

## Appendix I

### A case study of Human Resources Management Policies and practices at INDAL. Questionnaire on recruitment and selection

1. General profile

Name :  
Sex : Male/Female  
Age :  
Department :  
Designation :  
Experience : Years

2. Are you aware of the recruitment and selection policies of INDAL?  
Yes / No

3. Which was the source of recruitment used by INDAL for your appointment?

- a) Management recommendation [ ]
- b) Existing employees [ ]
- c) Direct application [ ]
- d) Advertising [ ]
- e) Employment Exchange [ ]
- f) Campus [Educational Institutions] [ ]
- g) Nominees of the land giver [ ]

4. Which selection step was given more important while selecting you?

- a) Application Blank — 9 [ ]
- b) Written test [ ]
- c) Job test [ ]
- d) Personal interview [ ]
- e) References ————— 9 [ ]
- f) Medical examination [ ]

5. What is your opinion about INDAL's selection procedure?

- a) Satisfactory [ ]
- b) Not satisfactory [ ]
- c) No-comment [ ]

6. If satisfactory why?

- a) Selection Board consists of experts [ ]
- b) Trade test and written examination where reasonable and fair [ ]
- c) Other reason if any: \_\_\_\_\_

7. If not-satisfactory why?

- a) More importance is given to written test and personal interview [ ]
- b) Favouritism by selection board [ ]
- c) Other reason if any: \_\_\_\_\_

THANK YOU !