



THE TECHNICAL UNIVERSITY OF KENYA

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Office of the Director, Human Resource Management

EMPLOYEE INFORMATION

Name

Email

Last Department worked in

Designation

QUESTIONNAIRE

Section A

1. Primary Reason for exiting
 - Resignation
 - Term Appointment Ended
 - Retirement
2. What contributed to the decision to leave your current position (Please explain your reason(s) for leaving in more detail)
3. What changes would you recommend to benefit the University and/or your department?
4. What do you value most about working at the University?
5. What would you recommend to help the University to create a better workplace environment?

Section B

In this section, please rate the following statements:

6. I would recommend the University as a good place to work.
- a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
7. My job duties and responsibilities were clearly defined (during the interview process and on the job).
- a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
8. I received adequate training in order to perform my job effectively.
- a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
9. If I had questions or concerns, I felt comfortable speaking with my supervisor about my concerns.
- a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
10. If I had questions or concerns, I felt comfortable speaking with officers in the Human Resources Management Directorate.
- a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree

11. I was kept well-informed about the University, its policies and procedures, and other important information.

- a. Strongly Agree
- b. Somewhat Agree
- c. Somewhat Disagree
- d. Strongly Disagree

12. Please rate the following statements regarding your Supervisor.

- i. Considered me a valuable member of the department.
 - a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
- ii. Provided recognition on the job.
 - e. Strongly Agree
 - f. Somewhat Agree
 - g. Somewhat Disagree
 - h. Strongly Disagree
- iii. Provided regular helpful feedback and performance evaluations.
 - a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
- iv. Provided resources and support necessary to perform my job effectively.
 - a. Strongly Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Strongly Disagree
- v. Encouraged and listened to suggestions.
 - a. Strongly Agree

- b. Somewhat Agree
- c. Somewhat Disagree
- d. Strongly Disagree

vi. Resolved complaints and problems effectively.

- a. Strongly Agree
- b. Somewhat Agree
- c. Somewhat Disagree
- d. Strongly Disagree

vii. Followed policies and practices fairly and consistently.

- a. Strongly Agree
- b. Somewhat Agree
- c. Somewhat Disagree
- d. Strongly Disagree

viii. Developed cooperation and teamwork in the department.

- a. Strongly Agree
- b. Somewhat Agree
- c. Somewhat Disagree
- d. Strongly Disagree

ix. **Please rate the benefits that you received at the college:**

Medical and Dental

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Not Applicable

Retirement Plan

- a. Excellent
- b. Good
- c. Fair

- d. Poor
- e. Not Applicable

Tuition Grant

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Not Applicable

Paid Time Off (Vacation, Sick, Personal, Holidays, etc.)

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Not Applicable

Employee Assistance Program (EAP)

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Not Applicable

x. What other benefits would you like to see the college offer?

xi. **Other comments and suggestions**