

ANNEXURE

***Organization Profile Checklist**

(For all the Development Sector Organizations under study)

“A study on Human Resource challenges of Development sector Organizations in selected Districts of Gujarat”

A doctoral study in Social work

Faculty of Social work,

The M.S.University of Baroda

Research scholar

Mr. Bhumit Trivedi

Research guide

Dr. Leena Mehta

Note: *This research is done for **academic purpose only**. All individual data will be kept **strictly confidential**. Researcher will not use the name of the organization or related person without official*

Date:	Sr. No.
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1. Basic details of the Organization

(This table is to be filled up by researcher in consultation with appropriate authority of the organization.)

1.1	Name of the organization	
1.2	Legal status (Act under which the organization is registered)	a) Bombay Public Trusts Act' 1950 b) Indian Trusts act' 1882 c) Registration of Societies Act' 1860 d) Section 8/Section 25 Non-profit Company under the Companies Act' 2013 e) Other , please specify <hr/>
1.3	Registration No.	
1.4	Year of registration	

1.5	Sector (Multiple Tick marks are valid)	a) Environment & Natural Resource Management b) Education c) Health care d) Sanitation e) Agriculture & livelihood f) Disabled welfare) Microfinance h) Women empowerment i) Training & Skill development j) Old age care k) Child rights l) Human Rights m) Other, Please specify b)
1.6	Whether there is a separate HR department	a) Exists (If yes, please give the no. of people working in HR department) b) Does not exist c) Outsourced
1.7	Whether the organization has a dedicated person for HR	a) Yes b) No. If No, designation of person who handles HR functions: c) Position vacant
1.8	Total No. of employees	
1.9	No. of Full time employees	
1.10	No. of On contract / part time employees	
1.11	No. of volunteers involved	
1.12	Annual Budget of the organization	

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2. Checklist of Documents

(This table is to be filled up by researcher on the basis of the documents available with the organization)

Sr. No.	Name of document	Tick mark if received	Remarks (if any)
2.1	Latest Annual Report of the organization		
2.2	Organization structure		
2.3	List of funding agencies and corporates		
2.4	List of Board members		
2.5	Job Descriptions/Qualification criteria for different positions		
2.6	Sources of volunteers (List of Academic institutions, other organizations, Volunteers under exchange programs etc.)		
	Policy / Process / Procedure/ records related to		
2.7	Recruitment & Selection		
2.8	Induction & Placement		
2.9	Training & Development		
2.10	Remuneration & Benefits		
2.11	Performance appraisal		
2.12	Employee turnover details		
2.13	Other relevant documents (If Any)		

***Interview schedule - 1**

(For respondents from Middle level and Operative level)

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Date:	Sr. No.
--------------	----------------

1. Basic information of the respondent

1.1	Name (Optional)	
1.2	Gender	a) Female b) Male
1.3	Designation	
1.4	Educational Qualification	a) Primary, Secondary school b) Higher secondary c) Graduate d) Post graduate e) Doctorate f) Others Specify _____
1.5	Years of experience (with current organization)	a) 0-5 b) 6-10 c) 11-20 d) 21-30 e) Above 30
1.6	Total years of experience	a) 0-5 b) 6-10 c) 11-20 d) 21-30 e) Above 30

Sr. No.	Question
Recruitment and Selection	
2.1	Which methods are used by the organisation to hire new employees at different levels? a) Newspaper ads and magazines b) Walk-ins c) Job Portals d) External consultants e) Employee Referrals f) Social Media g) Campus Recruitment
2.2	Do you find difficult to fill up certain positions in the organization? a) Yes b) No aa) If Yes, what are those positions and why they are difficult to be filled up? bb) If No, what are the reasons for the same?
2.3	Do you consider your organization as an attractive place to work? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons behind it?
2.4	Please share if there are other challenges faced by the organization in recruiting and selecting qualified people?
Induction & Placement	
2.5	Does organization conduct a formal orientation program for new employees? a) Yes b) No aa) If Yes, how long is the new hire orientation period and what are the elements of the orientation program? bb) If No, what are the reasons behind it?
Training & Development	
2.6	Does the organization prepare a training plan or training calendar? a) Yes b) No
2.7	Do you think that the training provided to employees is effective? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons behind it?
2.8	How much does your organization spend annually on employee training & development?
2.9	Please share if there are other challenges faced by the organization in the area of employee training.
Remuneration & Benefits	
2.10	Does the organization have a formal pay structure? a) Yes b) No aa) If Yes, is it reviewed regularly? bb) If No, what are the reasons behind it?

2.11	Are employee salaries at par with other organizations in same sector? a) Yes b) No
2.12	What are the other benefits provided to the employees in addition to the salary?
Career development	
2.13	Does your organization provide long term job security to its employees? a) Yes b) No aa) If yes, how it is done? bb) If No, what are the reasons?
2.14	Kindly describe the way organization provides a career path to employees.
Performance Management	
2.15	Does your organization have a formal performance appraisal system? a) Yes b) No aa) If Yes, which methods are used for performance appraisal at different levels? bb) If No, what are the reasons?
2.16	Do you regard existing performance appraisal system as effective? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons?
2.17	Does the organization have a practice of giving rewards or recognition to the employees who perform exceptionally well? a) Yes b) No aa) If yes, how it is done? bb) If No, what are the reasons?
2.18	Please share if there are any specific areas where there is a need for performance improvement among employees at individual or department level.
Work Culture	
2.19	Do you think that there is clarity among employees about their job responsibilities? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons behind it?

2.20	<p>Do you think that the existing work culture is aligned with the vision and philosophy of your organization? a) Yes b) No</p> <p>aa) If Yes, why do you think so?</p> <p>bb) If No, what are the reasons behind it?</p>
2.21	<p>Are employees' views sought on important issues? a) Yes b) No</p> <p>aa) If Yes, how it is done?</p> <p>bb) If No, what are the reasons behind it?</p>
2.22	<p>Do you think there is a spirit of team work in the organization? a) Yes b) No</p> <p>aa) If Yes, why do you think so?</p> <p>bb) If No, what are the reasons behind it?</p>
2.23	What kind of employee grievances do you experience generally?
2.24	How do you handle those grievances? Please illustrate.
Employee Retention	
2.25	<p>What would be the percentage of employees who voluntarily leave the organisation every year?</p> <p>a) 0 to 5%</p> <p>b) 6 to 10%</p> <p>c) 11 to 15%</p> <p>d) 16 to 20%</p> <p>e) Above 20%</p>
2.26	<p>Do you think that the current level of employee turnover is high? a) Yes b) No</p> <p>aa) If Yes, what are the reasons behind it?</p> <p>bb) If No, what are the reasons behind it?</p>
2.27	<p>Do you identify a trend in turnover regarding position occupied within the organisation? Please describe in detail.</p> <p>a) younger staff</p> <p>b) older staff</p> <p>c) employees with shorter service</p> <p>d) employees with longer service</p> <p>e) employees from particular functional area/s</p>
2.28	<p>Are exit interviews performed for all employees who leave? a) Yes b) No</p> <p>aa) If yes, what do you do with that information?</p>

2.29	What efforts are made by the organization to retain employees for a longer time?
	Future HR needs
2.30	Would you like to share any HR practices you believe are unique to your organization?
2.31	Tell us something about future HR needs of your organization and plans / strategies to fulfil those needs.
2.32	Do you want to share any other challenges related to HR that your organization is facing presently or would face in future? Please elaborate.

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Thank you very much for your time!

Bhumit Trivedi
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***Interview schedule - 2**

(For respondents from Top Level)

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Date:	Sr. No.
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2. Basic information of the respondent

1.1	Name (Optional)	
1.2	Gender	b) Female b) Male
1.3	Designation	
1.4	Educational Qualification	b) Primary, Secondary school b) Higher secondary c) Graduate d) Post graduate e) Doctorate f) Others Specify _____
1.5	Years of experience (with current organization)	b) 0-5 b) 6-10 c) 11-20 d) 21-30 e) Above 30
1.6	Total years of experience	b) 0-5 b) 6-10 c) 11-20 d) 21-30 e) Above 30

Sr. No.	Question
Recruitment and Selection	
2.1	Please mention recruitment methods used by your organization which have been most effective.
2.2	Please share challenges faced by the organization in recruiting and selecting qualified people for various positions.
Training & Development	
2.3	Do you think that the training provided to employees is effective? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons behind it?
Remuneration & Benefits	
2.4	Are employee salaries at par with other organizations in same sector? a) Yes b) No
Career development	
2.5	Kindly describe the way your organization provides a career path to employees.
Performance Management	
2.7	Do you regard existing performance appraisal system as effective? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons?
2.9	Please share if there are any specific areas where there is a need for performance improvement among employees at individual or department level.
Work Culture	
2.10	Do you think that there is clarity among employees about their job responsibilities? a) Yes b) No aa) If Yes, why do you think so? bb) If No, what are the reasons behind it?

2.11	<p>Do you think that the existing work culture is aligned with the vision and philosophy of your organization? a) Yes b) No</p> <p>aa) If Yes, why do you think so?</p> <p>bb) If No, what are the reasons behind it?</p>
2.12	<p>Are employees' views sought on important issues? a) Yes b) No</p> <p>aa) If Yes, how it is done?</p> <p>bb) If No, what are the reasons behind it?</p>
2.13	<p>Do you think there is a spirit of team work in the organization? a) Yes b) No</p> <p>aa) If Yes, why do you think so?</p> <p>bb) If No, what are the reasons behind it?</p>
2.14	<p>What kind of employee grievances do you experience generally? Please illustrate.</p>
Employee Retention	
2.15	<p>Do you think that the current level of employee turnover is high? a) Yes b) No</p> <p>aa) If Yes, what are the reasons behind it?</p> <p>bb) If No, what are the reasons behind it?</p>
2.16	<p>Do you identify a trend in turnover regarding position occupied within the organisation? Please describe in detail.</p> <p>f) younger staff</p> <p>g) older staff</p> <p>h) employees with shorter service</p> <p>i) employees with longer service</p> <p>j) employees from particular functional area/s</p>
2.17	<p>What efforts are made by the organization to retain employees for a longer time?</p>

Future HR needs	
2.18	Would you like to share any HR practices you believe are unique to your organization?
2.19	Tell us something about future HR needs of your organization and plans / strategies to fulfil those needs.
2.20	Do you want to share any other challenges related to HR that your organization is facing presently or would face in future? Please elaborate.

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