IDENTIFYING INFORMATION
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1. Name : 
2. Department : 
3. Designation : 
4. Sex : 
5. Age : 
6. Marital Status : 
7. Education General : 
   Technical : 
8. Training : 
9. Income (per month) : 
10. Duration of service in this organization : 
11. Total span of service : 
12. No. of Departments in the family : 

EMPLOYMENT POLICIES AND PRACTICES

1. What is the policy of recruitment of employees of your category in this organization?

2. How were you recruited in this organization?

3. What is your opinion about selection procedure followed in this organization?

4. Why do you think so?

5. What suggestions would you like to give for improvement in the methods and procedures of selection so that the right man gets selected for the right job?

INDUCTION POLICY AND PRACTICES

1. What is the policy regarding induction of newly selected employees of your category in this organization?

2. How were you inducted in this organization?

3. What is your opinion about the induction procedure followed in this organization?

4. Why do you think so?

5. What suggestion would you like to give for improvement in the induction procedure so that the newly selected employees may be properly introduced to his new duties and responsibilities and the persons with whom he has to work?
TRAINING POLICIES AND PRACTICES

1. What is the policy of your organization for training employees of your category?

2. Were you given any training after you joined this organization?
   2.1 If yes, what sort of training was given to you?
   2.2 What is your opinion towards the training provided to you?
   2.3 Why do you think so?

3. What suggestions would you like to give for improvement in the training in your organization?

WORKING CONDITIONS AND CONDITION OF WORK HEAT, LIGHT ETC

1. What is the policy of your organization regarding heat, light, ventilation, noise etc. at the place where you actually work at present?

2. What is the position in respect of heat, light, ventilation, noise etc. at the place where you actually work at present?

3. What suggestions, if any, would you like to give for improvement in provisions relating to heat, light, ventilation, noise etc. in your organisation?

SAFETY

1. What is the policy of your organization for ensuring of employees of your category at the work place?

2. What safety measures have actually been adopted by your organization for ensuring safety of employees of your category at the work place?

3. What is your opinion regarding these safety measures?
   3.1 What do you think so?

4. What suggestions would you like to give for better safety at the work place for employees of your category?

WELFARE

1. What is the welfare policy of your organization for employees of your category?

2. What welfare measures have actually been adopted by your organisation to promote your welfare?

3. What is your opinion regarding these welfare measures?
   3.1 Why do you think so?

4. What suggestions would you like to give for improvement in the wages/salaries of employees of your category in this organization?
**WAGE / SALARY**

1. What is the policy of your organisation in respect of wages/salary of employees of your category?
2. What are your wages/salary?
3. What is your opinion towards the existing provisions governing wages/salaries of employees of your category in your organisation?
   3.1 Why do you think so?
4. What suggestions would you like to give for improvement in the wage/salaries of employees of your category in this organisation?

**INCENTIVES**

1. What is the policy of your organization with regard to incentives which are given to the employees of your category?
2. What incentives have actually been given to you?
3. What is your opinion towards the existing provisions relating to incentive for employees of your category in your organization?
   3.1 Why do you think so?
4. What suggestion would you like to given for improvement in incentives for employees of your category in organisation?

**LEAVES AND HOLIDAYS**

1. What is the policy of your organisation regarding leaves and holidays for employees of your category?
2. What leaves and holidays do you actually get?
3. What is your opinion towards the existing leaves and holidays of employees of your category in your organisation?
   3.1 Why do you think so?
4. What suggestions would you like to give for improvements in provisions relating to leaves and holidays of employees of your category in this organisation?
SOCIAL SECURITY

1. What are the social security rules of your organisation for employees of your category?

2. What social security measures have actually been adopted by your organisation to provide social to you?

3. What is your opinion about these social security measures adopted for employees of your category in your organisation.
   3.1 Why do you think so?

4. What suggestions would you like to gave for better social security for employees of your category in your organisation?

PROMOTION

1. What is the promotion policy of your organisation for employees of your category?

2. What promotion(s), if any, has been given to you by your organisation?

3. Why do you think so?

4. What suggestions would you like to give for better promotional avenues for employees of your category in your organization?