HR AWARD

Ladies and gentlemen,

As part of the project "Capacity Development of the Institute of Atmospheric Physics of the Czech Academy of Sciences", which aims to increase the prestige of the Institute and obtain the so-called HR Award, we present you with this questionnaire and kindly ask you to complete it. For a successful project, it is necessary to carry out a situation and opinion analysis, which is the essence of the questions you will answer.

The questionnaire contains five sections. In the first four are two types of questions. To answer the closed questions (always those in the table), simply tick the box in the appropriate column. For the open questions that follow, it is possible to elaborate on the issue. In the last, fifth part, you have the choice of pre-selected answers, just tick the ones that you think most correspond to the situation in IAP or express your opinion on the question.

The survey questionnaire is anonymous, so we ask you for openness, and welcome your suggestions or comments on individual topics.

Please complete the questionnaire no later than 15th of May 2020.

For better and easier undrestanding please see position sorting bellow:

Each respondent fills only one option:

1) researcher = envoleved in V1-V6 (except head of department), deputy of head of department
2) office worker/specialist = students of bachelor degree (before graduating), technicians (work place Prague and Panská Ves), technical-economical workers, observers at observatories
3) head of researcher department = head of department, head of observatories Panská Ves
4) head of supporting department = head of technical-economical workers, head of meteorological observatories

In case of any questions please do not hesitate to contact Alena Nováková (novakova@ufa.cas.cz).

If you have any questions during the process of completion, please contact us by e-mail: kratochvilova@santia.cz, sulcpe@gmail.com, or call tel no. +420 607 555 155.

We thank you very much for your participation in this project and we believe that your answers will help to successfully achieve the goals with which this project was conceived.

Martina Kratochvílová and Petr Šulc, Santia, s.r.o.

HR AWARD

My position	
I am a researcher.	☐
I am an office worker / specialist.	☐
I am a head of researcher department.	☐
I am a head of supporting department.	☐

My length of work in IAP	
I have been working here for less than 5 years.	☐
I have been with IAP for more than 5 years.	☐
I have been working for IAP for more than 10 years.	☐
I have been employed by IAP for more than 20 years.	☐

I. **ETHICAL AND PROFESSINAL ASPECTS** (strategy, international and interdisciplinary cooperation, work with results, intellectual property)

STRATEGY	YES	RATHER YES	RATHER NO	NO
Do you know of any scientific concept, institute strategy?				
Are these strategic goals reflected in your work?				
Is there a regular evaluation of strategic goals within IAP?				

How do you think the IAP strategy should influence the work of the scientific / service departments?

What should it help them with? (try to describe using a specific example)

In your opinion, what principles should such a strategy contain, so that it is not only a formal document, but a truly conceptual instrument?

INTERNATIONAL AND INTERSECTORAL COOPERATION	YES	RATHER YES	RATHER NO	NO
Would you say that the current IAP environment allows workers to easily establish **international** R&D cooperation?				
Do you think that new researchers have enough information to motivate them to establish **international** cooperation in R&D?				
Is the **international** cooperation agenda somehow centralized and systematically performed as a support service for IAP staff?				
Would you say that the current environment allows IAP staff to easily establish **interdisciplinary** R&D cooperation?				
Do you think that enough information is available on how to establish **cross-disciplinary** R&D cooperation?				
Is the **interdisciplinary** cooperation agenda somehow centralized and systematically performed as a support service for IAP staff?				

HR AWARD

What do you think is preventing or limiting the possibilities for establishing and developing international cooperation in research and development in IAP today? Please give specific reasons - just briefly.

In your opinion, which tools and factors would be most helpful in establishing and developing international cooperation in research and development in IAP?

What main risks do you see if international cooperation is not sufficiently developed?

What do you think prevents or limits the possibilities for establishing and developing interdisciplinary cooperation in research and development in IAP today? Please give specific reasons - just briefly.

In your opinion, which tools and factors would be most helpful in establishing and developing interdisciplinary R&D cooperation in IAP?

What main risks do you see if interdisciplinary cooperation is not sufficiently developed?

WORKING WITH THE RESULTS OF RESEARCH, INTELLECTUAL PROPERTY	YES	RATHER YES	RATHER NO	NO
In your opinion, is IAP successful in dealing with the results of its research (eg patents, etc.)?				
Do you think that research is sufficiently and appropriately linked to the commercial sector?				
Do you think that the current way of popularizing research in IAP is at a high level?				
Do you think that the potential of intellectual property of IAP staff is being exploited effectively?				
Do you think that the issue of intellectual property is well assessed and secured by IAP?				
Do you think that the issue of intellectual property is sufficiently well managed by IAP?				
Do you have a system for sharing knowledge and experience?				

How do you think the current system of work with research results reflects current trends in this area?

In your opinion, what would help to more effectively present the R&D results of IAP across the scientific community? Try to give more examples or suggestions - just briefly.

What criteria do you think are the most important for the commercial sector to be involved in funding research projects and/or to participate actively in their further exploitation and development?

In your opinion, what would help to more successfully present the results of the R & D and education for the wider public? Try to give more examples or suggestions - just briefly.

What principles and tools do you think would help to make more effective use of intellectual property?

II.   RECRUITMENT

RECRUITMENT , SELECTION, ADAPTATION AND MOTIVATION OF WORKERS	YES	RATHER YES	RATHER NO	NO
Is the current number of administrative / service staff sufficient to handle the required workload?				
Does the IAP have a sufficient number of researchers?				
Is the current recruitment system well set up?				
Were you satisfied with the selection process for your position?				
Did you receive all the necessary job information during the selection process?				
Was your adaptation according to your wishes and sufficient?				
Are you motivated enough to recommend new colleagues?				

What do you think would help attract new talent to IAP?

How else and where could IAP promote / advertise vacancies?

What positions do you think are the most difficult to post and why?

Do you have any suggestions to innovate the selection process? Please write specific steps.

Do you have suggestions to change the adaptation process of a new employee, also in terms of information that is passed on to them immediately after joining (practical matters, benefits, rights and obligations, etc.)?

III.   WORKING CONDITIONS AND SOCIAL SECURITY (project management, mobile projects, internships abroad)

PROJECT MANAGEMENT AND COORDINATION	YES	RATHER YES	RATHER NO	NO
Would you say that the project management is well set up in terms of methodology (clearly defined management and control procedures, appropriate templates, document management, communication…)?				
Would you say that the project management is well set up in IAP in terms of the division of responsibilities and powers of the project team?				

What are the most common difficulties currently encountered when solving projects? Please give more specific examples - just briefly.

In your opinion, what would help to make the project solution more efficient and comfortable (eg information system, internal communication…)?

HR AWARD

For better understanding and unifying terminology, we would like to specify the term mobility projects and foreign internships.

The mobility projects we understand cooperation of all teams, while foreign internships are rather support of individual development.

Mobility projects are focused on getting and improving scientific cooperation with intended result to reach large international projects. Research teams of partners create common project draft and while working they use equipment of partner´s workplaces and complementary technologies and methods. In the frame of these projects, there are financial funds devoted to mobility of members in research teams, it means guest costs. Financing is reciprocal, which means that host partner pays costs for staying scientists from abroad. Traveling costs for international journeys are paid by sending partner.

The reason for **internship** has two purposes: either the opportunity to get contacts, experience and better insight into intern´s specialization, or the usage of intern´s specialization in given project or its part in the country where they realize their internship.

MOBILITY PROJECTS	YES	RATHER YES	RATHER NO	NO
Would you say that IAP staff are sufficiently involved in mobility projects?				
Do you perceive the interest and willingness of younger workers to participate in such projects?				
Does IAP specifically support employees' motivation to participate in mobility projects?				
Does IAP create enough of its own attractive mobility projects?				
In your opinion, are the experiences of the mobility project staff relevantly used in (their) further work for the IAP?				

In your opinion, what barriers can prevent IAP staff from participating in more mobility projects? Please give specific reasons - just briefly.

What do you think will help to strengthen the motivation of IAP staff to participate in mobility projects?

What are the main risks you see in the lack of participation of IAP staff in mobility projects?

INTERNSHIPS ABROAD	YES	RATHER YES	RATHER NO	NO
Do you perceive sufficient interest and willingness on the part of younger workers to take part in internships abroad?				
In your opinion, is there a sufficiently attractive offer of internships abroad for IAP staff?				
Does IAP offer attractive research topics to attract foreign interns?				
Does IAP create good working conditions to attract foreign interns?				
In your opinion, are the experiences of graduates from internships abroad relevantly used in their further work and in favor of IAP?				
Can IAP reliably use the results of the work of foreign interns working in IAP to promote and spread the reputation of IAP?				

HR AWARD

In your opinion, what circumstances may prevent IAP staff from being more motivated to participate in internships abroad? Please give specific reasons - just briefly.

In your opinion, what circumstances may prevent foreign workers from being more motivated to participate in internships in IAP? Please give specific reasons - just briefly.

What should the IAP management do to strengthen the IAP staff's motivation to participate in internships abroad?

What should IAP management do to strengthen the motivation of foreign workers to participate in IAP placements?

IV. TRAINING (professional and career development)

PROFESSIONAL AND CAREER DEVELOPMENT	YES	RATHER YES	RATHER NO	NO
Do you consider the current system of professional growth to be sufficiently motivating?				
Does IAP motivate its employees for systematical education and participation in development programs?				
Would you say that IAP staff are currently participating in a sufficient number of educational and development programs?				
Does the IAP create enough opportunities to transfer the expertise of its staff at universities or campus in general?				

In your opinion, what most influences the motivation for further (career) development of IAP staff?

What specifically motivates you to continue your scientific career?

Which forms of education and development (literature studies, seminars, workshops, conferences…) should be used most by the IAP staff for their education and development and why?

Which topics in the area of professional development do you think currently have the greatest perspective and why?

What do you think would make the doctoral programs more attractive?

V. INTERNAL LEGISLATION, EMPLOYMENT RIGHTS AND RELATIONS

Do you know the current organizational structure of IAP:
• Yes
• No

Do you know where you can get acquainted with all important documents, minutes of meetings of management, Council, etc.?
• Yes
• No

How often do you visit the pages of the Institute's documents?

- Daily
- Weekly
- Only when I am informed about the addition of a new document
- Irregularly
- Never

Do you consider the way of being informed about new documents as:
- Sufficient
- Insufficient
- I would prefer another way (please specify)

Do you know who to contact if you have questions about workload or payroll?
- Head of your Department
- HR Department
- I will ask the Technical and Economic Administration
- I don´t know
- I haven´t needed this information yet

Do you know what your employment rights are?
- Yes
- No

Where are employment rights described? (possibility to mark multiple answers)
- In the Labour Code
- In the Civil Code
- In the IAP Collective Agreement
- In Job contract
- In the Working rules of the IAP
- In the Organizational Rules of the IAP

Do you know who to contact if you feel that your rights as an IAP employee have been violated? (possibility to mark multiple answers)
- The Head of Department
- HR Department
- Director of the Institute
- Long-term employee
- The Police of the Czech Republic
- The State Labour Inspection Office

Do you know how to behave in the event of undesirable behavior among employees (harassment, bullying, defamation, verbal assault, inconvenience of work, bossing around, etc.).
- If it does not concern me, I do not address it
- I will intervene in person
- I inform the manager
- Write a notice and pass it on to the Head of Department
- I will inform the Director of the Institute

Do you have personal experience with the occurrence of undesirable behavior among employees (harassment, bullying, defamation, verbal assault, incompetence in performing tasks, bossing around, etc.)?
- Yes

HR AWARD

• No

If so, has this problem been properly addressed and resolved? Please specify: