

## Employee/Staff Survey 2018

**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:**  Male  Female

**2. Age:**  
 Less than 30 years  30 - 39 years  40 - 49 years  50 - 59 years  Over 59 years

**3. Duration at SZABIST:**  
 Less than 1 year  1 - 3 years  3 - 5 years  5 - 7 years  7 - 9 years  
 9 - 11 years  11 or more years

**4. Qualification:**  
 Matriculate  Intermediate  Bachelors  Masters  Doctorate

**5. Professional Level:**  
 Director or above  Snr. Controller/Snr. Manager  Controller/Manager  
 Asst. Controller/Asst. Manager/ Res. Associate  Officer Level  Asst. Officer/Associate  
 Assistant

**6. Income (In PKR):**  
 Less than 15,999  16,000-30,999  31,000-45,999  46,000-60,999  
 61,000-75,999  76,000-90,999  91,000-105,999  106,000-130,999  
 131,000-155,999  156,000-180,999  181,000-205,999  206,000 or more

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.	<b>Effectiveness of University Leadership</b>					
	i. Office of President					
	ii. Office of Vice-President Academics					
	iii. Office of Vice-President Admin & Finance					
8.	<b>Effectiveness of the Head of Department (HoD)</b>					
	i. The support, relationship and equality maintained by HoD in dealing with subordinates.					
9.	<b>Effectiveness of Supervisor</b>					
	i. Relationship, feedback, evaluation and recognition of accomplishments by your supervisor					
10.	<b>HR Policies</b>					
	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.	<b>Compensation and Benefits</b>					
	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.	<b>Workplace Atmosphere</b>					
	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.)					

**Please indicate the need of the following:**

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

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

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**24. Please suggest the factors and benefits that could improve your motivation and job satisfaction at SZABIST.**

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**25. Please provide suggestions that would help in employee retention.**

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**26. Provide suggestions for questionnaire improvement:**

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