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## SURVEY ON EMPLOYEE JOB SATISFACTION AND ATTENDANCE

Please answer all the questions in Part I, Part II and Part III as honestly and as thoroughly as possible.

### PART I : PERSONAL BIODATA

Employee No. : \_\_\_\_\_ Section : \_\_\_\_\_  
 Position : \_\_\_\_\_ Date-join : \_\_\_\_\_

Please tick ( ✓ ) in the appropriate box provided.

- |                                                                                                           |                                        |                                     |  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|--|
| 1. Sex                                                                                                    | <input type="checkbox"/> Male          | <input type="checkbox"/> Female     |  |
| 2. Race                                                                                                   | <input type="checkbox"/> Malay         | <input type="checkbox"/> Chinese    |  |
|                                                                                                           | <input type="checkbox"/> Indian        | <input type="checkbox"/> Others     |  |
| 3. Age                                                                                                    | <input type="checkbox"/> < 21          | <input type="checkbox"/> 30 - 39    |  |
|                                                                                                           | <input type="checkbox"/> 21 - 29       | <input type="checkbox"/> 40 & above |  |
| 4. Marital status                                                                                         | <input type="checkbox"/> Single        | <input type="checkbox"/> Married    |  |
|                                                                                                           | <input type="checkbox"/> Widow/widower | <input type="checkbox"/> Divorced   |  |
| 5. No. of children                                                                                        | <input type="checkbox"/> 0             | <input type="checkbox"/> 2          |  |
|                                                                                                           | <input type="checkbox"/> 1             | <input type="checkbox"/> 3 & above  |  |
| 6. How do you go to work ?                                                                                | <input type="checkbox"/> Company bus   | <input type="checkbox"/> Car        |  |
|                                                                                                           | <input type="checkbox"/> Public bus    | <input type="checkbox"/> Walk       |  |
|                                                                                                           | <input type="checkbox"/> Motorbike     | <input type="checkbox"/> Others     |  |
| 7. Who do you stay with ?                                                                                 | <input type="checkbox"/> Family        | <input type="checkbox"/> Colleague  |  |
|                                                                                                           | <input type="checkbox"/> Friends       | <input type="checkbox"/> Alone      |  |
| 8. Do you stay in the company hostel ?                                                                    | <input type="checkbox"/> Yes           | <input type="checkbox"/> No         |  |
|                                                                                                           | If yes, please specify which hostel.   |                                     |  |
| 9. The distance from your living place to the company.                                                    | <input type="checkbox"/> < 5 KM        | <input type="checkbox"/> 11 - 20 KI |  |
|                                                                                                           | <input type="checkbox"/> 5 - 10 KM     | <input type="checkbox"/> > 20 KM    |  |
| 10. If you are in morning shift, what time you are required to get up ready for the work. Please specify. |                                        |                                     |  |

## PART II : SOCIOCULTURAL PRESSURES

Please circle the right answer for each of the question below.

	Strongly Disagree	Disagree	Agree	Strongly Agree
	1	2	3	4
1. I absent from work when my babysitter is on leave	1	2	3	4
2. I absent from work when my child (children) is (are) sick.	1	2	3	4
3. My family problems affect my attendance at work.	1	2	3	4
4. I could not attend to work if I miss the bus.	1	2	3	4
5. I do not like to work on salary day.	1	2	3	4
6. My peer group influence me on my attendance at work.	1	2	3	4
7. I absent from work when I am not feeling well even-though I was not given medical leave.	1	2	3	4
8. I absent from work when there is festival/ritual in my kampung.	1	2	3	4
9. I absent from simply because I am lazy to work.	1	2	3	4
10. I absent from work when I am in morning shift because I hate to get up early in the morning.	1	2	3	4

### PART III : JOB SATISFACTION

Please circle the right answer for each of the question below.

	Strongly Disagree	Disagree	Agree	Strongly Agree
	1	2	3	4
1. Management does everything possible to prevent accidents in our work.	1	2	3	4
2. Management is doing its best to give us good working conditions.	1	2	3	4
3. In my opinion, the pay here is lower than in other companies.	1	2	3	4
4. I understand what the company benefit programme provides for employees.	1	2	3	4
5. The people I work with help each other out when someone falls behind or gets in a tight spot.	1	2	3	4
6. My boss is too interested in his own success to care about the needs of employees.	1	2	3	4
7. Favouritism happens in my work place.	1	2	3	4
8. My boss gives us credit and praise for work well done.	1	2	3	4
9. I understand the grievance procedure in the company.	1	2	3	4
10. My boss sees that we have the things we need to do our jobs.	1	2	3	4

	Strongly Disagree	Disagree	Agree	Strongly Agree
11. Management here sees to it that there is cooperation between departments.	1	2	3	4
12. Management tells employees about company plans and developments.	1	2	3	4
13. Management encourage us to make suggestion for improvements here.	1	2	3	4
14. I am often bothered by sudden speedups or unexpected slack periods in my work.	1	2	3	4
15. Compared with other employees, we get very little attention from management.	1	2	3	4
16. Sometimes I feel that my job counts for very little in this organisations.	1	2	3	4
17. The longer you work for this company the more you feel you belong.	1	2	3	4
18. I have a great deal of interset in this company and its future.	1	2	3	4
19. I have little oppourtunity to use my abilities in this organisation.	1	2	3	4
20. There are plenty of good jobs here for those who want to get ahead.	1	2	3	4

	Strongly Disagree	Disagree	Agree	Strongly Agree
21. I often feel worn out and tired on my job.	1	2	3	4
22. Poor working conditions keep me from doing my best in my work.	1	2	3	4
23. For my kind of job, the working conditions are O.K.	1	2	3	4
24. My boss sees that employees are properly trained for their jobs.	1	2	3	4
25. A few of the people I work with think they run the place.	1	2	3	4
26. My boss has always been fair in his dealings with me.	1	2	3	4
27. My boss get employees to work together as a team.	1	2	3	4
28. I have confidence in the fairness and honesty of management.	1	2	3	4
29. Most of the higher-ups are friendly toward employees.	1	2	3	4
30. My boss keep putting things off; he just lets things ride.	1	2	3	4
31. My boss lets us know exactly what is expected of us.	1	2	3	4
32. I know how my job fits in with other work in this organisation.	1	2	3	4
33. Long service means something in this organisation.	1	2	3	4

	Strongly Disagree	Disagree	Agree	Strongly Agree
34. You can get fired around here without much cause.	1	2	3	4
35. I really feel part of this organisation.	1	2	3	4
36. The people who get promotions around here usually deserve them.	1	2	3	4
37. I can learn a great deal on my present job.	1	2	3	4
38. My job is often dull and monotonous.	1	2	3	4
39. There is too much pressure on my job.	1	2	3	4
40. I have the right equipment to do my work.	1	2	3	4
41. My pay is enough to live live on comfortably.	1	2	3	4
42. The employee benefits and welfare in this company is satisfactorily.	1	2	3	4
43. My boss ought to be friendlier toward employees.	1	2	3	4
44. My boss lives up to his promises.	1	2	3	4
45. Management here has a very good personnel.	1	2	3	4
46. I understand that my attendance may affect my upgrading or promotion in this company.	1	2	3	4



	Strongly Disagree	Disagree	Agree	Strongly Agree
	1	2	3	4
47. I try not to absent from work because of the attendance policy which relates to my upgrading/promotion.	1	2	3	4
48. I try not to absent from work because of the attendance policy which relates to attendance incentive deduction.	1	2	3	4
49. The existing attendance incentive deduction system is fair.	1	2	3	4
50. Management really encourage the attendance of its employees.	1	2	3	4
51. Management tells employee about the importance of having good attendance.	1	2	3	4
52. My boss counsel his subordinates who often absent from work.	1	2	3	4
53. My boss does not bother our attendace at work.	1	2	3	4
54. My boss know very little about his job.	1	2	3	4
55. My boss has the work well organised.	1	2	3	4
56. This company operates efficiently and smoothly.	1	2	3	4
57. Management have a poor way of handling employees grievances here.	1	2	3	4

	Strongly Disagree	Disagree	Agree	Strongly Agree
58. I am proud to work for this company.	1	2	3	4
59. I am satisfied with my work here.	1	2	3	4
60. I like to work on public holiday.	1	2	3	4
61. I like to work on rest day.	1	2	3	4
62. I like to work on shift.	1	2	3	4
63. The discipline policy here is satisfactorily.	1	2	3	4
64. The working environment allowance is fair and justify.	1	2	3	4
65. Filling in this survey is a good way to let management know what employee think.	1	2	3	4
66. I think some good may come out of filling in a survey like this one.	1	2	3	4