

Questionnaire for internal evaluation of the Operational Programme Education

* Obligatory

In your opinion, is the system of sharing information (in writing, orally, electronically) between particular sections/departments within the MA functional? *

The question is designed for the level of whole section and concerns the communication between particular departments.

- ☐ functions very well
- ☐ functions well
- ☐ functions adequately
- ☐ functions inadequately
- ☐ does not function

In your opinion, is the communication and cooperation with the staff of other MA sections/departments efficient? *

The question is designed for the level of the whole division and concerns the communication between particular sections.

- ☐ yes
- ☐ no
- ☐ partially

Do you consider the information flows between the MA departments/sections adequate? *

The question is designed for the level of the whole division and concerns the communication between particular sections

- ☐ yes
- ☐ no
- ☐ partially

If you consider the information flows between particular sections inadequate, please describe in which area.

The question is designed for the level of whole division and concerns the communication between

particular sections.

Would you welcome regular information meetings/training/briefings at the level of several sections, departments? *

The question is designed for the whole division and concerns the communication between particular sections.

- ☐ yes
- ☐ no

In case you would welcome such common information meetings/training/briefings, which topics would you be interested in?

The question is designed for the level of whole division and concerns the communication between

particular sections

In your opinion, is the system of sharing information in your section/department functional? *

The question is designed for the level of section.

- ☐ functions very well
- ☐ functions well
- ☐ functions adequately
- ☐ functions inadequately
- ☐ does not function

Do you consider the information flows adequate? If you do not consider them adequate, please, describe in the bloc other, where you feel there is scope for improvement.

* *The question is designed for the level of the section*

- ☐ yes
- ☐ no
- ☐ other:

Are there regular common meetings held of the employees of your section?

* *The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Would you welcome the organisation of regular common meetings/briefings of the employees of your section?

* *The question is designed for the level of section.*

- ☐ yes
- ☐ no

Are the work tasks of employees within your section divided effectively?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Is it necessary, in your opinion, to revisit the division of work tasks among particular employees from the aspect of increasing work efficiency of your section?

** The question is designed for the level of the section*

- ☐ yes
- ☐ no

In your opinion, are the work tasks of employees within your section defined clearly and comprehensively?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

In your opinion, do you have all information available that is necessary for the performance of your tasks? If not, please, describe in the bloc *other*, in which areas you would welcome more information to be provided?

** The question is designed for the level of the section*

- ☐ yes
- ☐ no
- ☐ other:

In your opinion, are you sufficiently motivated for effective performance of your work tasks?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Which form of motivation would motivate you to higher work performance?

** The question is designed for the level of the section*

To what extent is financial remuneration motivational for you?

** The question is designed for the level of the section*

- ☐ to a great extent

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- ☐ partially
- ☐ is not essential

Do you consider the number of education/training activities provided to be adequate?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Are the education activities/training that are provided sufficiently focused on the areas you need for the performance of your work tasks?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Are opportunities for education and increasing professional qualification for you a form of motivation?

** The question is designed for the level of the section*

- ☐ yes
- ☐ no

Would you welcome support programmes for the staff to be prepared in a targeted way, focusing on the performance of MA work tasks?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

Do you think the number of administrative capacities in your section to be adequate?

** The question is designed for the level of the section.*

- ☐ yes
- ☐ no

If not, do you think that it is, nevertheless, possible to do the work effectively, at good quality and on time?

The question is designed for the level of the section

- ☐ yes
- ☐ no