INTERVIEW SCHEDULE WITH HEAD OF
PERS DEPT/HRD DEPT

Name of the Company:.................................................................

Official Interviewed:.................................................................

Appointment:..............................................................................

Date Interviewed:........................................................................

1. Do you have an appraisal system in your organisation?
   (If the answer is NO then proceed to Q No 11)

2. Do you have an "Appraisal Manual" issued by your dept to facilitate the implementation of this activity?

3. Do you have any system for assessing the performance of the Top Level Managerial positions? Is there any separate format? If Yes, what is the System (Brief details).
   If NO, what is the existing system (Brief details) and then proceed to Q 14.

4. What are the purposes for which the appraisal data obtained is used in your organisation at present and how?
5. What is the importance given to this activity in your organisation and sincerity in application/implementation of the system?

6. Have you carried out any appraisal survey or appraisal review of the existing system to study its effectiveness?

7. What is the general satisfaction level among the appraisees on the subject, considering the system you have in your organisation (as perceived by the PERS Dept/HRD Dept)?

8. Do you conduct appraisal workshop or appraisal skill training for your Managers to develop their ability to effectively evaluate others?

9. How grievances/representations on appraisal are tackled?

10. What are the problems/difficulties faced by your dept on the Executive Performance Appraisal System?
11. If answer to Q No 1 is NO, then why is that your organisation does not have a formal appraisal system?

12. Are you aware that performance appraisal system is an effective and powerful tool of HRD to develop the personnel in the organisation?

13. Do you feel that there is a necessity for introducing formal performance appraisal system in your organisation?

14. If answer to Q No 3 is NO, why is that your organisation does not have a separate form/procedure for evaluating the performance of the top level managerial positions?

15. Do you feel that there is a need for introducing a separate form/procedure for evaluating the performance of the top level managerial positions?

16. Any other point discussed, suggestion made, etc.