Questionnaires for staff

The following questionnaire is a monitoring and evaluation tool used by Public Sector Inspectors (PSI’s) to collect data from staff on all aspects and areas of their position. 50% of a division is targeted in each Ministry and honesty, sincerity and cooperation will be greatly appreciated. All completed forms are to be emailed to psoinspectors@gmail.com no later than the closing of business hours on …………………… (TBC). If a participant wishes to speak with the inspectors face to face they may do so.

Employee’s name (please print): ……………………………………… Date: / / 2019

Level: ………………………………………………………………………

Employee’s Department/Division: ………………………………………

Knowledge

What is your understanding on your Divisional Work-plan? [Tera am atatai iaon ana kainiboire ma ana takete am Division?]

<table>
<thead>
<tr>
<th>Rate the factors below:</th>
<th>Factors that contribute to the occurrence of errors [Bwaai ake a kona n karika te kairua n te tabo n mwakuri]</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-Minimal</td>
<td>Distraction [Katabetabea te iango ae e kona n urua karaoan te mwakuri]</td>
</tr>
<tr>
<td>MD-Medium</td>
<td>Time Pressure [Aki taun te tai]</td>
</tr>
<tr>
<td>H-High</td>
<td>Workload [Mwaitin te mwakuri/tabé]</td>
</tr>
<tr>
<td></td>
<td>Competence [Te konabwai]</td>
</tr>
<tr>
<td></td>
<td>Morale [Memeren te kaunga nano]</td>
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<tr>
<td></td>
<td>Communication System [Aron te reitaki]</td>
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<tr>
<td></td>
<td>Work Environment</td>
</tr>
<tr>
<td></td>
<td>Long hours of work [Rakan te aoa n mwakuri]</td>
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<tr>
<td></td>
<td>Insufficient Supervision [Aki taun te kairiri]</td>
</tr>
<tr>
<td></td>
<td>Lack of proper tools [Aki taun te bwoi ni mwakuri]</td>
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<tr>
<td></td>
<td>Other [Irarikin ake a oti i eta]</td>
</tr>
</tbody>
</table>
How are you supervised? [Aekakira aron tararuakimi iroun ami tia kairiri?]

- Too little [E mwemwere aron te tararu]
- Too much [E nang matoatoa aron te tararu]
- The right amount [E raoiroi aron te tararu]

Do you regularly receive constructive performance advice from your HOD? Explain [Iai taeka n reirei ae ea tia n anganiko am tia kairiri ae e uaana ibukin katamaroan am kekeiaki?]

- Yes [Iai]
- No [Akea]

Proficiency

Is there any overseas, in country, or in house training in your field of work? [Iai te reirei ke te kataneiai iaon am mwakuri ae e kakaraaoki ikai ke itinanikun Kiribati?]

- Yes [Iai]
- No [Akea]

To whom do you ask for assistance regarding queries for your work? [Antai ae ko reitaki ma ngaia bukin kan buokakim n am mwakuri?]

- Colleagues [Raom n mwakuri]
- Supervisor [Te tia kairiri]
- HOD [Te mataniwi n te division/department]
- Other: Specify [Irarikin ake a oti: Kamataata]

What do you do if there are acts of misconduct in your workplace? [Tera ae ko karaoia ngkana ko norii anua aika a urua tuan te mwakuri n te tabo ni mwakuri?]

- Report [Ribooti]
- Advise staff involved [Maroro ma te tia mwakuri are e urua tuan te mwakuri]
- Do not report [Aki ribooti]
- Other: Specify [Irarikin ake a oti ieta: Kabwarabwara]

Circle the level of interaction between you and your colleagues. [Kamironronna aron reitakim raom ni mwakuri]

- 1 Poor [Aki bati n raoiroi]
- 2 Interactive [Raoiroi]
- 3 Very interactive [Rangin tamaroa]

As an employee we have times when we will be overloaded, how will you handle the workload? [Ngkana e a rangi n ibetaotao ke ni mwaiti te tabe/mwakuri ae ena riai n katiaki, tera am anga ngkoe n kaitara aio?]

- Prioritize [Karoa kai moa ake a kakawaki ke ake a kataweaki]
- Share the workload with colleagues [Tibwa te tabe/mwakuri ma raou n mwakuri]
- Use leisure hours to finish work [Kabongana au tai itinanikun te tai n mwakuri]
- Other: Specify [Irarikin ake a oti: Kamataata] -
If you have a problem with a colleague/internal customer (it is not encouraged but can happen), how are you going to deal with him/her? [Ngkana arona bwa iai am kanga ma room n mwakuri, tera am anga ngkoe n kaitara aio?]

- Do nothing [Akea te bwai ae I karaoia]
- Seek advice from Senior/Supervisor [Karekeii taeka n reirei mai iroun are ietau ke au tia kairiiri]
- Private talk with the colleague involved [Marooro ma te aomata are iai au kanga ma ngoia]
- Other. Specify [Iririkin ake a oti ieta, kabwarabwara]

**Leadership**

As a staff how are you updated by your Supervisor/HOD? [Tera ae e kakabonganaaki bukim ngkoe te tia mwakuri iaoon kabutan rongorongo ke kataoonata ae ko na riai n ataia mai iroun am tia kairiiri?]

- Email [Te meeri]
- Meeting [Te bowii]
- Other: (Specify) [Iririkin ake a kaotoki ieta: (Kamataata)]

How would you describe the clarity of your supervisor when delegating tasks? [E uara ona kamataata am tia kairiiri iao on te tabe are e anganiko?]

- Vague [Aki bati n mataata]
- Understandable [mataata]
- Very clear [Rangin mataata]
To improve and maximize performance and productivity for the betterment of Kiribati

Circle the level of interaction between you and your HOD [Kamronronna aron reitakim ma am tia kairiiri]

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
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<tbody>
<tr>
<td>Poor [Aki bati n raoiroi]</td>
<td>Interactive [Raoiroi]</td>
<td>Very interactive [Rangin tamaroa]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How well does your Supervisor handle employee’s problems? [E uara aron am tia kairiiri n taobarai aia kanganga taan mwakuri?]

- Very well [E rangi n rabakau]
- Somewhat well [E tau rabakauna]
- Not too well [E aki rangi n rabakau]

Tick your opinion on the tasks delegated by your Supervisor [Kaota am nonori iaon taabe ake e anganiko am tia kairiiri]

- Beyond my capacity [Riaon au kona]
- Relevant to Job description [Irekereke ma oin tabeu]
- Not relevant to job description [Aki irekereke ma oin tabeu]
- Other: Specify [Iririkin ake a oti ieta: Kamataata]

When delegating a task does your supervisor [Ngkana e anga te tabe ke te mwakuri ami tia kairiiri]

- Always pick one member of your Ministry/Division [Ririnea naba temanna n ami Ministry/Division]
- Share the workload equally [Tibwa raoi te mwakuri iaomi]
- Picks the employee best suited for the task [Angan are bon oin tabena]
- Other: Specify [Iririkin ake a koataki ieta: Kamataata]

What is your observation on the selection of staff by your HOD to official trips or overseas, in house and in country training? Explain [Tera am nonori n aron rineakiia taan mwakuri iroun am tia kairiiri are ieta ibukin te mwamwananga n te mwakuri ke te reirei/kataneiai ikai ke tinanikun Kiribati? Kabwarabwara bukina]

- Fair [Raoiroi]
- Unfair [Tabeitera]
- Average [Tamaroa tau]

Explain: [Kabwarabwara bukin am reke:]

What does your supervisor need to do to improve his/her performance? [Tera ae ena riai n karooia am tia kairiiri n katamaroa ana kairi?]

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