

Employee/Staff Survey 2019-2020

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 5 - 7 years <input type="checkbox"/> <input type="checkbox"/> 1 - 3 years 7 - 9 years <input type="checkbox"/> <input type="checkbox"/> 3 - 5 years 9-11 years <input type="checkbox"/> 11 or more years <input type="checkbox"/>
4. Qualification: <input type="checkbox"/> Matriculate/O Level <input type="checkbox"/> Intermediate/A Level <input type="checkbox"/> Bachelors(14/16 years) <input type="checkbox"/> Masters(17.5 years) <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 16,000-30,999 <input type="checkbox"/> <input type="checkbox"/> 31,000-45,999 46,000-60,999 <input type="checkbox"/> <input type="checkbox"/> 61,000-75,999 76,000-90,999 <input type="checkbox"/> <input type="checkbox"/> 91,000-105,999 106,000-130,999 <input type="checkbox"/> <input type="checkbox"/> 131,000-155,999 156,000-180,999 <input type="checkbox"/> <input type="checkbox"/> 181,000-205,999 206,000 or more <input type="checkbox"/>

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

VS: Very Satisfied S: Satisfied U: Uncertain D: Dissatisfied VD: Very Dissatisfied

Q. no	Questions	VS	S	U	D	VD
7.	Effectiveness of University Leadership					
	i. Office of President (overall leadership)					
	ii. Office of Vice-President Academics (Academic Departments)					
	iii. Office of Vice-President Administration and HR					
	iv. Office of Vice-President Development and Finance					
8.	Effectiveness of the Head of Department (HoD)					
	i. The support, relationship and equality maintained by HoD in dealing with subordinates.					
9.	Effectiveness of Supervisor					
	i. Relationship, feedback, evaluation and recognition of accomplishments by your supervisor					
10.	HR Policies					
	i. Lunch Hour					
	ii. Office Timings					
	iii. Leave policy (annual, casual, recreational)					
	iv. Maternity/Paternity Leave policy					
	v. The eligibility criteria for availing benefits					
	vi. Promotion policy and practices					
	vii. Performance Appraisals and feedback on evaluation					
	viii. Training, Development and Learning Opportunities					
ix. Workplace Harassment Policy						



Q. no	Questions	VS	S	U	D	VD
11.	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					
12.	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. State of mental health and stress level at SZABIST					
	vi. Job Security and stability in the department					
	vii. Safety at SZABIST (violence, harassment, natural hazards)					
13.	The availability of transportation for official purpose					
14.	The availability of basic necessities (drinking water, washrooms, cafeteria or lunch/common room for staff, prayer area, etc.)					
15.	Conduct of Students					
	i. Behavior and attitude of students towards faculty & staff					
	ii. Communication skills of students					

Please indicate the need of the following:

16.	Need of transforming the state of mental health at SZABIST and hiring Psychologists.	Yes	No
17.	Do you have a clear understanding of your career or promotion path?	Yes	No
18.	I usually hear about important decisions from my supervisor or management rather than through rumors.	Yes	No
19.	The University treats all employees with fairness and respect regardless of their ethnicity, religion, language, gender, age and disability.	Yes	No
20.	I earn less than people working on similar positions.	Yes	No
21.	Are you satisfied with personal office space?	Yes	No
22.	Should SZABIST offer Medical Leaves?	Yes	No

23. Please state the best factors currently available at SZABIST that enhance your motivation and job satisfaction. Also, kindly list the factors/benefits that could improve your motivation and job satisfaction at SZABIST.

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

25. Provide suggestions for questionnaire improvement:
