

APPENDIX

INTERVIEW SCHEDULE FOR PROJECT WORK

" A Study of Recruitment Problem of Workers in a Textile Mill, KATARE SPINNING MILLS LTD."

1. NAME OF THE RESEARCHER : Miss. Purohit V.K.
 2. NAME OF THE RESEARCH GUIDE : Dr. V.A. Dolas
M.COM.Ph.D
 3. NAME OF THE ORGANISATION : KATARE SPINNING MILLS LTD.
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Dear Sir/ Madam,

I request your full co-operation in the pursuit of my academic project as a part of the M. Phil course in Commerce which is related to "A study of Recruitment Problem of workers in a Textile Mill". I have registered myself as candidate for this course in the H.N. College of Commerce, Solapur.

I assure you that the information will be used purely for the academic work only. You will find below some openend and certain closed questions relating to the 'Recruitment and Selection'. Read the questions carefully and give your opinion you find most appropriate.

(2)

For instance, you may strongly agree with certain openend questions, then put in the column you strongly agree and write your opinion against the closed questions. There is no right and wrong answer.

Yours' faithfully,

Research Candidate

Research Guide

PART I : For Shop-Floor Workers

- I) PERSONAL DATA :
1. Name :
 2. Age :
 3. Education :
 4. Department :
 5. Designation :
 6. Total Period of Service :
- II) MANPOWER PLANNING :
- a) Do you know whether the Mill follows the Manpower planning procedure ? : Yes/No
 - If yes, what are the factors considered in Manpower planning ? : _____

 2. According to you, what are the benefits derived from Manpower Planning ? : _____

 3. Has the Company set requirements for certain categories of positions ? : _____

 4. How is the worker's participation in the Manpower ? : _____

 5. a) Is there any Trade Union of workers in existence ? : _____

 - b) If Yes, which is it ? : _____
 - c) How does the Union approach in the Manpower Planning : _____

(2)

III) RECRUITMENT & SELECTION

1. What is the recruitment source used in your mill for the candidate to be recruited newly ?
Through Employment Exchange/Notice Board/Advertisements/Friends & Relatives/Any other Source _____
2. How were you recruited ? : _____
3. Did you have any previous experience or knowledge of work before your selection ? : Yes/No
4. Did you undergo any selection test If so, Which : Yes/No
Written Test/Skill Test
Job Test/Trial on the Job/Any other
5. Do you feel that the present system of recruitment and selection is satisfactory ? : Yes/No

IV) PLACEMENT & TRAINING

1. Did you undergo any training before job placement in this mill ? : Yes/No

- If yes, what was the duration ? _____
2. Do you think training sufficient for deciding your skill required to work ? : _____

3. What suggestion do you want to make for improvement and placement programme ? : _____

(3)

V) TRANSFER

1. How are transfer effected in your mill ? : 1) Inter-department
2) Intra-department
3) Both.
2. Is consent of workers taken the past ? : Yes/No
3. Had you been transferd in the Past ? : Yes/No
IF, so when & why : _____
4. Do you desire to have inter transfer why ? : Yes/No
5. What is your opinion about transfer procedure ? : _____

IV) PROMOTION :

1. Do you have a promotion system in the mill? : Yes/No
2. How is your skill for promotion judged then ? : _____

3. What is your opinion about the promotion procedure ? : _____

(4)

VII) INDUCTION

1. a) Does the Company follow : Yes/No
the procedure of induction
- b) If so, who inducts the : _____
workers ?
2. What are the sources through : Handbooks/Pamphlets/
which induction is done ? Circulars/Verbally
any other sources :

3. What are subjects the indu- : _____
ction process include ? _____
4. In your opinion, what are : _____
the benefits derived from _____
induction ?

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PART II : For Managerial & Supervisory Staff

I) PERSONAL DATA

1. Name :
2. Age :
3. Education :
4. Department :
5. Designation :
6. Total period of Service :

II) MANPOWER PLANNING :

1. a) Does the Company has the policy of Manpower planning ? Yes/No
If yes, does it follow it ? Yes/No

b) If so, by whom is it done? _____

2. While planning your Manpower what are the factors considered or kept in mind ? _____

3. What do you consider as basic features/character of manpower Planing ? _____

4. According to you, what are the benefits derived from Manpower Planning ? _____

(2)

5. What are the problems :
 faced in Manpower Planning
 Both from the view of Workers
 as well as the Management.

From Managements point
 of view :

From Worker's point of view :

6. a) How is the process of :
 Manpower Planning carried
 on ? i.e. what are the
 steps involved in it ?

b) What are the goals
 decided in Manpower planning
 both short terms as well
 as long terms.

Short Terms : _____

Long Terms : _____

c) How does the Company
 determine the present supply
 of manpower resources ?

Through Skill Inventory
 Proforma/Organisation
 Charts/Manning Table/
 Any other Source _____

d) Has the Company adopt :
 ed any job Description
 procedure for certain
 categories of positions ?
 If so, what are they ?

Yes/No

e) What is the length of
 forecasting period ?

From _____ to _____
 (_____ years)

(3)

III) RECRUITMENT

1. a) How do you decide :
about the number of people
to be recruited newly ? _____

- b) Who decides it ? _____
2. What are the main stages
of your recruitment
procedure ? _____

3. What class of vacancies
do you notify ? _____

4. From what source do you
take your workers ? Employment Exchange/
Advertisement/Notice
Board/Direct application
Friends & Relative/Any
other source _____

5. What are the difficulties
in getting proper candidates
for recruitment ? _____

6. How would you like to
overcome them ? _____

7. Do you think your
management is co-operative
in carrying out proper
recruitment practice in
the Industry ? Yes/No

IV) SELECTION

1. Are selection tests held ? Yes/No
If yes, which are those ? Job test/Written Test/
Selection Test/Intell-
egence Test/Skill Test/
Trial on Job/ Any other

(4)

2. a) Have you introduced any special scheme for selection of workers for a particular job ? Yes/No
- b) If so, which is it ? _____
- c) Have you found it successful ? Yes/No
3. a) Do you find that the present practice is sufficient to attract right people for selection Yes/No
- b) If no, then how would you like to change it ? _____
- c) Have you ever tried in that way ? Yes/No
If so, what were the results _____
4. Do you think there is scope for improvement ? Yes/No
- V) TRANSFER
1. a) Do you use internal transfer as source of recruitment ? Yes/No
If so, why ? _____
2. Do you take the consent of the concerned employee Yes/No
3. Usually which transfer are followed ? 1) Inter-department
2) Intra-department
3) Both

(5)

VI) PROMOTION

1. Do you find promotion as a useful source of recruitment ? Yes/No
2. What are the main criteria for promotion in your mill ? _____
3. How do you judge them ? _____
4. How are the vacancies filled up arising on account of promotion ?
- a) Promotion to seniors
b) Chance to temporary worker's
d) Any other _____

VII) INDUCTION

1. a) Does the Company follow the procedure of induction Yes/No
- b) If so, who inducts the workers ? _____
2. What are the sources through which induction is done ? Handbooks/Pamphlets/Verbally Any other source
3. What are subjects the induction process include ? _____
4. In your opinion, what are the benefits derived from induction ? _____

VIII) WORKERS PARTICIPATION

1. Is there any workers Trade Union in existence ? Yes/No
- If so, which is it ? _____

(6)

2. How is the Union's approach towards Manpower Planning ?

X) Above all what are the practical difficulties in recruitment and selection of workers ?
