

**2021 Administrative and Support Services Customer Satisfaction Survey**

**News and Information Outreach in Spanish**

PRIMARY OPPORTUNITIES			ACTIONS TAKEN/IN PROCESS	OUTCOME/HIGHLIGHTS
Prior Year (2021)	Current Year (2023)	PO Identified		
4.09	3.95	Understands my needs and requirements	Develop better intake form for Portal and communications toolkit	Completed
4.09	4.11	Accessible to customers (via phone, voicemail, e-mail, etc.)	Revise website content to make contact info more prominent; include backup contact for Ricardo.	Completed
3.97	4.09	Responds to requests within an acceptable time frame	Add expected response times to messaging. (NOS responds within minutes to hours so we are unclear how else to address this.)	Completed
3.95	3.69	Clarity of policy	Improve/clarify portal and website information. Add explanation of recharge philosophy to messaging. Add info on the style guide that NOS follows (e.g. they do not use Latinx).	Created a resources page

4.06	4.00	Client service	Promote a video that outlines NOS services. Socialize the full suite of services that NOS offers; they are the only unit of their kind in the	Completed
4.03	3.95	Communication	Improve/clarify portal and website information concerning how to work with NOS.	Completed
4.12	3.82	Moving in a positive direction to better meet my needs (new opportunity area in	Continue outreach to stakeholders and socializing NOS services and procedures	Ongoing

<b>ADDITIONAL OPPORTUNITIES IDENTIFIED (e.g. verbatim/themed comments, secondary opportunities)</b>	<b>ACTIONS TAKEN/IN PROCESS</b>	<b>OUTCOME/HIGHLIGHTS</b>
Effectively uses website to provide access to information and services	Improve/clarify portal and website information concerning how to work with NOS.	Completed
Clear procedures	Add messaging about typical procedures for translations and video production.	Completed
Approval time	Unclear what this is referring to; need more context. Ricardo sends estimates almost immediately after intake discussion and replies to	Unclear what this is referring to; need more context.

2021 UC San Diego Academic & Staff Customer Satisfaction Survey

CFO - Human Resources

**BENEFITS**

PRIMARY OPPORTUNITIES			ACTIONS TAKEN/IN PROCESS	OUTCOME/HIGHLIGHTS
3.19	4.00	Facilitates problem resolution	Established customer service and response time standards to ensure timely feedback to customer inquiries	Focusing on enhancing overall communication with campus customer partners

ADDITIONAL OPPORTUNITIES IDENTIFIED (e.g. verbatim/themed comments, secondary opportunities)	ACTIONS TAKEN/IN PROCESS	OUTCOME/HIGHLIGHTS
"Website is not mobile-friendly"	and accessibility for the entire website	Website views doubled within two weeks of improving interface