Questionnaire – II

(This questionnaire is prepared for Ph.D research only. The information will not be used for any other purpose)

Name of the respondent:
Company / organization:
Designation:     ID
card No.:

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FOR SUPERVISORS

1. Are supervisors given advance information about the organizations plans and progress?

2. Are supervisors given the why of all matters transmitted Directly through them to the employees, so that they can discuss the subjects intelligently and answer any questions that may arise?

3. Is there a specific method for keeping top management regularly informed about employee thinking and rumors?

4. Do supervisors meet regularly with employees for discussions?

5. Is there a clear understanding between HR, communications, training and the supervisor as to what new employees are told and who is responsible for telling them?

Yes  No  Can’t say
□  □  □
□  □  □
□  □  □
□  □  □
□  □  □
6. Is there a clear checklist of items that should be covered with new employees?

7. Are employees encouraged to seek information from their supervisors?

8. Are supervisors trained to transmit information to employees and to answer their questions?

9. Are bulletins given to supervisors before they are placed on bulletin boards?

10. Are there regular management meetings?

11. Do supervisors meet with each of their subordinates on a regular basis?

12. Is there a procedure for getting supervisors’ ideas on labour contract improvements?

13. Is there a supervisor’s manual for ready reference on all important problems?

14. Is there a manual of policies and procedures which is kept up-to-date, and is available to all supervisors?