STAFF SATISFACTION SURVEY

Kenya Institute of Primate Research (KIPRE) wishes to carry out a staff satisfaction survey across all directorates. This will help management make better decisions on how to meet staff expectations, identify needs, and address any gaps.

We kindly ask you to take a bit of your time to respond to the questions provided. Please be as open and honest as you can. Your feedback will be kept confidential and will only be used to support decision-making.

At no point will this information be used to favor, discriminate, or victimize any staff member. The digital version of the questionnaire can be found here:
https://docs.google.com/forms/d/e/1FAIpQLSeEWd94GKbSRd_daAZRpRQCCS8JLTH7zzsSOZj0mBx6SiPAmw/viewform?usp=dialog

Section 1: Demographics

1. What is your role? (Select one)
   - Research Scientist
   - Laboratory Technician
   - Administrative Staff
   - Director General
   - Director
   - Other (please specify)_____

2. What is your Directorate? (Select one)

   - Research and Product development
   - Capacity Building, Partnerships & Grant Management
   - Animal Science, Welfare & Ethics
   - Director General office
   - Corporate services
   - Corporation Secretary & Legal Services

3. How long have you been working at this institution?

   - Less than 6 months
   - 6 months - 1 year
   - 1-2 years
   - 2-5 years
   - More than 5 years

Section 2: Overall satisfaction
The following question will help us assess your level of satisfaction

4. On a scale of 1-5, how satisfied are you with your job overall?
   (Very dissatisfied =1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)
5. How likely are you to recommend our organization as a good place to work?
   (Very unlikely=1, Unlikely=2, Neutral=3, Likely=4, Very likely=5)
6. To what extent do you feel your work contributes to the Institute's overall mission and research goals?
   (Not at all=1, to a small extent=2, moderately=3, to a great extent=4, to a very great extent=5)

Section 3: Job satisfaction

7. How satisfied are you with your job responsibilities?
   (Very dissatisfied =1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

8. Do you feel your skills and abilities are being utilized effectively in your role?
   (Yes, No)

9. How satisfied are you with the autonomy you have in your role?
   (Very dissatisfied =1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

10. How satisfied are you with the level of recognition or appreciation you receive for your work?
    (Very dissatisfied =1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

11. What do you enjoy most about your job*?*
    (Open-ended question)

12. What do you enjoy least about your job?
    (Open-ended question)

Section 4: Communication and feedback

13. How would you rate the communication between management and staff?
    (Poor=1, Fair=2, Good=3, Very good=4, Excellent=5)

14. Do you receive regular feedback on your performance?
    (Yes, No, Maybe)

15. Is the feedback you receive helpful?
    (Yes, No, Maybe)

16. How would you rate the communication between your department and other departments?
    (Poor=1, Fair=2, Good=3, Very good=4, Excellent=5)

17. How satisfied are you with the recognition you receive for your contributions?
    (Very dissatisfied=1, Dissatisfied =2, Neutral=3, Satisfied=4, Very satisfied=5)

18. Do you feel comfortable sharing your ideas, suggestions, or concerns with management?
    (Yes, No, Maybe)

19. How would you rate the transparency of communication regarding institutional decisions and changes?
    (Poor=1, Fair=2, Good=3, Very good=4, Excellent=5)

20. How effective is communication and collaboration between divisions or departments within the Institute?
    (Not effective=1, slightly effective=2, moderately effective=3, Very effective=4, extremely effective=5)

Section 5: Work-life balance

21. How satisfied are you with your work-life balance?
    (Very dissatisfied=1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=4)

22. Do you feel overwhelmed or burned out at work?
    (Yes, No)

23. How satisfied are you with the support provided for managing work and personal responsibilities?
    (Very dissatisfied=1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

24. To what extent does the Institute support a healthy balance between professional and personal commitments?
    (Not at all=1, to a small extent=2, moderately=3, to a great extent=4, to a very great extent=5)

25. Are there any institutional policies or practices that impact your work-life balance?
    (Open-ended question)

Section 6: Professional development

26. Are there opportunities for professional growth and development within the institution?
    (Yes, No, Maybe)

27. Have you received any training or development opportunities in the past 12 months?
     (Yes, No)

28. What areas would you like to see more training or development opportunities in? (Select all that apply)
   - Leadership
   - Communication
   - Technical skills
   - Time management
   - Other (please specify)

29. How satisfied are you with opportunities for professional growth and development?
     (Very dissatisfied=1, Dissatisfied=2, Neutral =3, Satisfied=4, Very satisfied=5)

30. Do you feel that your role allows you to learn new skills and expand your knowledge?
     (Yes, No, Maybe)

31. How satisfied are you with the training and support provided to help you succeed in your role?
     (Very dissatisfied=1, Dissatisfied=2, Neutral =3, Satisfied=4, Very satisfied=5)

32. To what extent does the Institute support participation in research projects, conferences, or continuous learning activities?
     (Not at all=1, to a small extent=2, moderately=3, to a great extent=4, to a very great extent=5)

Section 7: Management and leadership

33. How would you rate your manager's effectiveness in supporting your work?
     (Very ineffective=1, Ineffective=2, Neutral=3, Effective=4, Very effective=5)

34. Do you feel that senior leadership is approachable and responsive to your concerns?
     (Yes, No, Maybe)

35. How satisfied are you with the organization's vision and strategy?
     (Very dissatisfied=1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

36. How satisfied are you with the fairness, transparency, and integrity demonstrated by management in decision-making?
     (Very dissatisfied=1, Dissatisfied=2, Neutral=3, Satisfied=4, Very satisfied=5)

Section 8: Institutional culture

37. How would you rate the sense of community and teamwork within the institution?
  (Poor=1, Fair=2, Good=3, Very good=4, Excellent=5)

38. Do you feel valued and recognized for your contributions?
   (Yes, No, Maybe)

39. Are there any suggestions you have for improving institutional culture?
   (Open-ended question)

Section 9: Leadership and management

40. How would you rate the leadership and management of the institution?
  (Poor=1, Fair =2, Good=3, Very good=4, Excellent=5)

41. Do you feel that your supervisor/manager is approachable and supportive?
   (Strongly disagree=1, Disagree=2, Neutral=3, Agree=4, strongly agree=5)

42. Are there any areas where you think leadership/management could improve?
   (Open-ended question)

Section 10: Open-Ended Questions

43. What are some things that you enjoy most about working here?

44. What are some areas where we could improve?

45. Do you have any suggestions for improving staff satisfaction or engagement?

46. (Optional) Are there any additional comments or feedback you would like to share with management?

47. Is there anything else you would like to share about your experience working at the institution? **(Open-ended question)**