



Employee/Staff Survey 2016

Instructions: The purpose of this survey is to assess employee satisfaction level and the effectiveness of policies and practices applied at SZABIST. *Please answer each question accurately* as this survey will be used *to improve our workforce practices*. Your answers will be kept *highly confidential* and will *not affect your status* as an employee at SZABIST.

1.	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
2.	Age: <input type="checkbox"/> Less than 30 years <input type="checkbox"/> 30 - 39 years <input type="checkbox"/> 40 - 49 years <input type="checkbox"/> 50 - 59 years <input type="checkbox"/> Over 59 years
3.	Duration at SZABIST: <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 - 3 years <input type="checkbox"/> 3 - 5 years <input type="checkbox"/> 5 - 7 years <input type="checkbox"/> 7 - 9 years <input type="checkbox"/> 9 - 11 years <input type="checkbox"/> 11 or more years
4.	Qualification: <input type="checkbox"/> Matriculate <input type="checkbox"/> Intermediate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate
5.	Professional Level: <input type="checkbox"/> Director or above <input type="checkbox"/> Snr. Controller/Snr. Manager <input type="checkbox"/> Controller/Manager <input type="checkbox"/> Asst. Controller/Asst. Manager/ Res. Associate <input type="checkbox"/> Officer Level <input type="checkbox"/> Asst. Officer/Associate <input type="checkbox"/> Assistant
6.	Income (In PKR): <input type="checkbox"/> Less than 15,999 <input type="checkbox"/> 16,000-30,999 <input type="checkbox"/> 31,000-45,999 <input type="checkbox"/> 46,000-60,999 <input type="checkbox"/> 61,000-75,999 <input type="checkbox"/> 76,000-90,999 <input type="checkbox"/> 91,000-105,999 <input type="checkbox"/> 106,000-130,999 <input type="checkbox"/> 131,000-155,999 <input type="checkbox"/> 156,000-180,999 <input type="checkbox"/> 181,000-205,999 <input type="checkbox"/> 206,000 or more

Indicate how satisfied you are with each of the following aspects.

A: Very Satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very Dissatisfied

Q. no	Questions	A	B	C	D	E
7.	The opportunities for personal growth and development offered by SZABIST as an Employer					
8.	HR Policies:					
	i. Lunch hour					
	ii. Office timings					
	iii. Leave policy (annual, casual, maternity, recreational)					
	iv. The eligibility criteria for availing benefits					
	v. Promotion policy and practices					
	vi. Performance appraisals and feedback on evaluation					
	vii. Training, development and learning opportunities					
9.	Compensation and Benefits:					
	i. Market competitive salary package					
	ii. Bonus					
	iii. Medical benefits					
	iv. Car loan					
	v. Fee concession for employees' children					
	vi. Continuing education at SZABIST					
vii. Retirement plan						
10.	Effectiveness of University Leadership					



A: Very Satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very Dissatisfied

<i>Q. no</i>	<i>Questions</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
11.	Effectiveness of the Head of Department (HoD):					
	i. The support, relationship and equality maintained by HoD in dealing with subordinates.					
12.	Effectiveness of Supervisor:					
	i. Relationship, feedback, evaluation and recognition of accomplishments by your supervisor					
13.	I usually hear about important decisions from my supervisor or management rather than through rumors.					
14.	Workplace Atmosphere:					
	i. Collegial work environment in the department					
	ii. Collegial work environment at SZABIST					
	iii. Office structure and facilities at SZABIST					
	iv. Availability of office equipment and stationery					
	v. Job Security and stability in the department					
	vi. Safety at SZABIST (violence, harassment, natural hazards)					
15.	The availability of transportation for official purpose.					
16.	The availability of basic necessities (drinking water, washrooms, cafeteria or lunch/common room for staff, prayer area, etc.)					

17. The University treats all employees with fairness and respect regardless of their ethnicity, religion, language, gender, age and disability.

Yes No

18. Are you satisfied with the security provided at SZABIST?

Yes No

19. I would recommend SZABIST as a good place to work.

Yes No

20. Please state the best factors currently available at SZABIST that enhance your motivation and job satisfaction.

21. Please suggest the factors and benefits that might improve your motivation and job satisfaction at SZABIST.

22. Please provide suggestions that would help in employee retention.

23. Please provide suggestions to improve SZABIST as an organization.

24. Provide suggestions for questionnaire improvement:
