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:

Mereama Chase  04 495 6742  email: mereama.chase@ssc.govt.nz
Malcolm Macaskill  04 495 6632  email: malcolm.macaskill@ssc.govt.nz
David Paterson  04 495 6636  email: david.paterson@ssc.govt.nz

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)

<table>
<thead>
<tr>
<th></th>
<th>Highly important to me</th>
<th>Somewhat important to me</th>
<th>Little or no importance to me</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay and benefits</td>
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<tr>
<td>Challenging work</td>
<td></td>
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<tr>
<td>Feeling of accomplishment</td>
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<td></td>
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<tr>
<td>Opportunities for advancement</td>
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<tr>
<td>Job security</td>
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<td></td>
<td></td>
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<tr>
<td>Set number of hours per week</td>
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<tr>
<td>Manageable workload</td>
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<tr>
<td>Effective management</td>
<td></td>
<td></td>
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<tr>
<td>Reputable organisation</td>
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<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th></th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay and benefits</td>
<td></td>
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<tr>
<td>Challenging work</td>
<td></td>
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<tr>
<td>Feeling of accomplishment</td>
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<tr>
<td>Opportunities for advancement</td>
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<td>Job security</td>
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<td>Set number of hours per week</td>
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<td>Manageable workload</td>
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<tr>
<td>Effective management</td>
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</tr>
<tr>
<td>Reputable organisation</td>
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<td></td>
</tr>
</tbody>
</table>
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
Would you like to become a chief executive in the Public Service?

- Yes
- No
- Don't know
- N/A

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):

- 
- 

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.

<table>
<thead>
<tr>
<th>9a Thinking about your ideal job – how important is having access to the following factors to your career development?</th>
<th>9b Thinking about your actual job – in the last 12 months, how would you describe the opportunities you actually get?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mark one column for each factor)</td>
<td>(Mark one column for each factor)</td>
</tr>
<tr>
<td><strong>IDEAL</strong></td>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>Highly important to me</td>
<td>Some-what important to me</td>
</tr>
<tr>
<td>Flexible hours</td>
<td></td>
</tr>
<tr>
<td>Working from home</td>
<td></td>
</tr>
<tr>
<td>Part-time work</td>
<td></td>
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<tr>
<td>Domestic/ Caregiver leave</td>
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<tr>
<td>Parental leave</td>
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<tr>
<td>Leave without pay</td>
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<tr>
<td>Leave to meet cultural, religious or community obligations</td>
<td></td>
</tr>
</tbody>
</table>
Select one answer in question 10a for each factor listed, and then select one answer in question 10b for each factor listed.

<table>
<thead>
<tr>
<th></th>
<th>IDEAL</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Highly important to me</td>
<td>Somewhat important to me</td>
</tr>
<tr>
<td>10a Thinking about your <strong>ideal</strong> job – how important is having access to the following factors to your career development?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10b Thinking about your <strong>actual</strong> job – in the last 12 months, how would you describe the opportunities you actually get?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-the-job training</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Training courses and seminars</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Study leave to further my qualifications</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Secondment to other work areas or organisations</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Acting in higher positions</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Gaining experience in a range of tasks</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Working on special projects</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Demonstrating my skills and abilities</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Feedback on my career development needs</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Access to mentoring/coaching (internal or external)</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
Select one answer in question 11a for each factor listed, and then select one answer in question 11b for each factor listed.

<table>
<thead>
<tr>
<th><strong>11</strong></th>
<th>11a Thinking about your <strong>ideal</strong> job – how important is having access to the following factors to your career development?</th>
<th>11b Thinking about your <strong>actual</strong> job – in the last 12 months, how would you describe the opportunities you actually get?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mark one column for each factor)</td>
<td>(Mark one column for each factor)</td>
<td></td>
</tr>
<tr>
<td><strong>IDEAL</strong></td>
<td><strong>ACTUAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Highly important to me</strong></td>
<td><strong>Good</strong></td>
<td><strong>Average</strong></td>
</tr>
<tr>
<td><strong>Somewhat important to me</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Little or no importance to me</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Having my ideas valued</strong></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td><strong>Staff working co-operatively</strong></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td><strong>Accommodating outside commitments</strong></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td><strong>Being treated fairly</strong></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td><strong>Good work-area design</strong></td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>IDEAL</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Highly important to me</td>
<td>Little or no importance to me</td>
</tr>
<tr>
<td>My immediate manager</td>
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<tr>
<td>A higher level</td>
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<tr>
<td>My co-workers</td>
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<tr>
<td>My own staff</td>
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<tr>
<td>My partner</td>
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<tr>
<td>My family or</td>
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<td>[ ]</td>
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<tr>
<td>whanau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My friends</td>
<td>[ ]</td>
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</tr>
</tbody>
</table>
Select one answer in question 15a for each factor listed, and then select one answer in question 15b for each factor listed.

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

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
Are you:
- Male
- Female

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+

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):
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.