

Number

--	--	--

A QUESTIONNAIRE TO DETERMINE EMPLOYEE EMPOWERMENT

I am doing research to determine the ways in which transformation takes place in your organisation. Therefore I need your assistance. There are different aspects involved on which I would like to get your opinion. You are requested to answer the questions with absolute honesty and to answer according to what takes place in your work environment.

All answers to questions remain anonymous and will be treated confidentially. This questionnaire consists of 7 pages and it is expected that it will not take more than 20 minutes to complete. There are no right or wrong answers to the questions that require your opinion. You are requested to indicate your answers by drawing a cross in the box that you have selected or to write your answer if needed.

EXAMPLE:

If female, mark 2 as follows:

Gender:	Male	1
	Female	2

I thank you for your willingness to assist me.

Although we do not know your name and address, we do need to know some detail pertaining to you. We therefore request your cooperation in furnishing the following information:

Section A

1. Gender: Male 1
Female 2

2. Home language - **the language you most often speak at home:**
- Afrikaans 1
English 2
Zulu 3
Other 4

If it is another language, please specify:

.....

3. Age: years

4. Marital status: Not yet married 1
Divorced 2
Married 3
Living together 4
Living separately 5
Widowed 6

5. What is your highest educational qualification?
- No schooling 1
Grade 4 or lower 2
Grade 5 – 7 3
Grade 8 – 10 4
Grade 11 – 12 5
Post-school diploma or certificate 6
Baccalaureus degree 7
Honours degree 8
Master's degree 9
Doctoral degree 10
Other 11

If you have any other qualifications, please specify:

.....
.....

6. How many years of service have you completed at Allwear:

0
1 – 2
3 – 5
6 – 10
11 – 14
15 – 20
21 +

7. Indicate whether you are paid weekly or monthly:

Weekly	1
Monthly	2

8. Are you a trained worker or are you a learner?

Trained
Learner

If you are a trained worker, go to question 10.

If you are a learner, proceed with the following questions.

THESE QUESTIONS SHOULD BE COMPLETED BY LEARNERS ONLY:

9.a If you are still a learner, for how many months have you now been in training?

Less than one month	1
At least 1 but less than 2 months	2
At least 2 but less than 3 months	3
At least 3 but less than 4 months	4
At least 4 but less than 5 months	5
At least 5 but less than 6 months	6
At least 6 but less than 7 months	7
Between 8 – 18 months	8
Between 19 – 24 months	9
More than 24 months	10

9.b What type of learner are you?

Learner who will do general work	1	<input type="text"/>
Learner who will be a machinist		2
Learner who will be a supervisor		3

THIS LIST OF QUESTIONS SHOULD BE COMPLETED BY TRAINED WORKERS ONLY

10. What type of trained worker are you?

General worker	1
Machinist	2
Supervisor	3
Mechanic	4
Assistant line manager	5
Line manager	6
Admin	7
Management	8

SECTION B

These questions should be answered with reference to work related matters. Do not hesitate too long before you answer. The first answer that comes to mind is usually the most relevant one. Answer each question using the scale that follows:

	It does not happen	Seldom	Sometimes	Often	Always
1. I feel enthusiastic about my work.	1	2	3	4	5
2. I am satisfied with the work that I do.	1	2	3	4	5
3. I work well.	1	2	3	4	5
4. My opinion is asked before changes are made in the way I work.	1	2	3	4	5
5. If I have a problem I can speak directly to management.	1	2	3	4	5
6. I know what my job requires of me.	1	2	3	4	5
7. My work motivates me.	1	2	3	4	5
8. I take initiative at work.	1	2	3	4	5
9. I get bored with my work.	1	2	3	4	5
10. Management is a good example to employees.	1	2	3	4	5
11. People are happy when I do my work well.	1	2	3	4	5
12. Management tries to solve my work related problems.	1	2	3	4	5
13. I know exactly what I need to do in my work.	1	2	3	4	5
14. I am rewarded for work well done.	1	2	3	4	5
15. Management takes advantage of me.	1	2	3	4	5
16. Management treats me in a just way.	1	2	3	4	5
17. I fear that I may lose my job.	1	2	3	4	5
18. I do more than what is expected of me at work.	1	2	3	4	5
19. My work is routine and not risky.	1	2	3	4	5
20. I know which work I should complete every day.	1	2	3	4	5
21. I can do what is expected of me.	1	2	3	4	5
22. I know my work related responsibilities.	1	2	3	4	5

SECTION C

These questions should be answered in relation to work related matters. You are requested to mark your answer clearly by using this sign, **X**. Do not hesitate too long before you answer. The first answer that comes to mind is usually the most relevant one.

Please answers the questions below, marking either the 'Yes' or 'No' block with **X**.

Example:

Yes
1

No
2

 (Answer = No)

	Yes	No
1. Did you receive feedback on your work performance in the last three months?	1	2
2. Have you received a written warning in the last three months?	1	2
3. Have you been called before a disciplinary committee in the last three months?	1	2
4. Have you been involved in any racial incident at work in the last three months?	1	2
5. Has your salary changed from weekly to monthly in the last three months?	1	2
6. Has any family member of yours received a bursary from Allwear?	1	2
7. Have you been promoted at work in the last three months?	1	2
8. Has any of your ideas been implemented at work in the last three months?	1	2
9. Do you have a supervisor?	1	2
10. Have you been informed verbally about your job description?	1	2
11. Have you been given your job description in written form?	1	2
12. Have you received in-job training in the last three months?	1	2
13. Do you always get a 30-minute lunch break?	1	2
14. Do you always get tea during your tea break?	1	2
15. Have you been threatened in any way by any co-worker at Allwear in the last three months?	1	2
16. Does your supervisor tell you what to do every day?	1	2

	Yes	No
17. Are you presently doing different work compared to three months ago?	1	2
18. Do you know whether your company has a mission statement?	1	2
19. If so, do you know what it means?	1	2
20. If not, is there a need for Allwear to have a mission statement?	1	2

THANK YOU