Questionnaire for managers

1.0 How would you measure the performance of staff?

_________________________________________________________________________

2.0 Which methods would you recommend for paying employees?

_________________________________________________________________________

3.0 How would you motivate the workforce?

_________________________________________________________________________

4.0 Which employee retention methods would you recommend?

_________________________________________________________________________

5.0 How would you participate towards setting up a company culture?

_________________________________________________________________________

6.0 What determines the level of compensation for employees?

_________________________________________________________________________

7.0 State the benefits received by employees.

_________________________________________________________________________

8.0 How are terminations and layoffs carried out in this organization? Why?

_________________________________________________________________________

9.0 How does the department manage performance in the organization?
10.0 How is employee development enhanced?

__________________________________________________________

11.0 What does the department do to uphold:

Employee retention______________________________

Corporate practice______________________________

Human rights______________________________

Confidentiality______________________________

12.0 State the health and safety practices put in place by the department for use by employees.

__________________________________________________________

13.0 How would you define the department’s effectiveness in meeting its objectives in the organization?

__________________________________________________________
Satisfaction survey
Use “strongly agree”, “Disagree”, “Somewhat agree”, “Agree”, “Strongly agree” or “Not applicable” to answer questions below

1.0 I am fully aware of my employers business strategy

2.0 I fully understand what my employer is trying to achieve in business management and customer satisfaction

3.0 The department I work in gets sufficient support from the Human resources department

4.0 The promotions in the department I work in have been fair and result-oriented

5.0 I get sufficient compensation for the work I do in the company

6.0 I am fully at peace with my job

7.0 I am adequately motivated for my work

8.0 My manager is fun to work with since he/she encourages innovation and creativity

9.0 There is minimal fear of failure in my department and therefore we are free to experiment on various things

10.0 My supervisor or manager shapes relations and job attitudes within my department

11.0 Presence of attractive compensation system

12.0 Presence of salary that reflects performance
Presence of salary that encourages better performance

Presence of salary that reflects standard of living
Questionnaire for employees in each department

1.0 What department are you currently working in?

………………………………

2.0 How do you rate the workload given to you in that department?

Too much       Sufficient       Too little

3.0 Do you think the pay you receive is commensurate with your work load?

…………. If not, is it too low or too high?

4.0 What in your opinion is working really well in your department?

……………………

5.0 What are your suggestions on how we can uphold the good performance in what is stated in Q4 above?

…………………………………………

6.0 What is not performing at its maximum in your department?

……………………

7.0 What are your suggestions in improving Q6 above?

…………………………………………

8.0 Are you satisfied in how your departmental head runs your departments?

………..

If not, what do you think need to change?  …………………

9.0 What in the current work environment do you think needs to change?
10.0  In a scale of 1 (not satisfied) to 10 (very satisfied), rate your overall satisfaction as an employee of this company...........