



PUBLIC SERVICE OFFICES' INSPECTION OF MINISTRIES

Questionnaires for Leaders

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. Honesty, sincerity and cooperation will be greatly appreciated. All completed forms are to be emailed to psinspectors@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:

How do you update your staff on vital information?	
	Email
	Meeting
	Verbally
	Other (Please specify)

Overall, please indicate your level of interaction with your staff

1 ----- 2 ----- 3 ----- 4 ----- 5
Poor Interactive Very interactive

How do you handle an internal dispute within your Division//Unit?

How do you handle a misconduct or insubordination within your Division//Unit?

What strategies do you use to boost the morale of your staff?

When you delegate tasks to your staff, do you (Please tick where relevant)	
<input type="checkbox"/>	Always pick one staff within your Ministry/Division
<input type="checkbox"/>	Share the workload among your staff equally
<input type="checkbox"/>	Pick your staff who is best suited for the task
<input type="checkbox"/>	Other (Please specify):

How do you nominate your staff for official trips or overseas, in-house and local trainings? Which factors do you consider?	
<input type="checkbox"/>	Relevance of major responsibilities/fieldwork
<input type="checkbox"/>	Staff's competence
<input type="checkbox"/>	Staff's performance
<input type="checkbox"/>	Staff's availability
<input type="checkbox"/>	Other (Please specify):