

# YOUR ORGANIZATION

## Sample of Questionnaire Items

### EMPLOYEE MANAGEMENT RELATIONS SURVEY

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#### PURPOSE

This survey is intended to get your opinion on the management culture of our organization. The results of this survey will enable us to identify what **Company** management does well in our organization, and identify any areas that may require improvement.

#### ANONYMITY

This survey is being distributed to all employees. Your responses to this survey will be completely anonymous. All completed surveys will be sent directly to an independent third party survey research firm (Performance Programs, Inc.) for analysis. Survey results will be reported in general terms with the organization at large.

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#### INSTRUCTIONS

Please consider each question in relation to how you view the general management culture of this organization. Then mark the circle that best represents your opinion, based on the scale below. Also, at the end of the survey, please complete the write-in comment section. Your feedback is greatly appreciated!

Strongly Disagree ①	Disagree ②	Neutral ③	Agree ④	Strongly Agree ⑤
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#### MANAGEMENT IN THIS ORGANIZATION: (refer to individual items to complete this statement)

##### I. LEADING BY EXAMPLE

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1.   | ① | ② | ③ | ④ | ⑤ |
| 2.   | ① | ② | ③ | ④ | ⑤ |
| 3.   | ① | ② | ③ | ④ | ⑤ |
| 4. has acted consistently; they have done as they said they would. | ① | ② | ③ | ④ | ⑤ |

##### II. COMMUNICATIONS / INFORMATION EXCHANGE

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 5.  | ① | ② | ③ | ④ | ⑤ |
| 6.  | ① | ② | ③ | ④ | ⑤ |
| 7.  | ① | ② | ③ | ④ | ⑤ |
| 8. gets information out in a timely manner. | ① | ② | ③ | ④ | ⑤ |
| 9.  | ① | ② | ③ | ④ | ⑤ |

##### III. MANAGING TASKS

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 10.  | ① | ② | ③ | ④ | ⑤ |
| 11.  | ① | ② | ③ | ④ | ⑤ |
| 12.  | ① | ② | ③ | ④ | ⑤ |
| 13.  | ① | ② | ③ | ④ | ⑤ |
| 14.  | ① | ② | ③ | ④ | ⑤ |
| 15.  | ① | ② | ③ | ④ | ⑤ |
| 16.  | ① | ② | ③ | ④ | ⑤ |
| 17.  | ① | ② | ③ | ④ | ⑤ |
| 18. uses good judgement in making decisions. | ① | ② | ③ | ④ | ⑤ |

Strongly Disagree ①	Disagree ②	Neutral ③	Agree ④	Strongly Agree ⑤
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**II. EMPLOYEE SUPPORT AND INVOLVEMENT**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 19. supports employee work efforts.   | ① | ② | ③ | ④ | ⑤ |
| 20.   | ① | ② | ③ | ④ | ⑤ |
| 21.   | ① | ② | ③ | ④ | ⑤ |
| 22.   | ① | ② | ③ | ④ | ⑤ |
| 23.   | ① | ② | ③ | ④ | ⑤ |
| 24. gives people the authority to accomplish the work that is expected of them. | ① | ② | ③ | ④ | ⑤ |
| 25.   | ① | ② | ③ | ④ | ⑤ |

**III. MANAGING PEOPLE**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 26.   | ① | ② | ③ | ④ | ⑤ |
| 27. is fair in dealing with people.         | ① | ② | ③ | ④ | ⑤ |
| 28.   | ① | ② | ③ | ④ | ⑤ |
| 29.   | ① | ② | ③ | ④ | ⑤ |
| 30.   | ① | ② | ③ | ④ | ⑤ |
| 31. treats people with dignity and respect. | ① | ② | ③ | ④ | ⑤ |
| 32.   | ① | ② | ③ | ④ | ⑤ |
| 33.   | ① | ② | ③ | ④ | ⑤ |

**VI. MANAGING PERFORMANCE**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 34.   | ① | ② | ③ | ④ | ⑤ |
| 35. provides employees with the necessary resources (people, funding, tools) to ensure initiatives are successfully achieved. | ① | ② | ③ | ④ | ⑤ |
| 36.   | ① | ② | ③ | ④ | ⑤ |
| 37.   | ① | ② | ③ | ④ | ⑤ |
| 38.   | ① | ② | ③ | ④ | ⑤ |
| 39.   | ① | ② | ③ | ④ | ⑤ |
| 40. takes a supportive role in my professional growth and development.  | ① | ② | ③ | ④ | ⑤ |

**VIII. YOUR FIVE CUSTOMIZED QUESTIONS**

- |           |   |   |   |   |   |
|-----------|---|---|---|---|---|
| 41. ----- | ① | ② | ③ | ④ | ⑤ |
| 42. ----- | ① | ② | ③ | ④ | ⑤ |
| 43. ----- | ① | ② | ③ | ④ | ⑤ |
| 44. ----- | ① | ② | ③ | ④ | ⑤ |
| 45. ----- | ① | ② | ③ | ④ | ⑤ |

**ABOUT YOU (Sample Demographics)**

<p>Location:</p> <p><input type="radio"/> New York, NY    <input type="radio"/> Tucson, AZ</p> <p><input type="radio"/> Seattle, WA    <input type="radio"/> Boston, MA</p> <p><input type="radio"/> Denver, CO    <input type="radio"/> San Diego, CA</p>	<p>Tenure:</p> <p><input type="radio"/> &lt; 1 Year</p> <p><input type="radio"/> &gt; 1-3 years</p> <p><input type="radio"/> &gt; 3-5 Years</p> <p><input type="radio"/> &gt; 5 Years</p>	<p>Position:</p> <p><input type="radio"/> Full-time</p> <p><input type="radio"/> Part-time</p> <p><input type="radio"/> Temporary</p>
<p>Department:</p> <p><input type="radio"/> Accounting                      <input type="radio"/> Technology</p> <p><input type="radio"/> HR                                      <input type="radio"/> R &amp; D</p> <p><input type="radio"/> Manufacturing                      <input type="radio"/> Advertising</p> <p><input type="radio"/> Shipping                              <input type="radio"/> Training</p>		

## WRITE-IN COMMENTS

Please consider each question carefully, and provide any comments and/or suggestions. Since the actual wording of your written comments will be transcribed and included in the final report, PLEASE DO NOT INCLUDE your name or any specific identifying information.

What does management do that should be continued?

What should management do to be more effective?

What does management do that should be stopped?

For complete survey, call representative at 1-800-565-4223