

QUESTIONNAIRE**(1) Personal Data:**

- i) Name :
- ii) Address :
- iii) Age :
- iv) Sex : Male/Female.
- v) Education : Illiterate/Primary/Secondary/
College/Technical.
- vi) Total family members : Father, Mother, Son, Daughter,
others.
- vii) Mother tongue :
- viii) Land owned : Hectares.
- ix) Residence : Own/Rented
- x) Date of joining as Worker:
- xi) Date of joining this :
Organisation
- xii) Department :
- xiii) Designation when appointed:
- xiv) Present designation :
- xv) Permanent/Temporary :
- xvi) Lenth of service in the :
present organisation
- xvii) Total length of service :
- xviii) Distance from factory :
- xix) Mode of conveyance for : Walking/own vehicle/factory
comming to duty vehicle/S.T. bus.

(2) Recruitment and Selection

- i) How did you get employment: a) Employment Exchange
in this organisation? b) Middleman.
c) Direct by Management
d) Contractor
e) Friend/relative
f) Advertisement
g) Others.

- ii) Did you have previous : Yes/No
experience.
If yes how many years/months?
- iii) Did you undergo any test : Yes/No
before selection?
- iv) Were you interviewed : Yes/No
before selection?
- v) Were you given trade test: Yes/No
before selection?
- vi) What is your opinion : Good/Fair/Bad.
about the selection
procedure followed here ?
- vii) What improvement would :
you suggest in selection
procedure ?

(3) Placement and Induction:

- i) Did you undergo any : Yes/No
Special Training/
apprenticeship before your placement? From. _____
If yes what was the
duration? : To _____
- ii) Do you think that : Yes/No
training/apprenticeship
was sufficient to get
knowledge ?
- iii) Do you think this training:
is useful in performing
your duties ?
- iv) What improvement would you:
suggest in training ?
- v) Are you trained again ? :
- vi) Do you undergo any : Yes/No
refresher training every
year or so ?

(4) Promotion:

- i) Are you given understanding:
about the basis of promotion ?
- ii) Have you got promotion since: Yes/No
your appointment ?
If yes how many times and : a)
as what ? b)
c)

- iii) On what basis is the Promotion granted ? :
- iv) Are you satisfied with the promotion policy ? : Yes/No
- v) Is any discrimination/ favouritism done in granting promotion ? :
- vi) Would you suggest any improvement in promotion policy ? :

(5) Punishment:

- i) For what irregularities an employee is punished in this organisation and what is respective punishment ? :
 - ii) Are you punished by this organisation ? : Yes/No
 - iii) Reason of Punishment, Nature of Punishment, your opinion.
 - iv) Do you feel that discrimination or favouritism is done in punishing employees ? :
 - v) What improvements would you suggest in punishing procedure ? :
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