

SURVEY INSTRUMENT FOR EDUCATIONAL PERSONNEL SATISFACTION

FILLING INSTRUCTIONS

Please state your level of satisfaction with the indicators below according to the assessment criteria:

- 1 : Not enough
- 2 : Enough
- 3 : Good/appropriate
- 4 : Very Good/very suitable

RESPONDENT IDENTITY

Number :
.....

NIP :
.....

Department :
.....

last education :
.....

Work Units :

- 1. FUHUM
- 2. FDK
- 3. FSH
- 4. FITK
- 5. FEBI
- 6. FST
- 7. FPK
- 8. Faculty of Social and Political Sciences
- 9. Postgraduate
- 10. AAAK Bureau
- 11. AUPK Bureau

QUESTION

No	Indicator	Score			
Recruitment and Selection		1	2	3	4
1	There is a notification regarding the open recruitment of educational staff				
2	The recruitment procedure is carried out in an organized manner (has clear stages)				
3	Recruitment takes into account the qualifications and competencies required by UIN Walisongo Semarang				
4	The selection method is carried out transparently and through trusted tests.				
5	The recruited human resources have the performance specifications expected by UIN Walisongo Semarang				
Employee Orientation and Placement					
1	Placement of educational staff is in accordance with their qualifications and competencies				
2	Placement of educational staff takes into account the organizational culture of UIN Walisongo Semarang				

No	Indicator	Score			
3	The work unit leader provides orientation regarding the tasks that must be carried out.				
4	The work unit leader provides orientation regarding performance achievement targets per month/quarter/semester/year				
Training, Learning Assignments, and Development					
1	The university provides open opportunities for educational staff to participate in training and the like for the purpose of self-development.				
2	Supervisors provide guidance and direction in work				
3	The university provides open opportunities for educational staff to carry out study assignments.				
4	The university provides facilities and recommendations for obtaining scholarships for both training and study assignments.				
Performance Evaluation					
1	The performance evaluation method has reflected the real measure of educational staff performance.				
2	The assessment time is in accordance with the work cycle that must be assessed (for example, for lecturers per				

No	Indicator	Score			
	semester, and for educational staff every three months)				
3	The implementation mechanism is in accordance with existing Standard Operating Procedures (SOP).				
4	The supervisory system from superiors regarding the performance of educational staff has been implemented optimally.				
Career path					
1	Educational staff receive information about the time for regular promotions/positions.				
2	Educational staff are given facilities for regular promotions/positions				
3	Education/training that education staff have attended is useful for promotion				
4	The university provides open opportunities for education staff for job promotions.				
Welfare					
1	The university provides a system of salaries, allowances and incentives that are appropriate and sufficient.				
2	The amount of salary and allowances given is in accordance with the merit system concept (adjusted to rank/length of service/and amount of performance)				

No	Indicator	Score			
3	The amount of performance incentives given is in accordance with the merit system concept (adjusted to the amount of excess performance)				
4	Health insurance (BPJS) from both the government and commercial sectors has provided benefits that meet the basic needs of inpatient services.				
5	The university provides social needs services and death benefit services.				
Attendance and Assignment System					
1	There is convenience in taking attendance by using the online attendance system.				
2	Educational staff can easily access information on the results of online attendance recording.				
3	The results of online attendance recording accurately describe the level of attendance.				
4	The mechanism for assigning educational staff is in accordance with existing SOPs.				
5	Educational staff get convenience in processing assignment letters/superior permission when carrying out duties outside the University.				
Termination					
1	The mechanism for the process of dismissing administrative staff				

No	Indicator	Score			
	is in accordance with established procedures.				
2	The time for the process of dismissing educational staff is in accordance with established procedures.				
3	Employees who have retired receive pension rights (taspen and pension money from the state) in accordance with their rights.				
Campus Facilities					
1	Provision of worship facilities				
2	Provision of health facilities/polyclinics				
3	Provision of sports facilities				
4	Provision of campus internet facilities				
5	Provision of toilet and water facilities				
6	Land provision and parking system				
7	Eligibility of educational staff work space				
8	Road safety and crossing services				
9	Cleanliness of the campus environment				