

## SURVEY QUESTIONNAIRE- SUBORDINATE

**Dear Sir/ Madam,**

Thank you for spending your time in answering this questionnaire. Generally, the questionnaire contains subjects which concerns about your supervisor and your behavior at work.

Your assistance in completing this survey is completely voluntary and the time and effort spent on answering the questionnaire will be highly appreciated. There are no wrong answers in answering this questionnaire. Thus, you are given utmost freedom to provide thoughtful and honest answers.

This survey will take around 15 minutes to complete. **Once received, all responses are completely confidential, used for academic purposes only and will be reported only in summary format.** Thank you!

### PART I: DEMOGRAPHIC PROFILE

**Instruction: Encircle the number that corresponds to your answer and fill in the blanks to questions listed below.**

**Gender:**                      1 Male                      2 Female

**Highest Level of Education:**   1 Bachelor   2 Master   3 PhD   4 Others \_\_\_\_\_

**Year of Birth:**                      Year \_\_\_\_\_

**When did you start to work for current organization?** Year \_\_\_\_\_

**When did you start working in this current job/position?** Year \_\_\_\_\_

**When did you start working with current supervisor?** Year \_\_\_\_\_

**How often do you interact with current supervisor in a week?** \_\_\_\_\_ times

### PART 2: MY BEHAVIOR AT WORK

<i>The set of statements below talks about one's characteristics. Mark the appropriate response that best represents yourself in each of the items listed below.</i>	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
1. I tend to manipulate others to get my way.	1	2	3	4	5	6
2. I have used deceit or have lied to get my way.	1	2	3	4	5	6
3. I have used flattery to get my way.	1	2	3	4	5	6
4. I tend to exploit others towards my own end.	1	2	3	4	5	6
5. I tend to lack remorse.	1	2	3	4	5	6
6. I tend not to be too concerned with morality or the morality of my actions.	1	2	3	4	5	6
7. I tend to be callous or insensitive.	1	2	3	4	5	6
8. I tend to be cynical.	1	2	3	4	5	6
9. I tend to want others to admire me.	1	2	3	4	5	6
10. I tend to want others to pay attention to me.	1	2	3	4	5	6
11. I tend to seek prestige or status.	1	2	3	4	5	6
12. I tend to expect special favors from others.	1	2	3	4	5	6

<i>The set of statements below talks about various instances that you have reacted with others. Mark the appropriate response that best represents yourself in each of the items listed below.</i>	Strongly Disagree	Disagree	Agree	Strongly Agree
1. I am not courteous even to people who are agreeable.	1	2	3	4
2. There have been occasions when I took advantage of someone.	1	2	3	4
3. I sometimes try to get even rather forgive and forget.	1	2	3	4
4. I sometimes feel resentful when I don't get my way.	1	2	3	4
5. I am not a good listener no matter who I'm talking to.	1	2	3	4

<i>The set of statements below reflect how you act in your current job. Mark the appropriate response that best represents yourself in each of the items listed below.</i>		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
1.	I fulfill more responsibilities than specified in job description.	1	2	3	4	5	6
2.	I work hard with extra effort without being told to do so.	1	2	3	4	5	6
3.	If there is an opportunity in various social gatherings, I will tell the advantages of working in the organization to enhance its image.	1	2	3	4	5	6
4.	I notify in advance when I am unable to come to work.	1	2	3	4	5	6
5.	I assist supervisor with his/her work without being asked.	1	2	3	4	5	6
6.	I will inform the supervisor of updates with relevant task performed.	1	2	3	4	5	6
7.	I help others who have heavy workloads.	1	2	3	4	5	6
8.	I take time to listen to co-workers' problems and worries.	1	2	3	4	5	6

<i>The set of statements reflect the reasons as to why you extended help towards your organization, supervisor, colleagues and others. Mark the appropriate response that best reflect your reason for doing so in the items listed below.</i>		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
1.	...because I want to understand how the organization works.	1	2	3	4	5	6
2.	...because I care what happens to the company.	1	2	3	4	5	6
3.	...because I feel pride in the organization.	1	2	3	4	5	6
4.	...so I can keep up with the latest developments in the organization.	1	2	3	4	5	6
5.	...because I feel it is important to help those in need.	1	2	3	4	5	6
6.	...because I want to help co-workers in any way I can.	1	2	3	4	5	6
7.	...because it is easy for me to be helpful.	1	2	3	4	5	6
8.	...so I can avoid looking bad in front of others.	1	2	3	4	5	6
9.	...so I can avoid looking lazy.	1	2	3	4	5	6
10.	...so I can look better than my co-workers.	1	2	3	4	5	6
11.	...so I can avoid being reprimanded by my boss.	1	2	3	4	5	6
12.	...because I fear appearing irresponsible.	1	2	3	4	5	6

<i>The set of statements talks about your feelings in your job. Mark the appropriate response that best reflects yourself in the items listed below.</i>		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
1.	I feel confident in representing my work area in meetings with management	1	2	3	4	5	6
2.	I feel confident contributing to discussions about organization's strategy.	1	2	3	4	5	6
3.	I feel confident presenting information to a group of colleagues.	1	2	3	4	5	6
4.	If I should find myself in a jam at work, I could think of many ways to get out of it.	1	2	3	4	5	6

5.	Right now, I see myself as being pretty successful at work.	1	2	3	4	5	6
6.	I can think of many ways to reach my current work goals.	1	2	3	4	5	6
7.	At this time, I am meeting the work goals that I have set for myself.	1	2	3	4	5	6
8.	I can be “on my own” so to speak, at work if I have to.	1	2	3	4	5	6
9.	I usually take stressful things at work in stride.	1	2	3	4	5	6
10.	I can get through difficult times at work because I’ve experienced difficulty before.	1	2	3	4	5	6
11.	I always look on the bright side of things regarding my job.	1	2	3	4	5	6
12.	I’m optimistic about what will happen to me in the future as it pertains to work.	1	2	3	4	5	6

**PART 3: MY SUPERVISOR’S BEHAVIOR AT WORK**

<i>The set of statements talks about how your supervisor interacts with his/her team. Mark the appropriate response that best describes him/her in the organization.</i>		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
1.	He/ She shows a strong concern for ethical and moral values.	1	2	3	4	5	6
2.	He/ She communicates clear ethical standards for members.	1	2	3	4	5	6
3.	He/ She sets an example of ethical behavior in his/her decisions and actions.	1	2	3	4	5	6
4.	He/ She is honest and can be trusted to tell the truth.	1	2	3	4	5	6
5.	He/ She keeps his/her actions consistent with his/her stated values.	1	2	3	4	5	6
6.	He/ She is fair and unbiased when assigning tasks to members.	1	2	3	4	5	6
7.	He/ She can be trusted to carry out promises and commitments.	1	2	3	4	5	6
8.	He/ She insists on doing what is fair and ethical even when it is not easy.	1	2	3	4	5	6
9.	He/ She acknowledges mistakes and takes responsibility for them.	1	2	3	4	5	6
10.	He/ She regards honesty and integrity as important personal values.	1	2	3	4	5	6
11.	He/ She sets an example of dedication and self-sacrifice for the organization.	1	2	3	4	5	6
12.	He/ She opposes the use of unethical practices to increase performance.	1	2	3	4	5	6
13.	He/ She is fair and objective when evaluating member performance and providing rewards.	1	2	3	4	5	6
14.	He/ She puts the needs of others above his/her own self-interest.	1	2	3	4	5	6
15.	He/ She holds members accountable for using ethical practices in their work.	1	2	3	4	5	6