



# *Appendix*

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9. In addition to the job interview are you use other types of selection procedures. ( e.g. Tests, Job simulation )

1. Yes

2. No

10. Give Your opinion to improve the effectiveness of the existing recruitment & selection procedure.

## **B) Training & Development**

1. Is there widely accepted and structured training programmer in

your organization?

1. Very true

2. True

3. partly true

4. False.

2. Does training program increase knowledge and skill?

1. Yes

2. No

3. Can't say.

3. Does your training program enhance your productivity?

1. Very true

2. True

3. Partly true

4. False.

4. Training programs conducted by the organization are upgraded and improved every year?

1. Yes

2. No

5. Are you satisfied by the techniques of training programs?

1. Yes

2. No

6. Do you feel that training programs are helpful at the competitive edge?

1. Yes

2. No

3. Cant say

7. Do you have a separate training department?

1. Yes

2. No

8. How do you identify the training needs of your workers?
  1. Recommendation of supervisor.
  2. In consultation with unions
  3. Through workers suggestions
  4. Analyzing actual work behavior
9. What is your opinion about existing training procedure?

### **C. Wage & Salary administration.**

1. What are the basis for setting wage and salary rates?
  1. Ability to pay
  2. Living wage
  3. Supply and demand of labor
  4. Job requirements
  5. Prevailing market rate
2. Are you made any deductions from the total wage and salary payable to workers?
  1. Yes
  2. No
3. If yes, what are those deductions?
  1. Fine
  2. Absent from duty
  3. Contribution to provident fund
  4. Payment of insurance premium
  5. Payment of advance
4. What are the methods for payments?
  1. Time basis
  2. Piece basis

5. What are the main superannuation and retirement provision in your organization?

- |                   |                   |
|-------------------|-------------------|
| 1. Provident fund | 2. Family pension |
| 3. Gratuity       | 4. Bonus.         |

6. Do you think that your employees salary is in the proportion to the nature of job?

- |        |       |
|--------|-------|
| 1. Yes | 2. No |
|--------|-------|

7. How do you fix salary of your employees?

1. According to grades
2. By laws of the organization
3. Qualification
4. Management decision.

8. Give your comments on the existing wages and salary administration in your organization?

### **D) Morale, Grievances & Discipline**

1. Are you taking any type of efforts for building employees morale?

- |        |       |
|--------|-------|
| 1. Yes | 2. No |
|--------|-------|

2. If yes, what type of efforts?

1. Monitory
2. Non-monitory
3. Training to employees.

3. How many grievances.cases tackling per year?

- |            |                  |
|------------|------------------|
| 1. 0       | 2. 1 to 5        |
| 3. 6 to 10 | 4. More than 10. |

4. Are employees satisfied by your grievances procedure?

- |        |       |
|--------|-------|
| 1. Yes | 2. No |
|--------|-------|

5. Is your employees are following morale?

- |        |       |
|--------|-------|
| 1. Yes | 2. No |
|--------|-------|

6. Do you satisfied about employees discipline?  
1. Yes 2. No
7. How many times are you taking disciplinary actions against an employee in a year?  
1. 0 2. 1 to 5  
3. 6 to 10 4. More than 10.
8. Is there good Industrial relation?  
1. Yes 2. No
9. Give your suggestion related to the relationship between discipline and grievances procedure?

### **E) Performance Appraisal**

1. Is there are different kinds of appraisal forms available in your company?  
1. Yes 2. No
2. Are you use your conscious judgment for rating your subordinates?  
1. Always 2. Usually 3. Some times
3. Is the present appraisal system is linked with rewards or punishments?  
1. Yes 2. No
4. Is there knowledge and expertise are recognized and rewarded?  
1. Yes 2. No
5. Are you discuss and keep your subordinates informed about the assessment of their performance?  
1. Always 2. Usually 3. Some time



6. Are you use performance appraisal as a tool for coaching and counseling to your subordinates?
1. Always                      2. Usually                      3. Some times
7. Do you change the system time to time ?
1. Yes                                      2. No
8. Does the existing system improve your employees job performance?
1. Yes                                      2. No
9. There should every promotion be made on performance appraisal system?
1. Yes                                      2. No
10. Give your opinion about present performance appraisal system?
11. Put your suggestions for to improve your existing performance appraisal system?

## Questionnaire for Respondents.

### A) **Recruitment & Selection**

1. By which source you are employed.
  1. Advertisements
  2. Employment
  3. Middlemen
  4. Labor Union
  5. Any other.
2. Have you any previous experience?
  1. Yes
  2. No
3. Whether any test was taken at the time of selection?
  1. Yes
  2. No
4. What type of test it was?
  1. Written
  2. Job
  3. Medical
5. Are you aware about the recruitment and selection procedure of the co.?
  1. Yes
  2. No
6. What is your opinion about selection procedure?
  1. Satisfied
  2. Unsatisfied.
7. Does the co. have man power planning?
  1. Yes
  2. No
8. What suggestions you want to give about procedure of recruitment and selection?



## B) Training & Development

1. What are the occasions of training program?
  1. When employees are new
  2. Retraining
  3. When new machinery is installed
  4. Any other.
2. What is your opinion about the benefit of the training program?
3. Have you undergone to any training program?
  1. Yes
  2. No
4. If yes, which type of training program.

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5. In your service, how many training program have you attended?
    1. 1 or 2
    2. 3 to 5
    3. 6 to 9
    4. 10 and above
  6. Do you think that the training program you have attended is able to serve its purpose?
    1. Fully
    2. Partially
    3. Not at all.
  7. Do you feel that training programs are necessary to improve efficiency?
    1. Yes
    2. No
  8. Give your opinion about training and development policy?

### **C) Wage & Salary Administration**

1. Are you satisfy in your salary package?
  1. Yes
  2. No
2. Are you aware the different deduction from the salary?
  1. Yes
  2. No
3. Are you getting any allowance from company?
  1. Yes
  2. No
4. Do you make any saving?
  1. Yes
  2. No
5. Do you receive your wages in time?
  1. Yes
  2. No
6. Are you getting any over time?
  1. Yes
  2. No
7. How the work is rated?
  1. Piece rate
  2. Time rate
8. Co. has introduced incentive schemes, do they benefit you?
  1. Yes
  2. No
9. If yes, In what way?
  1. Monitory
  2. Non-monitory
10. Give your comments about wage and salary policy of the co.?

## D) Morale, Grievances & Discipline

1. Is your employer following morale system?
  1. Yes
  2. No
2. Are you happy about present grievances procedure?
  1. Yes
  2. No
3. Do you have adequate feedback from your subordinates?
  1. Yes
  2. No
4. Do you satisfied about disciplinary action?
  1. Yes
  2. No
5. Your opinion about employers morale?
  1. Satisfactory
  2. Adequate
  3. Unsatisfactory.
6. How many disciplinary actions taken against you?
  1. No
  2. Two
  3. Four
  4. More than four.
7. Do you help to your co-workers?
  1. Yes
  2. No
8. Do you think that is employee morale will increase productivity?
  1. Yes
  2. No
9. Give your suggestion for to improve the present grievances procedure?

## E) Performance Appraisal

1. Are you aware of the performance appraisal system that exists in co.?
  1. Yes
  2. No
2. Is your annual increment, promotion; awards are purely based on performance appraisal?
  1. Yes
  2. No
  3. Can't say
3. Are you accepting criticisms from your boss to correct your self?
  1. Always
  2. Usually
  3. Sometimes
4. Is the present appraisal system needs modification, since it has enough for scope for bias / prejudice of the appraiser?
  1. Yes
  2. No
5. Is the feedback and discussion section enables you to perform and judge your self better?
  1. Yes
  2. No
6. Do you get an opportunity to use your special skill and abilities?
  1. Always
  2. Usually
  3. Sometimes
7. Does the system help in effective salary planning and promotion?
  1. Yes
  2. No
8. Does your appraiser invite your suggestions?
  1. Yes
  2. No
9. Give some suggestions for to modify the existing performance appraisal system?