

Questionnaire

1.) Please rate each how strongly you agree or disagree with each of the following statements about the company's performance management function, by placing a mark in the appropriate box.

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree
1.1) My company is very concerned with determining how employees are doing/performing their jobs				
1.2) This concern is communicated to all employees				
1.3) A performance management programme is in place				
1.4) The performance objectives have been communicated to me				
1.5) A performance management programme is clearly defined				
1.6) The performance management programme is objective, fair, open and transparent				
1.7) The performance review process is undertaken at least annually				
1.8) Training is provided to support the performance review process				
1.9) Employees and managers have been involved in the development of the performance management programme				
1.10) My supervisor/manager sits down with me in order to review my performance				
1.11) I receive positive feedback for a job well done				
1.12) Support and guidance in order to improve my performance is readily available				
1.13) I receive constructive feedback when improvement is needed with regards to my work				

	Strongly Disagree	Disagree	Agree	Strongly Agree
1.14) My performance is measured and evaluated by using mutually agreed indicators				
1.15) I receive feedback in relation to my performance on a continuous basis				
1.16) I have a job description				
1.17) My job description has been communicated to me				
1.18) When evaluating my work, areas of poor performance are identified				
1.19) Plans are established, jointly and in consultation, in order to improve performance				
1.20) Performance objectives have been established in order to ensure that performance is aligned with the needs of the business				
1.21) The performance management process is regarded as a flexible process, not a system				
1.22) My evaluation is linked to required performance in order to establish strengths and weaknesses				
1.23) The performance management programme is focused on results and not behaviours, personalities and attitudes				
1.24) The performance management programme cultivates a long-term view of the organization				
1.25) The performance management programme Produces meaningful measurements				

2.) Please indicate by making a tick in the appropriate box which of the following steps/procedures were followed throughout the process of your appointment into your current position.

2.1) I was an internal candidate when applying for my current position	
2.2) I was an external candidate when applying for my current position	
2.3) When I applied for my current position, it was in response to an advertisement	
2.4) I worked through a recruitment agency with regards to my application process	
2.5) During my interview I was informed about the job description	
2.6) During my interview I was informed about the job specification	
2.7) During my interview I was informed about the expectations	
2.8) During my interview I had the opportunity to learn about the company	
2.9) My interview consisted of a selection panel (more than one person interviewing me)	
2.10) I gave consent before any reference checks were done	
2.11) When I applied for my job, assessments or psychometric testing was conducted during the recruitment process	
2.12) When I applied for my job, a medical fitness exam was conducted during the recruitment process	
2.13) A second interview was done	
2.14) The recruitment policy was effectively executed during my placement	
2.15) Managers had at least some say in the appointment of those staff who's work they must supervise	
2.16) My offer of employment was made in writing	

2.17) I had to follow an induction programme at the start of my employment	
2.18) During my induction I was given a brief overview of the company's policies and practices	
2.19) Induction included attention to rules and regulations, familiarization with the culture and methods of operation of the organization	
2.20) During my induction, expectations with regards to behaviour were clearly outlined	
2.21) During induction, performance objectives were set and agreed upon	
2.22) During my probation period my performance was evaluated and feedback was given to me	