**HR SYSTEM AND ACHIEVING SOCIAL AIMS**

This questionnaire is created for the purpose of collecting information about personnel work within the research of the level of personnel work in organizations in Slovakia. Research is conducted by the Faculty of Economics of the Matej University in Banská Bystrica. All data collected will be used solely for the purpose of mass statistical processing. Data relating to specific respondents will not be disclosed to third parties. Ak máte záujem o výsledky výskumu, prosím zadajte svoju e-mailovú adresu (nepovinné).

**1. Which of the following personnel activities do you perform in your organization? (Please create a ranking of importance of all activities: 1 = the most; 13 = the least)**

|  |  |  |
| --- | --- | --- |
|  | performing | importance |
| Developing strategies, policies, and other plans |  |  |
| Employee number and structure planning |  |  |
| Job analysis |  |  |
| Recruitment (search, addressing and selection) |  |  |
| Onboarding |  |  |
| Training and further education |  |  |
| Talent management |  |  |
| Job evaluation (value and importance of jobs) |  |  |
| Employee welfare and motivation |  |  |
| Employee assessment |  |  |
| Release of employees (termination of employment) |  |  |
| Personnel controlling |  |  |
| Personnel administration |  |  |

**2. How do you rate the challenge of managing the below-mentioned HR tasks and functions? (1-not at all; 5-totally)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| before COVID | | | | | HR activities/functions | under COVID | | | | |
| 1 | 2 | 3 | 4 | 5 | Workforce management, workforce planning | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Recruitment, selection | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Employee retention | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Labour shortages | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Maintaining commitment | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Home office/hybrid team management | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Health and safety compliance | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Training and development | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Organizational communication | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | HR digitalization | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Labor relations | 1 | 2 | 3 | 4 | 5 |

**3. Does your company have an HRM strategy?**

yes  no

**4. For how long do you plan the need for employees?**

operational  monthly  semi-annually  annually  other ....................

**5. How many % of jobs in the organizational structure have up-to-date job descriptions?**

0  1-50  51-80  81-90  91-100

**6. Existing job descriptions provide information about:**

purpose of work  work duties  competence

responsibility  working conditions  workplace facilities

performance requirements  cooperation with other employees and departments

profile of the job holder  other ..................................................................................

**7. Which techniques for recruiting job seekers have proven to be suitable for you? You can choose as many answers as needed.**

printed advertisement  electronic advertisement  labor office

applicants database  direct addressing  friends, acquaintances

recruitment agency  formalized intermediaries  trainee program

open door days  social media  employee referrals

other ..........................................................................................................................................

**8. Which employee selection methods do you use?**

selection according to the applicant's documentation (CV, questionnaire, references)

testing a)  intelligence (IQ, EQ) b)  skills (thinking, behavior)

c)  personalities (types) d)  expertise

interview a)  structured b)  unstructured

assessment centrum  social media profiles

other ..........................................................................................................................................

**9. Do you plan employees’ adaptation? If yes, please specify the methods used:**

we don’t plan adaptation  job rotation  planned work programs

special tasks / projects  tutoring and guidance

"throw into the water, where the deepest"  illustrative examples

other ..........................................................................................................................................

**10. Which methods of employee training do you use?**

course/lecture  video  e-learning  instructing

role playing  coaching  self-education  model situations

training on-the-job  other .....................................................................................................

none

**11. The amount of money for the education/training of employees over the past 3 years has:**

increased  remained the same  decreased

**12. A talented employee in your company is an employee: (multiple answers possible)**

with potential to be a future leader  who is / will be holding a key job

long-term stabilized  with long-term high performance

very creative  other ............................................................................

we do not distinguish talented employees

**13. How often do you evaluate employees?**

annually  semi-annually

quarterly  monthly

other regular intervals: ..................................................  irregularly

**14. In what personnel activities do you use the evaluation results?**

personnel planning  job analysis

training and development  remuneration

employee deployment  other ...........................................................................

**15. Do you have an up-to-date Health and Safety Policy that highlights the people who are responsible for ensuring it happens?**

yes  no

**16. What benefits do you offer to your employees? (multiple answers possible)**

13th/14th salary  bonuses  mobile phone

car  travel expenses  pension savings

life insurance  health insurance  housing allowance

sports activities  sick days  company discounts

extra holiday  flexible work hours  free drinks

free fruits  relaxation space  massage

kindergarten  language training  hobby education

other …..…………………………………………………………………………………………………

**17. Do you have a self-service personnel information system in place?**

yes  no

**18. Which tools of personnel controlling do you use?**

only operative controlling (indicators)  only strategic controlling (surveys, audits)

both operative and strategic controlling  we do not perform personnel controlling

**19. Do you have experience with outsourcing in HR?**

yes, positive one  yes, negative one  no

**20. If yes, what HRM processes did you outsource?**

selection of employees  personnel agenda  payroll administration

providing employee benefits  learning, training  other ..........................................

**21. How do you rate the level of interest in the co-creation *inside the company* with different parties? (1 = no interest; 5 = full interest)**

Co-creation inside the company – inviting different parties for activities aimed at implementing improvements inside the company

|  |  |  |  |
| --- | --- | --- | --- |
| **Different parties** | **Product** | **Process** | **Value** |
| Customers |  |  |  |
| Partners |  |  |  |
| Public institutions |  |  |  |
| University students |  |  |  |
| Competitors |  |  |  |
| Suppliers |  |  |  |
| Others …………………………………………………… |  |  |  |

**22**. **How, do you rate the company’s engagement and interest in the co-creation process *inside the company*? (1 = no interest/engagement; 5 = full interest/engagement)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Engagement | | | | |  | Interest | | | | |
| 1 | 2 | 3 | 4 | 5 | In general | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Product co-creation inside the company | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Process co-creation inside the company | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Value co-creation inside the company | 1 | 2 | 3 | 4 | 5 |

**23. How do you rate the company’s engagement and interest in the co-creation process *outside the company*? (1 = no interest/engagement; 5 = full interest/engagement)**

Co-creation outside the company – helping other parties to introduce improvements in the environment

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Engagement | | | | |  | Interest | | | | |
| 1 | 2 | 3 | 4 | 5 | In general | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Product co-creation outside the company | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Process co-creation outside the company | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Value co-creation outside the company | 1 | 2 | 3 | 4 | 5 |

**24. How do you rate the company’s commitment to *financial and social aims in general*? (1 = no commitment; 5 = full commitment)**  
Social objective is usually related to improving social wellbeing (inside and outside the company)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| commitment to financial aims | 1 | 2 | 3 | 4 | 5 |
| commitment to social aims (in general) | 1 | 2 | 3 | 4 | 5 |

**25. How do you rate the company’s engagement and interest in *achieving social aims in chosen domains*? (1 = no interest/engagement; 5 = full interest/engagement)**

Engagement – actual actions taken in chosen domains

Interest – the topic is important for the company, it considers activities in chosen domains

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Engagement | | | | |  | Interest | | | | |
| 1 | 2 | 3 | 4 | 5 | In general | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Standard Domains (Health, Education, Living Standards) | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | New Domains (Psychological wellbeing, Time use, Cultural diversity, and resilience) | 1 | 2 | 3 | 4 | 5 |
| 1 | 2 | 3 | 4 | 5 | Innovative Domains (Good governance, Community vitality, Ecological diversity, and resilience) | 1 | 2 | 3 | 4 | 5 |

**26. Your organization:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No of employees | < 10 | | 10 – 49 | | 50 – 249 | | > 250 | |
| Annual net revenue (€) | ≤ 2 000 000 | | 2 000 001 – 10 000 000 | | 10 000 001 – 50 000 000 | | ≥ 50 000 000 | |
| Ownership | private, including non-profit private institutions | | | | public, including state institutions | | | |
| Sector | Agriculture  Transport  ………………….…….. industry  Retail  Services  Tourism  Education  Government  Other ……………………………. | | | | | | | |
| Years on the market | < 1 | 1 – 3 | | 3 – 10 | | 10 – 15 | | > 15 |