



STAP

Why do employees pursue employer sponsored general skills training? What do they hope to gain?

Online Survey, PA 705

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The following is a cut and paste version of the online survey conducted through SurveyMonkey for the Case Study on STAP, an employer-sponsored general skills training program at Stanford University in Fall 05-Spring 06.

STAP Funds Survey

1. About this Survey

This is a survey that is being administered to all H & S staff on the topic of Staff Training Assistance Program (STAP) funds. This survey will be used for a research methods class being taken by one of your fellow Stanford administrators. None of the data generated by this survey will be published or shared with anyone outside of this research methods class.

Thanks for your time! Nikhila Pai

If you have further questions about the survey itself, the research, the class, or the Masters in Public Administration program at SFSU, please contact Nikhila Pai at nikpai@gmail.com or nikhila.pai@stanford.edu.

2. Know It?

Please answer all the following questions to the best of your ability. There are 25 questions. This survey will be used to help me learn and master skills for a research methods class and nothing else. Your answers are confidential and the only person being graded is me.

Thanks for your time! Nikhila Pai

*** 1. Are you aware of the Stanford University Staff Training Assistance Program (STAP) ?**

- A. Yes
- B. No

*** 2. The Staff Training Assistance Program (STAP) pays up to \$800 per fiscal year for general skills training and development. Are you aware of what the \$800 covers?**

- A. I know all the types of classes or materials STAP covers
- B. I know some of the types of classes or materials STAP covers
- C. I don't know what types of classes or materials STAP covers

3. Encourage or discouraged?

Feel free to be honest here.

*** 3. At the department level, does your manager encourage you to use STAP funds?**

- A. My manager is very encouraging
- B. My manager is encouraging
- C. My manager is somewhat encouraging
- D. My manager is not very encouraging
- E. My manager actively discourages
- F. I was not aware of the program till I received this survey
- G. I am not eligible to use STAP Funds
- Other (please specify)

4. Use it?

*** 4. Do you use your STAP Funds? (Choose the answer that best describes your situation.)**

- A. I use the STAP funds every year
- B. I have used the STAP funds in the past
- C. I never use STAP funds
- D. I didn't know about the STAP funds
- E. I am not eligible to use STAP funds

*** 5. If you don't you use STAP Funds, why? (Choose the answer that best describes your situation.)**

- A. I have no time during the work day or after work
- B. STAP doesn't cover classes I want to take
- C. I am discouraged by manager or other staff members
- D. I was not aware of the program until this survey
- E. I am not eligible.
- F. This question does not apply—I use STAP Funds
- Other (please specify)

5. Money!

* 6. If you use STAP funds, how much of it do you use per year (on average)?

- A. Less than one third (\$250 or below)
- B. Less than Half (\$500 or below)
- C. Full amount (\$800)
- D. I don't know how much I use
- E. I don't use STAP funds

6. How are you using STAP Funds?

*** 7. What are your reasons for using STAP Funds? (Please put a check next to the all choices that apply. You can choose more than one.)**

- A. Personal interest or enrichment
- B. Personal choice to increase my general work skills set
- C. Career Development
- D. Encouraged by manager to take specific courses
- E. I don't use STAP funds
- Other (please specify)

*** 8. If you use (or have used) STAP funds for career development purposes, which choice best describes your usage (choose one):**

- A. Improve job performance in current position
- B. Improve skill set for future position
- C. Don't use the program for career development purposes

7. Classes? Books? Conferences? None?

*** 9. What do you use (or have used) your STAP funds to cover?
(Choose all that apply.)**

- A. HIP (Healthy Improvement Program) classes for Relaxation or Stress
- B. HIP (Health Improvement Program) classes for Exercise
- C. ITSS (Information Technology Systems and Services) classes for Staff Development
- D. ITSS (Information Technology Systems and Services) classes for Personal Interest
- E. Classes recommended by my Manager
- F. Seminar/Conference/Workshop for Career Development
- G. Seminar/Conference/Workshop for Personal Development/Interest
- H. Stanford Continuing Education Courses
- I. Courses offered outside of Stanford
- J. Textbooks or Study Aids
- K. Don't use STAP funds
- L. Didn't know about STAP Funds
- M. Not eligible to use STAP Funds
- Other (please specify)

9. Publicity?

*** 14. Do you think the university does enough to publicize the availability of STAP Funds?**

- E. Don't know
- B. Yes, through email announcements
- D. No, they don't share enough information on STAP.
- A. Yes, through print media
- C. Yes, through special events
- Other (please specify)

*** 15. Do you think the School of Humanities and Sciences does enough to publicize the availability of STAP Funds?**

- A. Yes, through print media
- B. Yes, through email announcements
- C. Yes, through special events
- D. No, they don't share enough information on STAP.
- F. Don't know
- Other (please specify)

10. Changed you mind?

*** 16. After taking this survey I am: (Please choose one from the following.)**

- A. more likely to take classes using STAP Funds
- B. less likely to take classes using STAP funds
- C. not affected by the survey and will continue to take the same number of classes using STAP funds
- D. not affected by the survey and will continue not to take classes using STAP funds
- E. don't know

11. Stanford Demographics?

* 17. What is your position within the School of Humanities and Sciences at Stanford University?

* 18. What category does your position fall under?

- A. Exempt
- B. Non-exempt
- C. Don't know

* 19. Do you occupy a managerial role?

- A. Yes
- B. No

12. Stanford Demographics continued...

*** 20. Please choose the job area that best describes the main focus of your position.**

- A. Office Support
- B. Finance
- C. Information Technology
- D. Faculty Affairs
- E. Student Services
- F. Management
- Other (please specify)

13. Time?

* 21. How many years have you worked at Stanford?

- A. 0-2.9
- B. 3-5.9
- C. 6-8.9
- D. 9-11.9
- E. 12-14.9
- F. 15+

* 22. Do you intend to continue your career at Stanford?

- A. Yes, for the next 1-2.9 years
- B. Yes, for the next 3-5.9 years
- C. Yes for the next 6-8.9 years
- D. Yes, for the next 9-11.9 years
- E. Yes, for the next 12+ years
- F. No, I plan on moving within the next year
- I intend to continue working at Stanford till I retire, in __ years

14. Personal Demographics

* 23. What level of education have you completed?

- A. High School
- B. AA/AS
- C. BA/BS
- D. MA/MS
- E. PhD
- I have started, but not completed

* 24. What is your gender?

- A. Female
- B. Male

* 25. What age range do you fall within?

- A. under 25
- B. 25-34
- C. 35-44
- D. 45-54
- E. 55-64
- F. 65+

15. Thanks!

Thanks again for taking the time to complete my survey.

I am also interested in meeting with folks who are willing to give me 30 minutes of their time for an in-person interview on how you use STAP Funds.

If you would like further information or to be interviewed- feel free to drop me an email or fill out the form below.

Thanks!

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26. Contact Information including name and email/phone number: