
APPENDIX

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QUESTIONNAIRE

I. Working Conditions:

1. Do the employees have adequate space to do their work?
Yes / To some extent / No.
2. Do the employees have adequate tools and equipments to do their jobs?
Yes / To some extent / No.
3. Are adequate safety precautions taken to protect the employees on their jobs?
Yes / To some extent / No.
4. Are the environmental factors (light, air, etc.) comfortable for the employees?
Yes / To some extent / No.
5. Are there adequate provisions for non-job related facilities (parking lots, restrooms, etc.)?
Yes / To some extent / No.
6. Do the employees have adequate information to effectively perform their jobs?
Yes / To some extent / No.
7. Do the employees fully understand work rules?
Yes / To some extent / No.
8. Are the employees kept informed of changes in the organization?
Yes / To some extent / No.
9. Are the employees assured of a job as long as they perform effectively?
Yes / To some extent / No.
10. If layoffs occur, are they done fairly and consistently?
Yes / To some extent / No.
11. Do the employees understand the procedures for layoffs?
Yes / To some extent / No.
12. Is there unreasonable pressure for better performance?
Yes / To some extent / No.
13. Do the employees have to find meaningless work to do in order to 'look busy' to their superiors?
Yes / To some extent / No.

II. Work Groups:

14. Do the employees work together as a team?
Yes / To some extent / No.
15. Do the employees help each other in their jobs?
Yes / To some extent / No.
16. Do the people in the organization get along well together?
Yes / To some extent / No.
17. Do the employees need more training to do their jobs well?
Yes / To some extent / No.
18. Are adequate training facilities provided to the employees?
Yes / To some extent / No.
19. Do the employees encourage each other to improve their job performance in output of quantity?
Yes / To some extent / No.
20. Do the employees encourage each other to improve the quality of job performance?
Yes / To some extent / No.

III. Economic Rewards:

21. Are the employees paid fairly compared with others in the organization?
Yes / To some extent / No.
22. Do the methods of pay accomplish their goals?
Yes / To some extent / No.
23. What is the basis for pay increases?
Cost of living index/Efficiency/Both
24. What is the basis for advancement and promotions?
Merit / Seniority
25. Do the employees accept pay increases as fair and adequate?
Yes / To some extent / No.
26. Does the organization assist employees in preparing for their retirement?
Yes / To some extent / No.
27. Does the organization assist employees in their insurance?
Yes / To some extent / No.
28. Does the organization have an acceptable vacation policy?
Yes / To some extent / No.

29. Does the organization have a good sick-leave program?
Yes / To some extent / No.

IV. Management Communication of Information:

30. Do all the individuals in the organization understand the organizational objectives and policies?
Yes / To some extent / No.
31. Are the employees given information concerning the organization's financial situation?
Yes / To some extent / No.

V. Satisfaction with the Nature of Work:

32. Are the employees free to use their own ideas in performing their jobs?
Yes / To some extent / No.
33. Are the employees allowed to set their own pace on the job?
Yes / To some extent / No.
34. Do the employees gain personal satisfaction from doing their jobs?
Yes / To some extent / No.
35. Are the employees able to learn new skills on their present jobs?
Yes / To some extent / No.
36. Are the employees able to further their education while with the organization?
Yes / To some extent / No.
37. Are the employees involved in the decisions related to their jobs?
Yes / To some extent / No.
38. Are the employees involved in the planning and organizing their jobs?
Yes / To some extent / No.
39. Are the employees' recommendations used in the decisions concerning their jobs?
Yes / To some extent / No.
40. Do the employees find their work interesting?
Yes / To some extent / No.
41. Does the time pass slowly for employees?
Yes / To some extent / No.

VI. Supervision:

42. Do the supervisors like to obtain employees' ideas for improving their jobs?
Yes / To some extent / No.
43. Are the supervisors easy for employees to talk to?
Yes / To some extent / No.
44. Are the employees free to make constructive criticism of their supervisors?
Yes / To some extent / No.
45. Do the supervisors give clear and understandable instructions?
Yes / To some extent / No.
46. Do the supervisors give employees all the information they need to do their jobs well?
Yes / To some extent / No.
47. Do the supervisors give honest answers to the questions of the employees?
Yes / To some extent / No.
48. Are the supervisors fair in their dealings with employees?
Yes / To some extent / No.
49. Are the supervisors effective organizers?
Yes / To some extent / No.
50. Are the supervisors able to evaluate the employees' work?
Yes / To some extent / No.
51. Are the supervisors well trained in human relations?
Yes / To some extent / No.
52. Do the supervisors possess the technical qualifications to do their job well?
Yes / To some extent / No.
53. Do the supervisors expect outstanding job performance from employees?
Yes / To some extent / No.
54. Do supervisors reward those who perform their job well?
Yes / To some extent / No.