

# QUESTIONNAIRE

## Section 1: General Information

University Name \_\_\_\_\_

Name of Respondent \_\_\_\_\_

<b>1</b>	<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>2</b>	<b>Age Group</b>	<input type="checkbox"/> Below 40 Years <input type="checkbox"/> 40-49 Years <input type="checkbox"/> Between 50-60 Years <input type="checkbox"/> Above 60 Years
<b>3.</b>	<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried
<b>4</b>	<b>Work Experience</b>	<input type="checkbox"/> Less than 5 years <input type="checkbox"/> 5-19 years <input type="checkbox"/> 20 years or above
<b>5</b>	<b>Designation in the unit</b>	<input type="checkbox"/> Chief Librarian <input type="checkbox"/> Deputy Librarian <input type="checkbox"/> Assistant librarian <input type="checkbox"/> Library Assistant <input type="checkbox"/> Technical Assistant
<b>6</b>	<b>Qualification</b>	<input type="checkbox"/> B.Lib <input type="checkbox"/> M. Lib <input type="checkbox"/> M.Phil <input type="checkbox"/> Ph.D

## Section 2-Performance Appraisal

Below are listed statements dealing with various dimensions of performance appraisal system of faculties in University Libraries?

**SA:** Strongly Agree, **A:** Agree, **N:** Neutral: Disagree, **SD:** Strongly Disagree

Please Tick mark (✓) the point against each statement which represent the degree of your agreement with the statement. There is no right or wrong answer .The answer that reflects your honest opinion is the best.

Dimensions of Performance Appraisal System	SA	A	N	D	SD
<b>Q1. Performance Appraisal serves as:</b>					
1. A means of Faculty Development					
2. A basis for personnel decision (Like promotion, merit pay, stoppage of increment )					
<b>Q2. Performance Appraisal is used for:</b>					
1. Faculty Training					
2. Compensation					
3. Feed Back					
4. Promotion					
5. Demotion					
6. Research					
7. Legal Compliance					
<b>Q3. The P.A of Faculty should be carried out by:</b>					
1. Self					
2. Outside Expert					

<b>Q4. Varied techniques should be used in performance appraisal of faculty:</b>					
1. Confidential report					
2. Grading[ABC]					
3. Graphic rating method					
4. Free from easy method					
5. Critical incidents method					
6. Group appraisal [Paired comparison]					
7. Check list[simple weighted]					
8. Cost accounting approach					
9. Management by objective [M,B,O]					
	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>
10. Assessment centre					
11. Psychological appraisals					
12. Human resource accounting					
13. Behaviorally anchored rating scales[BARS]					
14. 360 degree appraisal					
<b>Q5. Faculty should be informed about:</b>					
1. The whole evaluation Report					
2. Their adverse remark only(if any) as at present					
<b>Q6. What are the loopholes under performance appraisal?</b>					
1. Judgmental bias					

2. The halo effect/error					
3. Personal prejudice					
4. Faulty managerial assumption					
5. Criteria problem					
6. The regency effect [similarity error]					
7. The leniency and strictness					
8. The central tendency problem average rating problem]					
9. Loss of confidence level at some time					
10. Influence evidence					
11. Social differentiation					
12. Miscellaneous biases					
13. Influence of man`s job					
14. Most part of the appraisal is based on subjectivity, less relativity and validity					
15. Speedy report writing					
16. Many objectives of performance appraisal					
17. Performance after promotions was not sufficient					
<b>Q7. Suggestions which can improve the faculty appraisal system</b>					
1. The faculty should be involved in planning and implementing the faculty appraisal system.					
2. Appraiser should be trained.					
3. Frequency of appraisal in a year should be increased.					
4. Faculty development should be equally or more emphasized than personnel decision in faculty performance appraisal.					

5. The result of appraisal should immediately be communicated to the faculty concerned.					
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**Q8. Please rank the below five loopholes under performance appraisal as per the importance**

**(Rank 1= Most Important to Rank 5= Least Important) - Ranks can't be repeated**

Loopholes under performance appraisal	Rank
Judgmental bias	
The halo effect/error	
Personal prejudice	
The leniency and strictness	
Performance after promotions was not sufficient	

**Q9.Frequency of appraisal done by interviewer**

	1.Once
	2.Twice
	3.Three Times
	4.More than three times

**Q 10.Which aspects were evaluated by the interviewer?**

	1.Stronger aspects only
	2.Weaker aspects only
	3.Both stronger and weaker aspects

**Q 11.**Do you get hesitation or nervousness during appraisal?

	1.Not at all
	2.Up to some extent
	3.Very much

**Q 12.**How do you find the attitude of interviewer in performance appraisal?

	1.Strict
	2.Liberal
	3.Positive

**Q13.**What is your opinion regarding the performance appraisal practice implemented in the University?

	1.I am strongly in favour of it
	2.I am slightly in favour of it
	3.I am neither in favour nor against of it
	4.I am strongly against it

**Q 14.**How do you see your job in the University?

	1.Monotonous
	2.Burdensome
	3.Interesting

**Q 15.**What is your view on getting promotion on the basis of Performance appraisal result?

	1.Certainly yes
	2.Certainly No
	3.Not Certain

**Q 16.**What is your opinion on general satisfaction in the job after Performance appraisal?

	1.It has generally increase my satisfaction
	2.It has slightly increase my satisfaction
	3.It has not affected my satisfaction
	4.It has slightly decrease my satisfaction
	5.It has generally decreased my satisfaction

**Q 17.**Does your organization provide the employees an opportunity to shift their Career line if their interest lies in some other area, existent in the organization?

	1. Yes
	2. No

### **Section 3-API Score card for Performance Appraisal**

**Q1. Do you think the API score card is important aspect for Performance Appraisal?**

	1. Yes
	2. No

**Q2. From the below listed criteria of API, which one assumes more importance as per your opinion, on which you prefer to give more time?**

	Procurement, Organization, and Delivery of Knowledge and Information through Library Services
	Co-Curricular, Extension and Professional Development Related Activities
	Research and Academic Contributions

**Q3.** Please Tick mark (✓) the point against each statement which represent the degree of your agreement with the statement.

**SA:** Strongly Agree, **A:** Agree, **N:** Neutral, **D:** Disagree, **SD:** Strongly Disagree

<b>API as performance appraisal tool</b>	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>
API is most preferred tool for performance appraisal					
API gives the glance of performance in every area of Library science					
Performance appraisal based on API score is fair					
Malpractices is possible for increasing API scores in order to soothe performance appraisal					
API parameters should be modified as per the changing trend for effective Performance Appraisal					

What are the opinions about Performance appraisal?

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Thank you very much for your valuable co-operation, information, suggestion, time

Date

Signature