**STAFF SURVEY ABOUT WORK ENVIRONMENT**

*Dear staff !*

*In order to continuously improve our operational quality and to better meet the needs of our staff, the University of Economics - University of Da Nang wishes to receive your comments and suggestions regarding your duty and work environment at the University. Please complete the survey below.* *All information from the survey will be kept confidential and used only for quality assurance purpose.*

**I. Personal details:**

1. Position: 🞏 Faculty member 🞏 Non-teaching staff 🞏 Other
2. Faculty/Department:………...…………………………………………………………
3. Gender: 🞏 Male 🞏 Female
4. Years of working: 🞏<5 🞏5-10 🞏 >10 -15 🞏>15
5. Qualification: 🞏 Undergraduate/Engineer 🞏 Master 🞏 PhD 🞏 Other

**II. Tick X in the box that best represents your level of agreement with ① is totally disagree and ⑤ is totally agree.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. The Vision, Mission and Educational Philosophy of the University are clearly communicated to staff | ① | ② | ③ | ④ | ⑤ |
| 1. Staff opinions are taken into account for the development of strategies, policies, and regulations of the University | ① | ② | ③ | ④ | ⑤ |
| 1. Legal documents, regulations, and rules related to work, rights, obligations, policies and professional development of staff are clearly communicated to staff. | ① | ② | ③ | ④ | ⑤ |
| 1. The recruitment of staff is done publicly, based clear and appropriate criteria | ① | ② | ③ | ④ | ⑤ |
| 1. The planning and appointment of management staff is carried out publicly, transparently and in accordance with standards | ① | ② | ③ | ④ | ⑤ |
| 1. Job requirements are specified and communicated clearly to staff | ① | ② | ③ | ④ | ⑤ |
| 1. The University conducts surveys and determines the needs of staff for annual professional training and development | ① | ② | ③ | ④ | ⑤ |
| 1. Training and development activities are organized regularly to meet professional needs of staff | ① | ② | ③ | ④ | ⑤ |
| 1. Performance evaluation are conducted periodically, fairly and transparently | ① | ② | ③ | ④ | ⑤ |
| 1. Working and vacation policies comply with relevant regulations | ① | ② | ③ | ④ | ⑤ |
| 1. The social insurance and health insurance policies are implemented in accordance with relevant regulations | ① | ② | ③ | ④ | ⑤ |
| 1. Job requirements are appropriate for staff capability and experience | ① | ② | ③ | ④ | ⑤ |
| 1. Income level matches the job requirements | ① | ② | ③ | ④ | ⑤ |
| 1. Facilities and equipment at the workplace meet job requirements | ① | ② | ③ | ④ | ⑤ |
| 1. Work environment is comfortable and safe | ① | ② | ③ | ④ | ⑤ |
| 1. Relationship with colleagues is friendly, open, and cooperative | ① | ② | ③ | ④ | ⑤ |
| 1. Labor union actively protects the rights and interests of staff, as well as organizes useful activities to improve work-life balance | ① | ② | ③ | ④ | ⑤ |
| 1. I am satisfied with the current work environment at the University | ① | ② | ③ | ④ | ⑤ |
| 1. I look forward to working at the University in the long-term | ① | ② | ③ | ④ | ⑤ |

**III. What is you suggestion for the University to improve the work environment and better meet the needs of staff.**

***Thank you for your cooperation!***