

## APPENDIX 3. QUESTIONNAIRE

### IN CONFIDENCE



Dear Participant

### Career Progression and Development in the NZ Public Service

Welcome! The purpose of this survey is to help us understand what influences career advancement and development in the Public Service.

#### ***What does this mean for you?***

Survey results will be used to develop strategies that assist public servants towards achieving their career development goals. The success of the survey depends on collecting a wide range of views to ensure the findings are representative of your department and the whole Public Service. Your views are important – please take your time and answer carefully.

#### ***Selecting participants***

You are one of 10,500 public servants selected to complete this survey.

#### ***Confidentiality***

The survey is anonymous – no names are collected – and only project team members involved in analysing the results have access to the data. No individuals will be identifiable in any results that are reported.

#### ***Time required***

It should only take 15-20 minutes to complete the questionnaire, depending on how much you have to say. We suggest that you complete it during working hours.

#### ***Period covered in the survey***

The survey covers the past year in your current organisation, or however long you have been there if it is less than one year.

#### ***Reporting***

A report of the findings from across the Public Service will be published by late 2005.

Thank you for your support. If you have any questions or require help, please contact one of the survey project team:

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Malcolm Macaskill	04 495 6632	email: malcolm.macaskill@ssc.govt.nz
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*Please return the completed questionnaire to – Career Progression & Development Survey, SSC, PO Box 329, Wellington by 8 April 2005. A self-addressed pre-paid envelope is enclosed.*

*This questionnaire will be destroyed once the survey report has been completed.*

## Part A: Your Job and Career

*This first set of questions asks about what you value in the workplace in general and how you see your current job and career.*

- 1** Thinking about the things you would most like to have in an **ideal job**, how important or unimportant are the following factors to you?

(Mark one column for each factor)

	Highly important to me	Somewhat important to me	Little or no importance to me
Pay and benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Challenging work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling of accomplishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities for advancement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set number of hours per week	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manageable workload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reputable organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 2** Thinking about the job you have now, how would you rate your **own job** against the following factors?

(Mark one column for each factor)

	Good	Average	Poor
Pay and benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Challenging work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling of accomplishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities for advancement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set number of hours per week	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manageable workload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reputable organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**3** Thinking about your current job and your career, which of these, if any, apply to you?

(Mark all that apply)

- ☐ I feel I have already achieved all I want to achieve in my career
- ☐ I see my current position as a training ground for my next career move **within** my current organisation
- ☐ I see my current organisation as a training ground for a career move to **another** organisation
- ☐ I want to work in a higher-level position
- ☐ I want to become an expert in my field
- ☐ I am prepared to move into another work area to develop my career
- ☐ I am prepared to move to the private sector to develop my career
- ☐ I am prepared to move to another geographical area to develop my career
- ☐ None of these
- ☐ I have other plans for my career (please specify):


**4** Which of these best describes your current situation?

(Mark one only)

- ☐ I am planning to stay in my current position for the long term
- ☐ I am planning to stay in my current position for the short term
- ☐ I am thinking about changing jobs
- ☐ I am actively applying for other jobs
- ☐ None of these/uncertain

**5** Would you like to hold a position at a higher level in the Public Service at some time in the future?

- ☐ Yes
- ☐ Probably
- ☐ Uncertain
- ☐ No

**6** Would you like to become a chief executive in the Public Service?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☐ N/A

**7** Within the past 12 months, have any of these things **stopped** you from applying for a position at a higher level in the Public Service?

(Mark all that apply)

- ☐ Don't yet have the necessary qualifications
- ☐ Don't yet have the necessary experience
  
- ☐ Preference to stay in my current job
- ☐ No desire to work in a higher-level position
  
- ☐ No desire to take on additional responsibilities
- ☐ No desire to work additional hours
- ☐ No desire to undertake extensive travel
- ☐ No desire to relocate to another area to take up a higher-level position
  
- ☐ No desire because of the political nature of higher-level positions
- ☐ Concern that I would not be able to balance work and family responsibilities
- ☐ Concern that the selection process would not be fair
  
- ☐ Lack of confidence in myself
- ☐ Lack of support from my manager
- ☐ Lack of support from others
  
- ☐ Other factor(s) (please specify):


**8** How many Public Service departments have you ever worked for (including your current organisation)?

- ☐ One
- ☐ Two
- ☐ Three
- ☐ Four or more

## Part B: Career Development

*This next set of questions asks about some of the factors known to assist career development in general.*

- 9** Select one answer in question 9a for each factor listed, and then select one answer in question 9b for each factor listed.

	9a Thinking about your <b>ideal</b> job – how important is having access to the following factors to your career development?  (Mark one column for each factor)			9b Thinking about your <b>actual</b> job – in the last 12 months, how would you describe the opportunities you actually get?  (Mark one column for each factor)			
	IDEAL			ACTUAL			
	Highly important to me	Some-what important to me	Little or no importance to me	Good	Average	Poor	N/A
Flexible hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working from home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic/ Caregiver leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parental leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave without pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave to meet cultural, religious or community obligations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**10** Select one answer in question 10a for each factor listed, and then select one answer in question 10b for each factor listed.

	<b>10a</b> Thinking about your <b>ideal</b> job – how important is having access to the following factors to your career development? <i>(Mark one column for each factor)</i>			<b>10b</b> Thinking about your <b>actual</b> job – in the last 12 months, how would you describe the opportunities you actually get? <i>(Mark one column for each factor)</i>			
	<b>IDEAL</b>			<b>ACTUAL</b>			
	Highly important to me	Some-what important to me	Little or no importance to me	Good	Average	Poor	N/A
On-the-job training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training courses and seminars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study leave to further my qualifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondment to other work areas or organisations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acting in higher positions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining experience in a range of tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working on special projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating my skills and abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feedback on my career development needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to mentoring/coaching (internal or external)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**11** Select one answer in question 11a for each factor listed, and then select one answer in question 11b for each factor listed.

	<b>11a</b> Thinking about your <b>ideal</b> job – how important is having access to the following factors to your career development?  <i>(Mark one column for each factor)</i>			<b>11b</b> Thinking about your <b>actual</b> job – in the last 12 months, how would you describe the opportunities you actually get?  <i>(Mark one column for each factor)</i>			
	<b>IDEAL</b>			<b>ACTUAL</b>			
	Highly important to me	Some-what important to me	Little or no importance to me	Good	Average	Poor	N/A
Having my ideas valued	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff working co-operatively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accommodating outside commitments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Being treated fairly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good work-area design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**12** In your current organisation within the past 12 months, has there been anything else that you feel has **helped** you to develop in your job and your career?

☒ Yes

☐ No

Please specify:

**13** In your current organisation within the past 12 months, has there been anything else that you feel has made it **difficult** for you to develop in your career?

☒ Yes

☐ No

Please specify:

*The next set of questions is about your experience within the past 12 months. Remember, if you have been in your current organisation for less than 12 months, please answer in relation to the time you have been there.*

**14** Select one answer in question 14a for each factor listed, and then select one answer in question 14b for each factor listed.

	<b>14a</b> Thinking about your <b>ideal</b> job – how important is support from the following people?  (Mark one column for each factor)			<b>14b</b> Thinking about your <b>actual</b> job – in the last 12 months, how would you describe the level of support you actually received?  (Mark one column for each factor)			
	<b>IDEAL</b>			<b>ACTUAL</b>			
	Highly important to me	Some-what important to me	Little or no importance to me	Good	Average	Poor	N/A
My immediate manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A higher level manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My own staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My partner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My family or whanau	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My friends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**15** Select one answer in question 15a for each factor listed, and then select one answer in question 15b for each factor listed.

	15a Thinking about your <b>ideal</b> manager/supervisor – how important to you is a manager that does the following?  (Mark one column for each factor)			15b Thinking about your <b>actual</b> manager/supervisor – in the last 12 months, how would you describe the level of support you actually received?  (Mark one column for each factor)			
	IDEAL			ACTUAL			
	Highly important to me	Some-what important to me	Little or no importance to me	Good	Average	Poor	N/A
Communicates effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides regular feedback about my performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides constructive feedback about my performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acknowledges when I have performed well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allows me freedom to use my initiative in performing my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides me with the information I need to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages my input into decisions which directly affect me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages and supports my career development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes a flexible approach to issues arising between work and family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**16** Do you have a mentor (formal or informal)?

☐ Yes

☐ No ► **Go to 19**

**17** Do you find mentoring assists your career development?

☐ Yes

☐ No

**18** Did you make contact with your mentor through a formal mentoring scheme?

☐ Yes ► **Go to 20**

☐ No

**19** Would you like to have access to a formal mentoring scheme?

☐ Yes

☐ No

☐ Don't Know

- 20** Thank you for completing the first two parts of this questionnaire. If you would like to comment on anything covered so far or about something that is important to you, please do so in the space provided below.

## Part C: Background Information

*This final set of questions asks for some background information about you. This information is important for us to be able to analyse our results for different groups of public servants. They are for **statistical purposes only**.*

**21** Do you supervise or manage staff in your current position?

- ☐ Yes
- ☐ No

**22** Do you manage budgets in your current position?

- ☐ Yes
- ☐ No

**23** What is your current job title/occupation?

**24** In this job, what tasks or duties do you spend most of your time on?

**25** In total, how many years have you worked in your current organisation (to the **nearest** 12 months)?

- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16 or more years

**26** In total, how many years (to the **nearest** 12 months) have you worked in the Public Service (including broken service and part-time work)?

- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16 or more years

**27** In what region are you based?

- ☐ Northland
- ☐ Auckland
- ☐ Waikato
- ☐ Gisborne
- ☐ Hawke's Bay
- ☐ Taranaki
- ☐ Manawatu-Wanganui
- ☐ Wellington-Wairarapa
- ☐ Nelson
- ☐ Marlborough
- ☐ West Coast
- ☐ Canterbury
- ☐ Otago
- ☐ Southland
- ☐ Overseas

**28** Which of these best describes the location of that office?

- ☐ City
- ☐ Town
- ☐ Rural area

**29** How many hours are you employed to work each week?

- ☐ Less than 30 hours
- ☐ 30 hours or more but less than 37.5 hours
- ☐ 37.5 hours or more

**30** Do you usually work additional hours each week (over and above those you are employed for)?

- ☐ Yes
- ☐ No ► **Go to 32**

**31** On average, how many **additional** hours do you work each week?

- ☐ Less than 5
- ☐ 5-9
- ☐ 10-14
- ☐ 15-20
- ☐ more than 20

**32** What is your salary range?

- ☐ Less than \$30,000
- ☐ \$30,000 - \$39,999
- ☐ \$40,000 - \$49,999
- ☐ \$50,000 - \$59,999
- ☐ \$60,000 - \$69,999
- ☐ \$70,000 - \$79,999
- ☐ \$80,000 - \$89,999
- ☐ \$90,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ \$150,000 - \$199,999
- ☐ \$200,000 or over

**33** Which of these qualifications, if any, do you have?

(Mark all that apply)

- ☐ No formal qualification
- ☐ School qualification
- ☐ National/trade certificate or equivalent
- ☐ Partially completed degree or diploma
- ☐ Undergraduate degree or diploma
- ☐ Postgraduate qualification
- ☐ Other (please specify):

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**34** Do you have primary caring responsibility for children or adults?

- ☐ Yes
- ☐ No ► **Go to 36**

**35** Who do you provide primary care for?

(Mark all that apply)

- ☐ Pre-school child(ren)
- ☐ School child(ren) (aged 5-17 years)
- ☐ Adult(s) (aged 18 years or more)

**36** Which of the following **best** describes your personal situation?

- ☐ Family with one income
- ☐ Family with two or more incomes
- ☐ Other

**37** Do you live with a spouse or partner?

- ☐ Yes
- ☐ No

**38** Are you:

- ☐ Male
- ☐ Female

**39** To which age group do you belong?

- ☐ Under 25
- ☐ 25-29
- ☐ 30-34
- ☐ 35-39
- ☐ 40-44
- ☐ 45-49
- ☐ 50-54
- ☐ 55-59
- ☐ 60-64
- ☐ 65+

**40** To which ethnic group(s) do you belong?

*(Mark all that apply)*

- ☐ NZ European/Pakeha
- ☐ Non-NZ European
- ☐ Māori
- ☐ Samoan
- ☐ Cook Island Māori
- ☐ Tongan
- ☐ Niuean
- ☐ Chinese
- ☐ Indian
- ☐ Other (please specify):

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**41** Is your daily activity limited by a long-term condition or health problem that has lasted six months or more (or is expected to last six months or more)?

- ☐ Yes  
☐ No ► **Go to 44**

**42** Which of these best describes your condition or health problem?

(Mark all that apply)

- ☐ Sensory  
☐ Physical  
☐ Intellectual  
☐ Psychiatric/Psychological  
☐ Other

**43** How long have you had this condition or health problem?

- ☐ Less than 1 year  
☐ 1-2 years  
☐ 3-5 years  
☐ 6-10 years  
☐ More than 10 years  
☐ Since birth

**44** What is your sexual orientation?

- ☐ Heterosexual (straight)  
☐ Homosexual (gay/lesbian)  
☐ Bisexual  
☐ Prefer not to answer

***Thank you for your time and effort***

Please return the completed questionnaire to – Career Progression & Development Survey, SSC, PO Box 329, Wellington by **8 April 2005**.