ANNEXURE – I

COVERING LETTER

Place: Hyderabad
Date: 10-03-2010

I am V. Sree Jyothi, a PhD Research Scholar in School of Management Studies at University of Hyderabad. The topic of my research is “Work-Life Balance among Women employees in Organizations: A Study in Andhra Pradesh” of women who are managing multiple roles. I am interested in learning more about the experiences of these women. Hence, this is to request you to answer the Questionnaire to provide more insights in my work. Your participation will make an important contribution to my research.

Your responses will be kept confidential and the data will be used only for academic purposes. It takes about 30 minutes to respond to the Questionnaire.

If you have any questions regarding this Questionnaire, please feel free to contact me at 9492032057.

V. Sree Jyothi
Research Scholar.
WORK AND LIFE BALANCE – QUESTIONNAIRE

DEMOGRAPHIC PROFILE

Date:
Place:

1. Name of the employee:

2. Age:

3. Educational qualifications

4. Name of the organization:

5. Designation/present status Department/section:

6. Location/address:

7. Work timings:

8. Work experience:

9. Annual income: Total earnings of your household:

10. Distance to work place:

11. Marital Status: Married / Un Married (Please tick the applicable one)

12. Type of Family: NF / JF* (Please tick the applicable one)

13. Spouse Qualification:

14. His Age :

15. Work experience of spouse:

16. Children/Elders(if any, who stays along with you) Details:

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<th>Child</th>
<th>Gender</th>
<th>Education</th>
<th>Elders/others</th>
<th>Relation with them</th>
<th>Type of dependency with them</th>
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Type of dependency: please mark (F) - financial wise, (S) - Service wise; NA - not applicable
17. Number of members in family:

18. Mode of transport to your workplace ________________________________

19. Please any inconvenience in traveling ________________________________

* NF-Nuclear family, JF-Joint family.
WORK AND LIFE BALANCE – QUESTIONNAIRE

ROLE EFFICACY SCALE

People have different feelings about their roles. Statements describing some of them are given below. Statement in relation to your role in the organization given below indicates your own feelings. In each of the following sets of three statements, **tick (✓) the one (a, b and c) that most accurately describes your own experience in your efficacy role.** Choose only one statement in each set. There is no right or wrong answer.

1. a  My role is very important in this organization; I feel central here
b  I am doing useful and fairly important work.
c  Very little importance is given to my role in this organization; I feel peripheral here.

2. a  My training and expertise are not fully utilized in my present role.
b  My training and knowledge are not used in my present role.
c  I am able to use my knowledge and training very well here.

3. a  I have little freedom in my role;
b  I operate according to the directions given to me.
c  I can take initiative and act on my own in my role.

4. a  I am doing usual, routine work in my role.
b  In my role I am able to use my creativity and do something new.
c  I have no time for creative work in my role.

5. a  No one in the organization responds to my ideas and suggestions.
b  I work in close collaboration with some other colleagues.
c  I am alone and have almost no one to consult in my role.

6. a  When I need some help, none is available.
b  whenever I have a problem, others help me.
c  I get very hostile responses when I ask for help.

7. a  I regret that I do not have the opportunity to contribute to society in my role.
b  what I am doing in my role is likely to help other organizations or society.
c  I have the opportunity to have some effect on the larger society in my role.

8. a  I contribute to some decisions.
b  I have no power here.
c. My advice is accepted by my seniors.

   b. I am slowly forgetting all that I learnt (my professional knowledge).
   c. I have tremendous opportunities for professional growth in my role.

10a. I dislike being bothered with problems.
    b. When a subordinate brings a problem to me, I help find a solution.
    c. I refer the problem to my boss or to some other person.

11a. I feel quite central in the organization.
    b. I think I am doing fairly important work.
    c. I feel I am peripheral in this organization.

12a. I do not enjoy my role.
    b. I enjoy my role very much.
    c. I have enough freedom in my role.

13a. I have little freedom in my role.
    b. I have a great deal of freedom in my role.
    c. I have enough freedom in my role.

14a. I do a good job according to a pre-decided schedule.
    b. I am able to the innovative in my role.
    c. I have no opportunity to be innovative or to do something creative.

15a. Others in the organization see my role significant to their work.
    b. I am a member of task force or a committee.
    c. I do not work on my committees.

16a. Hostility rather than cooperation is evident here.
    b. I experience enough mutual help here.
    c. People operate more in isolation here.

17a. I am able to contribute to the company in my role.
    b. I am able to serve the larger parts of society in my role.
    c. I wish I could do some useful work in my role.

18a. I am able to influence relevant decisions.
    b. I am sometimes consulted on important matters.
    c. I cannot make any independent decisions.

19a. I learn a great deal in my role.
    b. I learn a few new things in my role.
c. I am involved in routine or unrelated activities and have learnt nothing.

20a. when people bring problems to me, I tend to ask them to work it out themselves.

b. I dislike being bothered with interpersonal conflict.

c. I enjoy solving problems related to my work.
WORK AND LIFE BALANCE – QUESTIONNAIRE

EMOTIONAL INTELLIGENCE – ASSESSMENT

Instructions:

Please mark (✓) the numbers against each statement accordingly

5 = strongly agree
4 = agree
3 = Neutral
2 = disagree
1 = strongly disagree

1. It’s fairly easy for me to express feelings.          ( ) ( ) ( ) ( ) ( )
2. When I’m angry with others, I can tell them about it. ( ) ( ) ( ) ( ) ( )
3. I feel sure of myself in most situations.          ( ) ( ) ( ) ( ) ( )
4. I try to make my life as meaningful as I can.      ( ) ( ) ( ) ( ) ( )
5. When working with others, I tend to rely more on my own ideas than theirs. ( ) ( ) ( ) ( ) ( )
6. I’m good at understanding the way other people feel. ( ) ( ) ( ) ( ) ( )
7. It’s easy for me to make friends.                  ( ) ( ) ( ) ( ) ( )
8. I care what happens to other people I know.        ( ) ( ) ( ) ( ) ( )
9. I like to get an overview of a problem before trying to solve it. ( ) ( ) ( ) ( ) ( )
10. It’s easy for me to begin new things.              ( ) ( ) ( ) ( ) ( )
11. I believe that I can stay on top of tough situations. ( ) ( ) ( ) ( ) ( )
12. I never have a problem controlling my anger       ( ) ( ) ( ) ( ) ( )
13. I’m a fairly cheerful person.                     ( ) ( ) ( ) ( ) ( )
14. I feel positive of my in most situations. ( ) ( ) ( ) ( ) ( )
15. Even when upset, I’m aware of what’s happening to me ( ) ( ) ( ) ( ) ( )
16. when I disagree with someone, I’m able to say so ( ) ( ) ( ) ( ) ( )
17. Looking at both my good points and bad points, I feel good about myself. ( ) ( ) ( ) ( ) ( )
18. I clearly understand what makes me most happy and fulfilled ( ) ( ) ( ) ( ) ( )
19. It’s easy for me to make decisions on my own ( ) ( ) ( ) ( ) ( )
20. I rarely hurt other people’s feelings, accidentally or intentionally- ( ) ( ) ( ) ( ) ( )
21. My friends can tell me intimate things about themselves ( ) ( ) ( ) ( ) ( )
22. I think it's important to be a law-abiding citizen ( ) ( ) ( ) ( ) ( )
23. When facing a problem, the first thing I do is stop and think ( ) ( ) ( ) ( ) ( )
24. I can easily pull out of daydreams and tune into the reality of the immediate situation- ( ) ( ) ( ) ( ) ( )
25. It’s easy for me to make adjustments in general ( ) ( ) ( ) ( ) ( )
26. I know how to keep calm in difficult situations ( ) ( ) ( ) ( ) ( )
27. People rarely tell me that I talk too much ( ) ( ) ( ) ( ) ( )
28. I am satisfied with my life ( ) ( ) ( ) ( ) ( )
29. I generally expect things will turn out all right, despite setbacks from time to time. ( ) ( ) ( ) ( ) ( )
30. I’m in touch with my emotions. ( ) ( ) ( ) ( ) ( )
31. I’m able to express my ideas to others ( ) ( ) ( ) ( ) ( )
32. My friends would describe me as self-confident ( ) ( ) ( ) ( ) ( )
33. I am proud of what I have accomplished in the last few years ( ) ( ) ( ) ( ) ( )
34. Other people seem to need me more than I need them. ( ) ( ) ( ) ( ) ( )
35. My friends will share intimate things about themselves with me. ( ) ( ) ( ) ( ) ( )
36. I keep in touch with my friends better than most people do ( ) ( ) ( ) ( ) ( )
37. I like helping other people ( ) ( ) ( ) ( ) ( )
38. When trying to solve a problem, I look at each possibility and then decide on the best way ( ) ( ) ( ) ( ) ( )
39. I realize when I am exaggerating the truth ( ) ( ) ( ) ( ) ( )
40. It’s easy for me to change my opinion about things ( ) ( ) ( ) ( ) ( )
41. I believe in my ability to handle most upsetting problems. ( ) ( ) ( ) ( ) ( )
42. My friends would describe me as patient. ( ) ( ) ( ) ( ) ( )
43. Before beginning something new, I usually feel that I’ll succeed. ( ) ( ) ( ) ( ) ( )
WORK AND LIFE BALANCE – QUESTIONNAIRE

WORKING – LIFE QUESTIONNAIRE

1. Can you please specify whether you receive any sort of encouragement/support or resistance from your family members? Can you please describe your opinion on this? Please feel free to give us your frank response.

2. How the attitude or opinion of your family vary by the specific individuals in your family. If you were to select the member of your family who is most supportive of the fact that you are a working woman then who would you choose? And who is second most? Give rank I to person who is most supportive, rank 2 to who is the second most and rank 3 to the next. And who would you say is the least supportive?

   i.   ii.   iii   iv   v

3. How would you describe the attitude of your family members during those specific occasions- when you have to stay in your place of work beyond your normal working hours? Can you please describe your opinion on this?

4. How do you yourself feel about the fact that you are a full-time working woman?

5. If you have experience a feeling of guilt sometimes towards your family because of your working status. Can you please specify why do feel so? Is there any particular member of your family towards whom you mostly feel this? Probe: what other reasons?

   ____________________________________________________________________________

6. I would like to know what typically is your role in deciding on how to spend the money that you yourself earn? Some women we have met have said that though they themselves earn, but it is only their husbands or family members who decide on what to spend that money on. On the other hand, some other women have told us that they themselves decide how to spend their money.

7. How satisfied or dissatisfied are you in the role that you play in deciding on how to spend the money that you earn?
8. I would like to know who does the regular household work in your household (even when you are away on work.)

9. How cooperative or not cooperative do you find your male colleagues with you when it comes to accepting you as woman colleagues?

10. And how does the level of cooperative differ if the female colleagues are single or married or divorced?

11. Do you feel any kind of differentiation made in your work place (by your bosses or seniors or by company rules) between women employees and male employees? And why?

12. What kind of dress do you usually wear to your place of work?
   i.  
   ii.  
   iii.  

13. If you were to describe your personal outlook or key reason for working then how would you describe yourself? Please describe this in your opinion.

14. Can you please specify these statements which you think apply to you the most personally? Tick (√) the one
   i. Doing well and rising fast in my career is what I aspire for most-there cannot be any compromise on that
   ii. My family is important to me but definitely not at the cost of my career and it’s progress
   iii. My career and my family both are equally important to me – I manage to adjust and do well in both.
   iv. My career is important to me but it comes only after I have ensured my own/my family’s happiness
   v. My own/my family’s happiness is most crucial to me – I am willing to make any sacrifice in my career for that.

15. Is your job transferable? If so, have you yourself ever been transferred in this job?

16. Do you think this city offers good job prospects? How?
ANNEXURE – II

INTERVIEW SCHEDULE FOR THE HR MANAGERS

1. Name:

2. Age:

3. Designation

4. Experience in current Organization

5. Organization Name:

6. Year of establishment:

7. Location:

8. Turnover of the Organization:

9. Specify the working hours of your organization: _______ to __________

10. Specify number of employees working in your organization at executive cadre or above supervisor level
    i. Men:
    ii. Women:

11. Do you provide scope for flexible working hours in the organization?

12. Identify various infrastructure facilities in your organization
    i. Canteen Yes/No
    ii. Hospital Yes/No
    iii. Dining Hall Yes/No
    iv. Rest rooms Yes/No
    v. Crèche facilities for employee children Yes/No
    vi. Library. Yes/No
    vii. On-site fitness centre Yes/No
    viii. Counseling centre Yes/No
    ix. Any other please specify ____________________________


13. Given below is a list of work-family balance initiatives that exist in an organization. Please tick the initiatives which exist in your organization:

   i. Flexible work arrangement
   ii. Maternity leave
   iii. Parental and other dependent/care related leaves.
   iv. Sick leaves.
   v. Adoption assistance
   vi. Work from home.
   vii. Child care provider referral services.
   viii. Relocation assistance.
   ix. Elder care programmes
   x. Financial support for dependent care.
   xi. Emergency/Sick child services
   xii. Long term credit/loan facilitates.
   xiii. Any other please specify____________________________________

14. Given below is a list of organizational initiatives towards work-life balance. Please tick against the initiatives which your organization facilitates.

   i. Part time working
   ii. Overtime working payments.
   iii. Wellness programmes.
   iv. Retain and development Women employee skills
   v. Financial support for further/higher education
   vi. Policy support for further/higher education.
   vii. Any other please specify____________________________________

15. In your opinion, what other steps need to be taken in your organization to achieve work-life balance.