

Questionnaire

Thank you for taking the time to complete this questionnaire.

A. Demographics

1. Gender: _____

2. Age: _____

3. Which one of the statements below best describes your living arrangements?

Living alone ☐

Living with a partner ☐

Living with a parent/s ☐

Other ☐

If "other", please specify: _____

4. Which one of the statements below best describes your personal responsibilities regarding dependent children?

I am not a carer for any dependent children ☐

I am the prime carer of a dependent child/children ☐

I am a carer of a dependent child/children but someone else is the prime carer ☐

I equally share the care of a dependent child/children ☐

Other ☐

If "other", please specify: _____

5. Which one of the statements below best describes your personal responsibilities regarding dependent other(s)?

I am not a carer for any dependent other(s) ☐

I am the prime carer of a dependent other(s) ☐

I am a carer of a dependent other(s) but someone else is the prime carer ☐

I equally share the care of a dependent other(s) ☐

Other ☐

If "other", please specify: _____

6. If you have children, please state how many: _____

7. Their ages: __, __, __, __, __, __

B. Education

8. Please indicate the highest level of education you have achieved:

Primary ☐ *If you select this, please go to question 10 in section D. Employment Details.*

Secondary ☐ *If you select this, please go to question 10 in section D. Employment Details.*

Vocational ☐ *If you select this, please go to question 10 in section D. Employment Details.*

Technical ☐ *If you select this, please go to question 10 in section D. Employment Details.*

Post-Secondary ☐ *If you select this, please go to question 10 in section D. Employment Details.*

Tertiary ☐ *If you select this, please go to the next question.*

C. Qualifications

Only answer this question if you selected Tertiary in the previous section.

9. If you have any of the following, please specify:

Diploma/Certificate ☐ _____

Bachelor's degree ☐ _____

Master's degree ☐ _____

Doctoral degree. ☐ _____

D. Employment Details

10. Please choose the description which fits your current employment with the University:

Senior Administrative / Managerial (Scale 6 and higher) ☐

E.g. Assistant Registrar, Manager I, Library Deputy Manager, Director, Senior Executive

Senior Technical (Scale 5 – Scale 6) ☐

E.g.: Senior IT Specialist II, Senior IT Officer I, Senior Systems Engineer, Assistant Laboratory Manager

Administrative (Scale 7 – Scale 18) ☐

E.g.: Administrative Officer, Assistant Librarian, Counsellor, Assistant Student Advisor, Sports Attendant, Childcare Attendant

Technical (Scale 7 – Scale 18) ☐

E.g.: System Support Officer I, IT Specialist, IT Officer I, Systems Engineer, Senior Laboratory Officer, Health & Safety Officer, Junior Architect, Technical Officer I, Laboratory Attendant

Industrial / Messengerial (Scale 7 – Scale 20) ☐

E.g.: Beadle, Receptionist, Electrical Maintenance Officer, Handyman

11. How long have you been employed in this post?

Less than 1 year ☐

1 – 3 years ☐

4 – 6 years ☐

7 – 9 years ☐

10-14 years ☐

15 years or more ☐ Please specify the number of years: ____

E. Work-Life Balance

12. Have you ever availed yourself of reduced working hours during your employment at University?

Yes ☐ No ☐ (If “Yes”, please answer questions 13 and 14, if “No”, please go to question 15.)

13. If yes, please specify the number of hours:

30 hours ☐

25 hours ☐

20 hours ☐

Other ☐ Please specify: ____

14. If yes, please specify length of time for which you have availed yourself of reduced working hours:

Less than 1 year ☐

1 – 2 years ☐

3 – 4 years ☐

5 – 9 years ☐

10 years or more ☐ Please specify: ____

15. Have you ever availed yourself of any other family-friendly measures during your employment with the University?

Yes ☐ No ☐ (If "Yes", please answer question 16, if "No", please go to question 17.)

16. If yes, can you please specify which?

Flexible working arrangements ☐

Parental leave ☐

Career break ☐

Responsibility leave ☐

Teleworking ☐

Other ☐ Please specify: _____

17. Have you availed yourself of any career break(s) during your employment at University?

Yes ☐ No ☐ (If "Yes", please answer question 18, if "No", please go to question 19.)

18. Please specify the number of career break(s) you have availed yourself of and the duration of each:

One career break ☐ Duration: _____

Two career breaks ☐ Durations: _____

Three career breaks ☐ Durations: _____

More than three career breaks ☐ Durations: _____

19. How do you rate family friendly measures available at University?

(1 = highly unfavourable; 5 = highly favourable)

1

2

3

4

5

20. Would you be willing to take up the following family friendly measures?

– Job-sharing Yes ☐ No ☐

Please explain why: _____

– Flexible hours Yes ☐ No ☐

Please explain why: _____

– Teleworking Yes ☐ No ☐

Please explain why: _____

21. Have you ever worked anywhere else besides University?

Yes ☐ No ☐ (If “Yes”, please answer question 22, if “No”, please go to question 23.)

22. If yes, do you find the family friendly measures at University better than those of your previous employment?

(1 = much worse; 5 = much better)

1

2

3

4

5

Please explain why: _____

23. Do you have a partner?

Yes ☐ No ☐ (If "Yes", please answer question 24, if "No", please go to question 25.)

24. If yes, does your partner:

Work longer hours than yourself? Yes ☐ No ☐ The same hours ☐

Help in the housework? Yes ☐ No ☐

Help in the care work of:

Children? Yes ☐ No ☐ Not Applicable ☐

Other dependents? Yes ☐ No ☐ Not Applicable ☐

25. Do you receive any kind of support from family, parents, in-laws and friends?

Yes ☐ No ☐ (If "Yes", please answer question 26, if "No", please go to question 27.)

26. If yes, please specify the type of support you receive (You may select more than one option):

Financial ☐

Emotional ☐

Practical ☐ Such as: Child care ☐

House-keeping ☐

Running errands ☐

Shopping ☐

Other ☐ Please specify: _____

27. Do you have any suggestions for the University to improve work-life balance?

F. Career Progression

28. How do you rate measures available at University with regard to career advancement?

(1 = highly unfavourable; 5 = highly favourable)

29. Have you ever sought career advice during your employment at University?

Yes ☐

No ☐ (If “Yes”, please answer question 30, if “No”, please go to question 31.)

30. If yes, from whom:

Superior/line manager ☐

Colleagues ☐

Office for Human Resources ☐

Counselling Services ☐

Other ☐ Please specify: _____

31. Would you like to have the opportunity for career advice?

Yes ☐

No ☐

Not important ☐

32. Are you encouraged by others to apply for promotions?

Yes ☐ No ☐ (If "Yes", please answer question 33, if "No", please go to question 34.)

33. If yes, who are you encouraged by (You may select more than one option)?

Family ☐

Close Friends ☐

Colleagues ☐

Superiors ☐

Others ☐ Please specify: _____

34. Have you ever had a promotion at the University?

Yes ☐ No ☐ (If "Yes", please answer questions 35 and 36, if "No", please go to question 37.)

35. If yes, please specify the number of promotions that you have had at University:

One ☐

Two ☐

Three ☐

More than three ☐

36. If yes, after how long were you given each promotion? (please fill out below)

1 st Promotion:	2 nd Promotion:	3 rd Promotion:	(If more than three) Most recent promotion:
Less than 5 years <input type="checkbox"/>	Less than 5 years <input type="checkbox"/>	Less than 5 years <input type="checkbox"/>	Less than 5 years <input type="checkbox"/>
5 – 9 years <input type="checkbox"/>	5 – 9 years <input type="checkbox"/>	5 – 9 years <input type="checkbox"/>	5 – 9 years <input type="checkbox"/>
10 years and over <input type="checkbox"/>	10 years and over <input type="checkbox"/>	10 years and over <input type="checkbox"/>	10 years and over <input type="checkbox"/>

37. With regard to your own suitability for promotion, do you feel that: (You may tick more than one box)

You lack qualifications	<input type="checkbox"/>
You do not have the relevant qualifications	<input type="checkbox"/>
There are limited opportunities within the department / section	<input type="checkbox"/>
There are limited opportunities within University	<input type="checkbox"/>
The criteria for promotions are not clearly stated/transparent	<input type="checkbox"/>
Your current part-time studies do not permit you to enter into further work commitment	<input type="checkbox"/>
You cannot commit yourself to the added responsibilities due to family commitments	<input type="checkbox"/>
There is not enough support from colleagues	<input type="checkbox"/>
There is not enough support from Head of Department / Head of Section / Faculty Officer	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

If "Other reasons" Please specify: _____

38. Have you ever experienced any form of discrimination at work?

Yes ☐ No ☐ (If "Yes", please answer question 39, if "No", you are finished.)

39. If yes, please describe it briefly:

Thank you for taking the time to complete this questionnaire.