

## **Questionnaire for the satisfaction survey of Nicolaus Copernicus University employees**

**We kindly invite you to participate in the professional satisfaction survey of Nicolaus Copernicus University employees. Our goal is to collect your opinions on various aspects of work at Nicolaus Copernicus University and use them to improve your professional satisfaction and commitment.**

The survey is **anonymous** and completing the questionnaire will take no more than 15-20 minutes.

**ATTENTION!** Please **read carefully and thoughtfully respond** to the statements contained in the questionnaire by selecting the appropriate answer (value) on a scale from "I completely disagree" (1) to "I completely agree" (5). At the end of each section of the questionnaire there will be a space for comments and remarks that you would like to express beyond the issues covered in the questionnaire.

### **Image**

NCU is a professional and trustworthy university.

**The following point only for research and teaching staff, and teaching staff:**

The Faculty/Institute where I work is a renowned teaching center.

**The following point is only for research staff, and research and teaching staff**

The Faculty/Institute where I work is a renowned research center.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### **University authorities:**

efficiently implement the goals set out in the NCU strategy.

introduce changes necessary to compete effectively on the market.

pursue an investment policy that is favorable to the University.

conduct a human resources policy that is favorable to the University.

reward employees' involvement in performing their duties properly.

fairly take care of the needs of all organizational units of Nicolaus Copernicus University ([faculties](#), [libraries](#), [centers](#), [hospitals](#), etc.).

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### **Authorities of the unit in which I work:**

efficiently implement the goals included in the unit's strategy (scope of tasks).

introduce changes necessary to compete effectively on the market.

satisfactorily represent the interests of their employees on the NCU forum.

pursue a personnel policy that is favorable from the point of view of the individual's interest.

fairly take care of the needs of all organizational units of the unit ([institutes](#), [departments](#), [laboratories](#), [clinics](#), etc.).

reward employees' involvement in performing their duties properly.

shape positive interpersonal relationships.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### **Immediate superior:**

is able to lead a team.

precisely defines the tasks assigned to me and the results I have to achieve.

can create an atmosphere that motivates you to work.

gives me full feedback on the quality of my work.

evaluates my work solely on the basis of its quality.

treats all subordinates fairly.

is open to the opinions and ideas of their subordinates.

supports the development of my professional career.

treats me with respect.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### **Cooperation**

There is an atmosphere of trust in the unit where I work.

In the team I work in, I can count on the help of my colleagues.

I like working in my team.

I am treated with respect by my co-workers.

**The following points only for research staff, and research and teaching staff:**

Faculty administration staff ([dean's office](#), [porter's office](#), [library](#), [technical service](#), etc.) are polite and helpful.

University-wide administration staff are polite and helpful.

Staff at university-wide units ([BU](#), [UCI](#), [UCS](#), [UCJO](#), etc.) are polite and helpful.

Faculty administration employees perform their work professionally ([they work efficiently](#), [provide clear explanations](#), [meet deadlines](#)).

University administration employees perform their work professionally ([they work efficiently](#), [provide clear explanations](#), [meet deadlines](#)).

The support of the Faculty's administrative staff and its authorities supports the implementation of scientific and organizational projects ([in obtaining financial resources for the implementation of projects](#), [organizing conferences](#), [publishing scientific works](#), [carrying out trips abroad](#), [creating project teams going beyond individual departments/institutes](#), [creating international teams](#), etc.).

The support of university administration employees and its authorities facilitates the implementation of scientific and organizational projects ([in obtaining financial resources for the implementation of projects](#), [organizing conferences](#), [publishing scientific works](#), [carrying out trips abroad](#), [creating project teams going beyond individual departments/institutes](#), [creating international teams](#), etc.).

**From now on again for everyone:**

When there is a need for cooperation, the organizational units of the unit in which I work ([institutes](#), [departments](#), [workshops](#), [laboratories](#), [clinics](#), etc.) [cooperate satisfactorily](#).

When there is a need for cooperation, the organizational units of Nicolaus Copernicus University ([faculties](#), [libraries](#), [centers](#), [hospitals](#), etc.) [cooperate satisfactorily](#).

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### **Communication**

I can contact the University authorities with my ideas and problems.

I understand how the tasks I perform serve the implementation of the strategy (scope of tasks) of the unit in which I work.

I can contact the authorities of the unit in which I work with my ideas and problems.

I receive full feedback on the results of my periodic assessment.

When dealing with work matters in the unit where I work, I receive clear instructions on how to proceed.

When dealing with official matters in the university administration, I receive clear instructions on how to proceed.

The circulation of documents between the unit in which I work and the university-wide administration runs quickly and efficiently ([for employees of the university-wide administration, this point has other implications: The circulation of documents between the university-wide administration and another unit runs quickly and efficiently](#)).

The Nicolaus Copernicus University website contains comprehensive information.

[\(current announcements for employees, current information on how to handle typical employee matters\)](#)

**The following three points only for employees of the units: Faculties, University Centre for Foreign Languages, University Sports Centre, Centre for Medical Education in English at NCU Collegium Medicum , CM Physical Education and Sports Centre.**

The website of the unit where I work contains comprehensive information.

[\(current announcements for employees, current information on study programs and classes schedules, as well as methods of dealing with typical work matters\)](#)

USOS improves my work.

Changes to my teaching schedule are communicated well in advance.

**From now on again for everyone:**

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

#### **Working conditions**

The university provides me with good working conditions.

I work in an ergonomic and hygiene-friendly environment.

I work in a position that is safe for health and life.

I have the necessary resources (materials, equipment, technology, etc.) to do my job well.

Procedures for performing official duties in the unit where I work facilitate effective work performance.

**The following point only for research staff, teaching staff and research and teaching staff:**

The schedule of my classes throughout the academic year is consistent with my expectations.

**From now on again for everyone:**

My job allows me to maintain a balance between professional and private life.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

#### **Remuneration**

I am fairly paid for the work I do.

Individual employee results are taken into account in the remuneration system.

Extraordinary duties are additionally rewarded.

The rules for bonuses/receiving additional remuneration (in projects, for overtime, for work in committees, for organizational work, etc.) are clearly defined.

The rules of bonuses/receiving additional remuneration (in projects, for overtime, for work in committees, for organizational work, etc.) encourage me to make additional effort in my work.

Social benefits are distributed fairly.

I feel that if I fulfill my duties reliably, my employment at NCU is not at risk.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

#### **Development**

The university enables me to develop professional competences.

**The following point only for research staff, teaching staff and research and teaching staff:**

The rules for applying for funds for employee development (for national and international conferences, national and international research and teaching internships, training, etc.) applicable in the unit where I work are clearly defined.

Funds for staff development (for national and international conferences, national and international research and teaching internships, training, etc.) are allocated fairly in the unit where I work.

**From now on again for everyone:**

The career advancement system in the unit where I am employed is clear.

The career promotion system in the unit where I am employed is fair.

My job gives me the opportunity to develop.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

#### **Motivation and satisfaction**

I am satisfied with my current job.

My current job meets my expectations.

I feel strongly motivated to work.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

#### **Commitment and loyalty**

At work, I am always willing to make an extra effort when necessary.

I am open to changes leading to improved functioning of the unit in which I work.

I feel emotionally connected to my workplace.  
I'm not thinking about changing my job.  
I could confidently recommend a job at NCU to my friend.  
I believe that as a result of this survey, there will be positive changes at NCU.

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### Dignity

Is your personal dignity violated at work by other employees in a way that may constitute mobbing, sexual harassment, discrimination or in any other form?

COMMENT

**ATTENTION!** Please avoid phrases, terms and descriptions of situations that could identify the author of the comment.

### DETAILS

NCU organizational unit:

Character of work:

Position:

**Thank you for your commitment and time devoted to completing the questionnaire.**



**Note:** Content in brackets written in blue should appear in new windows when you hover the cursor over a given point.

- 1 – I completely disagree
- 2 – I disagree
- 3 - neither yes nor no
- 5 – I agree
- 6 – I completely agree
- I do not have any opinion