

**ANNEXURE-I****QUESTIONNAIRE****QUESTIONNAIRE FOR EMPLOYEE RETENTION  
PRACTICES OF AUTOMOBILE INDUSTRIES IN INDIA**

Dear Sir/ Madam,

This questionnaire will be used to collect information regarding the employee's employment experience with the company. As a part of this data gathering, the information collected will be used to identify the areas needed for improvement, analyze the factors attributing to retention, and hopefully improve future employment prospects. All responses will be kept confidential and the results are used for academic purpose only. Kindly provide us with the following information.

Mrs.Vijayalakshmi.V  
Research Scholar- Part Time  
Anna University of Technology,  
Coimbatore

## Demographic Information

1. Name	
2. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
3. Age Group	<input type="checkbox"/> 18-25 <input type="checkbox"/> 24-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> Above 55
4. Length of Service in the present organization ( in Years)	<input type="checkbox"/> Less than 5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-15 <input type="checkbox"/> 16-20 <input type="checkbox"/> Above 20
5. Organizational Hierarchy	<input type="checkbox"/> Top Level <input type="checkbox"/> Middle Level <input type="checkbox"/> Shop Floor Level
6. Designation	
7. Department	Finance <input type="checkbox"/> HR <input type="checkbox"/> Transport <input type="checkbox"/> Production <input type="checkbox"/> Admin <input type="checkbox"/> Others Please Specify _____
8. Educational Background	Up to High school <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master Degree <input type="checkbox"/> Diploma Holder <input type="checkbox"/> If any other please specify _____ <input type="checkbox"/>
9. Marital status	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried
10. (i) No of organizations served before. (ii) No of Years of Experience in Total.	_____

## 11. Employee Retention Strategies

Please indicate the strategies that are available in your organization. Rate how important each strategies are important to you, on a scale from 1 to 5.

S. No.	Strategies	Highly Dissatisfied	Dissatisfied	Neither satisfied nor Dissatisfied	Satisfied	Highly Satisfied
11.1	Job Security.	1	2	3	4	5
11.2	Promotion opportunities.	1	2	3	4	5
11.3	Welfare Measures.	1	2	3	4	5
11.4	Working Environment.	1	2	3	4	5
11.5	Job Rotation and New Assignments.	1	2	3	4	5
11.6	Help in Career Development.	1	2	3	4	5
11.7	Location transfer Opportunities with promotion	1	2	3	4	5
11.8	Management supports for Higher education.	1	2	3	4	5
11.9	Training and Development programs.	1	2	3	4	5
11.10	Rewards & Recognition.	1	2	3	4	5
11.11	Fringe Benefits.	1	2	3	4	5
11.12	Workers participation in management activities.	1	2	3	4	5

## 12. Working Environment

### a. Ecological Environment

S.No.	Provisions	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
12.1	Provision to avoid sound in plant is good.	1	2	3	4	5
12.2	Ventilation facilities are maintained well.	1	2	3	4	5
12.3	There is enough illumination at work place.	1	2	3	4	5
12.4	Cleanliness maintained in the organization is good.	1	2	3	4	5
12.5	Conductive working temperature is maintained at work place.	1	2	3	4	5
12.6	Controlled emission of fumes and dust.	1	2	3	4	5

### B. Working place

S.No.	Provisions	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
12.7	Working Environment is comfortable.	1	2	3	4	5
12.8	Communication system is good.	1	2	3	4	5
12.9	Employees are treated with due respect.	1	2	3	4	5
12.10	Employee's suggestions and grievances are considered.	1	2	3	4	5
12.11	Good Work done is appreciated.	1	2	3	4	5
12.12	Fair treatment of employees.	1	2	3	4	5
12.13	Better co-ordination among co-workers.	1	2	3	4	5
12.14	Adequate parking facilities are provided.	1	2	3	4	5
12.15	Transport facilities provided are good.	1	2	3	4	5

### 13. Welfare Measures

#### A. Health and Safety Measures

S.No.	Provisions	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
13.1	Pure drinking water facilities are provided at work place.	1	2	3	4	5
13.2	Toilets are maintained hygienically.	1	2	3	4	5
13.3	Rest rooms and canteen are maintained well.	1	2	3	4	5
13.4	Food is offered at subsidized rate.	1	2	3	4	5
13.5	Safety and Health instruction courses conducted by the organization are good.	1	2	3	4	5
13.6	First aid box maintained at work place are good.	1	2	3	4	5
13.7	Fire Fighting methods followed by the organization are good.	1	2	3	4	5

#### B. Family Welfare Measures

S.No.	Provisions	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
13.8	Prevailing staff quarters facilities is good	1	2	3	4	5
13.9	Educational loans for wards and self are appreciated.	1	2	3	4	5
13.10	Provision for job opportunities for family members.	1	2	3	4	5
13.11	Company have tie ups with hospitals.	1	2	3	4	5
13.12	Health camps facilities provided for employees and family members.	1	2	3	4	5
13.13	Insurance schemes provided by the organization are good.	1	2	3	4	5
13.14	Retirement Benefits schemes provided such as Pension, Provident Fund, and Gratuity are appreciated.	1	2	3	4	5
13.15	Interest Free Loans are provided for personal expenses.	1	2	3	4	5

## 14. Rewards and Recognition

S.No.	Provisions	Highly Dissatisfied	Dissatisfied	Neither satisfied nor Dissatisfied	Satisfied	Highly Satisfied
14.1	Salary Structure.	1	2	3	4	5
14.2	Provision for Group insurance schemes.	1	2	3	4	5
14.3	Over time salary.	1	2	3	4	5
14.4	Yearly Bonus Scheme.	1	2	3	4	5
14.5	Performance Based Incentives.	1	2	3	4	5
14.6	Performance Appraisal System in Practice.	1	2	3	4	5
14.7	Fringe benefits provided by the company are good.	1	2	3	4	5
14.8	Compensation paid for workers during layoffs or during any accidents occurring within the company are satisfactory.	1	2	3	4	5

## 15. Please rank the following factors with respect to superior subordinate relationship in the organization (from 1 to 15 accordingly).

1. Approachability of Superior
2. Recognition of employee for their achievement
3. team Work & Co-ordination
4. Respecting of co-workers, subordinates
5. Clarity in explaining the task to be accomplished
6. Superiors follows an autocratic approach
7. Superior acts like a coach

8. Superior is a good counselor
9. Superior helps in completing the work
10. Superior is impartial
11. Superior is a task master
12. Superior makes working environment pleasant
13. Superior considers others suggestions and opinions
14. Superior maintains friendly relationship
15. Superior cares for workers personal welfare

**16. Please rate the following statements with reference to organizational culture on a scale between 1 to 5.**

S.No.	Provisions	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
16.1	The working environment is open & trustworthy.	1	2	3	4	5
16.2	Morale in the company is high.	1	2	3	4	5
16.3	Supervisors do spend good deal of time in listening to employee's ideas.	1	2	3	4	5
16.4	Employees are allowed to take responsibility and authority.	1	2	3	4	5
16.5	Organization provides scope for better career development plans.	1	2	3	4	5
16.6	Organization recognizes human values and culture.	1	2	3	4	5
16.7	Communication is effective at all levels.	1	2	3	4	5
16.8	Safe working environment is provided.	1	2	3	4	5

**17. Please rate the following statements with reference to employee's job satisfaction on a scale of 1 to 5.**

S.No.	Statements	Highly Dissatisfied	Dissatisfied	Neither Satisfied nor Satisfied	Satisfied	Highly Satisfied
17.1	The degree of independency to execute a job.	1	2	3	4	5
17.2	Scope for personal growth and development.	1	2	3	4	5
17.3	Level of job security in the company.	1	2	3	4	5
17.4	Scope for future career in the organization.	1	2	3	4	5
17.5	There is no discrimination in salary paid to employees.	1	2	3	4	5
17.6	Support & guidance received from superiors.	1	2	3	4	5
17.7	The promotional opportunities provided in the organization.	1	2	3	4	5
17.8	Grievances handling procedure.	1	2	3	4	5
17.9	Leave facilities offered by the company.	1	2	3	4	5

**18. Training programs:**

18.1 Have you attended any training programs conducted by your company?

Yes  No

18.1.1 If Yes, How many training programs you have attended \_\_\_\_\_

18.1.2 If No Please, specify the reason?

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18.2 What type of training program does the company offers?

- a. On-the job. (In-house training)
- b. Off-the Job
- c. Both

**19. Please rank the following factor that influenced you to remain the organization (from 1 to 10).**

Salary	<input type="checkbox"/>
Retirement Benefit	<input type="checkbox"/>
Career Development	<input type="checkbox"/>
Working conditions	<input type="checkbox"/>
Supervision/Management	<input type="checkbox"/>
Fringe benefits	<input type="checkbox"/>
Recognition and reward	<input type="checkbox"/>
Job security	<input type="checkbox"/>
Loyalty towards the company	<input type="checkbox"/>
Company Image in the society	<input type="checkbox"/>

20. Please specify any other strategies that the company should include or improve to retain its employees for a long period of time

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**Signature of the Respondent**

***Thank You***