

**“A CRITICAL STUDY OF RECRUITMENT, SELECTION,
WAGE AND SALARY ADMINISTRATION IN KMT”**

QUESTIONNAIRE FOR WORKERS

Part – I : Personal Data

- 1) Name :
- 2) Age :
- 3) Sex :
- 4) Educational Qualification : i) Primary ii) Secondary
iii) Higher iv) Technical
- 5) Marital Status : Married / Unmarried
- 6) Designation :
- 7) Department : i) Administration ii) Traffic iii) Workshop
- 8) Place of Residence :
- 9) Mode of Conveyance for
Coming on duty :
- 10) No. of family member depends upon your Income :
- 11) Type of Work : i) Operative ii) Supervision
iii) Clerical iv) Technical

II Recruitment and Selection

- 1) How did you get employment in this organization ?
i) Through employment Exchange ii) Notice Board
iii) Advertisement iv) Friends & Relatives
v) Any Other
- 2) How had you apply for the job ?
i) Prescribed Application ii) Application Form iii) Any other
- 3) Did you received formal interview Call ? Yes / No

- 7) Is there any other family member employed ? Yes / No
- 8) Do you get Wage / Salary Regularly ?
- 9) If No. What is reason ?
- 10) What is your opinion regarding present salary ?
i) Adequate ii) Inadequate
- 11) What is your opinion regarding working hours in your organization?
Good / Bad / Fair

VI Incentives

- 1) Has the KMT introduce incentives scheme ? Yes / No
- 2) If yes, Does it apply to you ? Yes / No
- 3) If yes is it monetary / Non monetary / Both

Put tick mark against the following.

Monetary incentives

Premium

Bonus

Prizes

Profit Sharing

Non monetary incentives

Job Securing

Participate in management

Training

Welfare

Rewards

- 4) Do you participate in management ? Yes / No
- 5) If Yes, in which form ?
- i) Joint management council ii) Shop council / plant council
- iii) Employee representative on Board
- iv) Works committee v) Suggestion Scheme
- vi) Co-partnership

VII Benefits

- 1) Do you retirement Benefits ? Yes / No
- 2) If Yes, what are they ?
- i) Pension ii) Employee provident fund
- iii) Gratuity iv) Any other v) Provident fund

- 3) Do you get other benefits ?
- | | |
|--------------|---------------------|
| i) Loan | ii) Housing Society |
| iii) Canteen | iv) Education |
| v) Sport | vi) Library |
| vii) Medical | viii) Other |

VIII Leave and Accident

- 1) Do you get leave ?
- 2) If yes what type of leave do you get.
- | | | |
|--------------------|------------------|---------------------|
| i) Privilege Leave | ii) Causal Leave | iii) Monetary Leave |
| iv) Sick leave | v) Any other | |
- 3) Where you involved in any accident during your course of employment. Yes / No
- 4) If yes types of Accident you involved ?
- | | |
|----------|-----------|
| i) Minor | ii) Major |
|----------|-----------|
- 5) Did you get compensation under the act ? Yes / No
- 6) If yes, State the nature of compensation
- | | |
|--------------------|-----------------------------------|
| i) Leave | ii) Cash |
| iii) Special leave | iv) Reimbursement of medical exp. |
| v) Other | |

IX Bonus

- 1) Do you get Bonus every year ? Yes / No
- 2) If yes, at what rate :
- 3) How do you utilize your bonus ?
- | | |
|-----------------------------|----------------------------------|
| i) Purchase vehicle | ii) Daily expenses |
| iii) Purchase Durable goods | iv) Saving |
| v) Education need | vi) Occasion like marriage/Guest |
- 4) Are you satisfied on present Bonus system ? Yes / No

QUESTIONNAIRE FOR MANAGEMENT

- 1) Name of Organization
- 2) Name of HR Manager
- 3) Date of Commencement
- 4) Type of Organization / Industries
- 5) Number of Workers and staff as on 31-3-204
 - i) Administrative
 - ii) Traffic
 - iii) Workshop

Recruitment and Selection

- 1) How do you decide number of employee to be recruited newly ?
- 2) From which source do you recruit your employee.
Tick mark against the following.

Internal Sources

- 1) Transfer
- ii) Promotion
- iii) Recall From Layoff

External Sources

- i) Employment Exchange
- ii) Advertisement
- iii) Educational Institutes
- iv) Employee Recommendation

- 3) Is there any difficulties in getting proper candidate for recruitment ?
- 4) If yes how would you like to overcome them ?

- 5) Which is the best source of recruitment for KMT ?
- 6) Do you take selection test ? Yes / No
- 7) If yes, what are those ?
Tick mark against the following.
- A) For selection of Administration Staff
- i) Mental Test
 - ii) Interest Test
 - iii) Work Sample Test
 - iv) Job Knowledge Test
 - v) Any other
- B) For selection of Traffic department staff.
- i) Trial on job.
 - ii) Situation test
 - iii) Any other
- C) For selection of workshop workers.
- i) Mechanical aptitude test
 - ii) Skill test
 - iii) Any other
- 8) Do you take any test for the following.
- i) Selecting candidate for assignment to organization training programme.
 - ii) For appraising employee for promotional potential.
- 9) Do you think that present system is right to attract right people for selection ?

Wage and Salary Administration

- 1) Is minimum wage act applicable to your organization ?
- 2) Are you made any deduction from total wage payable to workers ?
If yes, which are those ?
 - i) Fine
 - ii) House Accommodation
 - iii) Insurance premium
 - iv) P.F. contribution
 - v) Payment of advances
 - vi) Loan installment
- 3) Are you take in to consideration the following point in determination of wage structure ?
 - i) Job analysis
 - ii) Job description
 - iii) Job evaluation
 - iv) Wage survey
- 4) Which of the following factor most affecting while fixing the wage
 - i) Organization ability to pay
 - ii) Prevailing market rate
 - iii) Supply and demand of labour
 - iv) Living wage
 - v) Trade union bargaining power
 - vi) Government policy

5) Do you pay incentives to worker ?

If yes, tick mark against the following.

Monetary incentives

Non-monetary incentives

- | | |
|--------------------|---------------------------------|
| i) Premium | i) Job securing |
| ii) Bonous | ii) Participating in management |
| iii) Prizes | iii) Training |
| iv) Profit sharing | iv) Welfare |
| v) Co-partnership | v) Rewards |

6) State the procedure adopted for payment of incentives.

7) Does incentives are linked with productivity of labours ? Yes / No

8) Do you pay any special incentives to those workers who work in the late night shift ? Yes / No

9) If no, don't you think that work in late night shift suffer in terms of quality ?

10) Does your organization provide compensation to workers for accident and health ? Yes / No

11) Express your opinion regarding labour union ?

12) Do you think that workers are satisfied on present wage policy ?