



Institute Of Personnel Management Sri Lanka - National Human Resource Awards 2016
Questionnaire to be completed by Prospective Applicants

1. Does your organization have a HR policy?	
2. When was the HR policy approved by the board?	
3. Does your organization have a manpower plan?	
4. Does your organization have a recruitment & selection policy?	
5. Does your organization conduct job analysis?	
6. Does your organization have job specifications & Job Descriptions?	
7. Does your organization carry out job evaluations?	
8. Does your organization have a job grading system?	
9. Does your organization have a reward management scheme?	
10. Does your organization have a performance management system?	
11. Does your organization have a training & development policy?	
12. What is your annual training budget? (State in SLR)	
13. Does your organization have an employee relations policy and process?	
14. Does your organization have a health, safety & welfare Policy?	
15. Does your organization have an industrial relations system?	
16. Does your organization have a formal disciplinary procedure?	
17. Is your organization unionized?	
18. Do you have joint consultative council?	
19. Does your organization have an open communication system?	
20. Is your performance management system online?	
21. Does your organization have a human resource information system (HRIS)?	
22. Do you practice formal career management?	
23. Does your organization have a succession plan?	

24. Does your organization have a superannuation scheme?	
25. Do you have a formal grievance handling procedure?	
26. Does your organization conduct employee engagement surveys?	
27. Does your organization conduct HR audits periodically?	
28. Does your HR Department have a HR scorecard?	
29. Does your organization practice formal goal setting covering the CEO downwards?	
30. Does your organization have a formal Policy on organizational productivity?	
31. Does your organization have code of ethics?	
32. Does your organization have a value statement?	
33. Does your organization have a strategic plan for the next 5 years?	
34. What was your employee turnover percentage in year 2015?	

We certify that the information furnished herein is true and correct.

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Signature of CEO

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Name of CEO

Date: