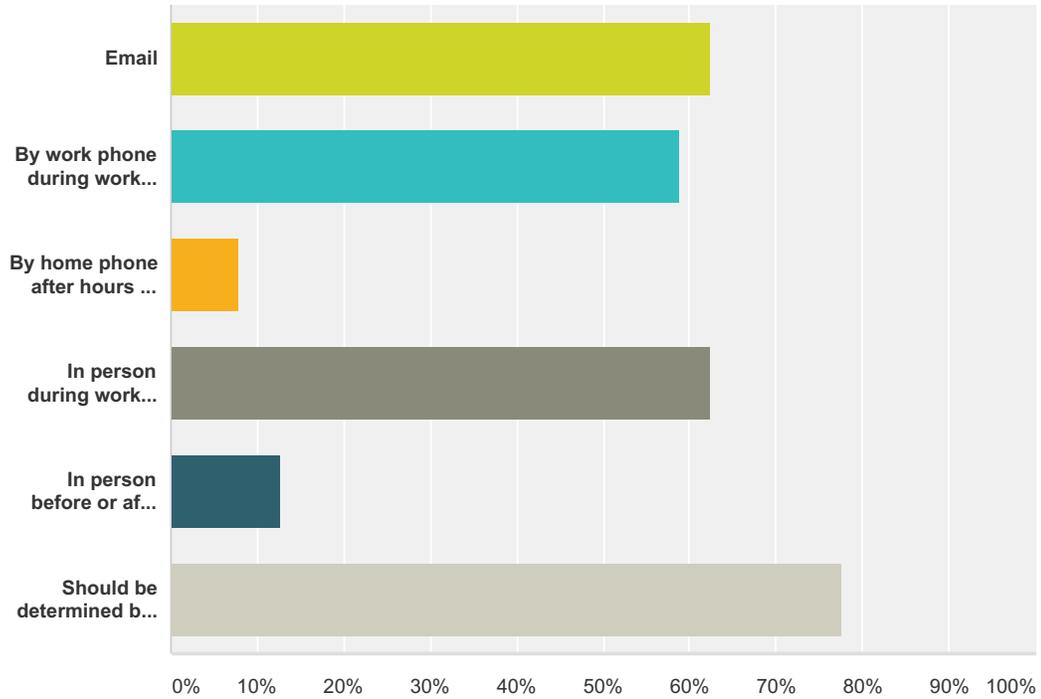
Answer Choices	Responses	
Email	**62.42%**	103
By work phone during work hours	**58.79%**	97
By home phone after hours and weekends	**7.88%**	13
In person during work hours	**62.42%**	103
In person before or after work hours	**12.73%**	21
Should be determined by employee and mentor	**77.58%**	128
Total Respondents: 165		

| #	Other (please specify)	Date
1	N/A	4/3/2015 7:39 PM
2	we should use work hours in the most efficient way, I would discourage mentoring during office hours, but I would not prevent it...if good mentors can meet during office hours only, I would include these mentors as well	4/3/2015 4:40 PM
3	This is a comment on Question #1. There should have been an "Other" option added to it, because budget cuts can be addressed in a hundred ways, long before the subject of layoffs need be discussed. Also, layoffs can be decided many many different ways as well, and it shouldn't necessarily follow a pre-determined pecking order, which can be viewed as simplistic, arbitrary, and detrimental to the needs of the organization and its employees.	4/3/2015 11:20 AM
4	Mentor not needed	4/2/2015 5:12 PM

5	Any of the selected is appropriate.	4/2/2015 4:13 PM
6	Mentors are not life coaches; meeting for lunch is OK but other hoursoutside of the work schedule could present problems for both the employees and the College	4/2/2015 2:08 PM
7	Supervisor should be employees mentor	4/2/2015 1:49 PM
8	Home phone & after work hours should be mentor's choice	4/2/2015 1:38 PM
9	With potential layoffs, we may all be asked to do more with less time. When would we have time to mentor? I'm not saying it's a bad idea; I'm just being realistic.	4/2/2015 1:14 PM
10	?	4/2/2015 1:13 PM

Q9 Are you currently a dues paying ACES member?

Answered: 165   Skipped: 11
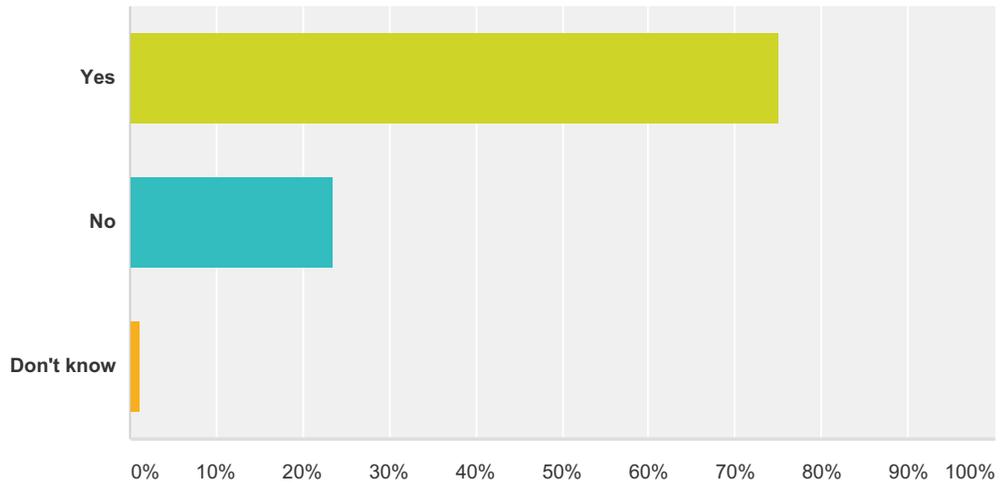
Answer Choices	Responses	
Yes	**75.15%**	124
No	**23.64%**	39
Don't know	**1.21%**	2
Total		**165**