

APPENDIX

A STUDY OF RECRUITMENT AND SELECTION, TRAINING AND DEVELOPMENT AND PERFORMANCE APPRAISAL OF MANPOWER IN SANJIVANI SAHAKARI SAKHAR KARKAHANA LIMITED PONDA GOA

INTERVIEW SCHEDULE

A) GENERAL:

1. Name of the employee -----
2. Age -----
3. Sex -----
4. Address -----
5. Educational Qualifications -----
6. Department -----
7. Designation -----
8. Date of Joining -----
9. Pay scale -----
10. Family Background -----

B) RECRUITMENT AND SELECTION:

1. Name of the source of recruitment through which you have been recruited?

INTERNAL SOURCE	EXTERNAL SOURCE
Promotion	Campus recruitment
Extension of service	Press advertisement
Transfer	Private employment exchange
Internal notification	Deputation of personnel
Retirement	Labour contractors
Recalls	Employee referral
Other	Other

2. While your selection proper procedure was followed? YES / NO
3. Have you applied with proper application form with biographic data, education experience? YES / NO
4. For your selection any interview procedure was followed? YES / NO
5. If YES which of the following method was adopted?

Formal	Informal
Group	Panel
Depth	Stress
Discussion	Non directive

6. Did you face any employment test for selection? YES / NO
7. If YES which of the following test?

On the job/Practical test	Intelligence test
Achievement test	Performance test

Interest test	Personality test
Analytical test	Synthetic test

8. Have you given any reference for your selection? YES / NO
9. After your selection medical and physical examination was conducted? YES / NO
10. As per your qualification did you get the proper job? YES / NO

C) TRAINING AND DEVELOPMENT:

1. After your selection any training was given to you? YES / NO
2. Is there any internal / external training program was followed? YES / NO
3. If YES which type of training did you get?

Job training	Inside the factory training
Induction training	In other institution

4. Which of the technique was used for your training?

ON THE JOB METHODS	OFF THE JOB METHODS
Coaching and understudy assignments	Role player
Job rotation	Case study
Delegation	Seminar/ Conference
Appointment as 'Assistant' as	Projection of films
Project assignment	Demonstration/experiments

5. Which type of the above technique was more effective? -----
6. Weather the training program was planned and arranged systematically?
YES / NO
7. How frequently training is conducted in the factory?
WEEKLY / MONTHLY / 4 MONTHLY / 6 MONTHLY / YEARLY
8. Training program improved your performance and skills? YES / NO
9. Weather training creates a feeling of confidence in your mind? YES / NO
10. You feel that training gives safety and security in your operations/work?
YES / NO
11. Whether Training increases your earning capacity? YES / NO
12. Do you think training program is problem solving? YES / NO

D) PERFORMANCE APPRAISAL:

1. Is there performance appraisal system in the sugar factory? YES / NO
2. If yes of the following method adopted?

TRADITIONAL METHODS	MODERN METHODS
Unstructured method	Behavioral anchored rating scale method
Straight ranking method	Result oriented appraisal or MBO method
Paired comparison method	Assessment center method
Man to man comparison method	Human recourse accounting method
Grading method	Psychological method
Graphic rating method	360 degree appraisal method
Check list method	
Field review method	
Free essay method	
Confidential reports	

3. Are you aware about the performance appraisal system? YES / NO

4. How frequently performance appraisal system is conducted in factory?
WEEKLY / MONTHLY / 4 MONTHLY / 6 MONTHLY / YEARLY
5. Is previous performance taken into account while appraising the present performance? YES / NO
6. Is there is change in performance appraisal from time to time? YES / NO
7. Is the performance appraisal system same for all jobs in the factory? YES / NO
8. Does the existing performance appraisal system improve employee's job performance? YES / NO
9. Do you think performance appraisal system is problem solving system? YES / NO
10. Is should every promotion made on performance appraisal basis? YES / NO
11. How you reward the desiring employees? YES / NO
12. Are you satisfied with the existing performance appraisal system? YES / NO
13. Do you take active participation in the performance appraisal system? YES / NO
14. Do get an opportunity to use your special skills and abilities? YES / NO
15. Can you work effectively without close supervision? YES / NO
16. Does the appraisal invite your suggestions? YES / NO
17. Do you think existing performance appraisal system is fair and accurate to measure performance? YES / NO
18. Do you think there is need of performance appraisal system in the factory?
YES / NO


E) OTHER:

1. Did you feel comfortable to work in your working place? YES / NO
2. Did you get any safety program from factory? YES / NO
3. Do you get all medical facilities provided by the factory? YES / NO
4. Do you feel that there is good relationship within employees of the factory?
YES / NO
5. Did you discuss your ideas and suggestions with management freely and frankly?
YES / NO
6. Does the management discuss its labour policy with employees? YES / NO
7. Does the management provided hospitality facilities for employees? YES / NO
8. Does the management provide all the statutory welfare facilities? YES / NO
9. Do you get the salary/wages on time? YES / NO
10. Are you satisfied with your job? YES / NO

DATE:

PLACE:

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SIGNATURE