

PAY RESEARCH BUREAU

**SURVEY ON RECRUITMENT AND/OR RETENTION PROBLEMS
IN THE PUBLIC SECTOR**

Please fill in a separate questionnaire for each grade in respect of which there exist prolonged difficulties to recruit and retain officers affecting the smooth delivery of service.

1. (a) Ministry/Organisation:

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(b) Department/Division/Unit:

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2. Grade:

3. Qualification Requirements for the grade:

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4. Please indicate the variation in establishment size for the grade from 2015 to 2019.

Year	No. of posts on establishment as at 1st January	No. of officers in post as at 1st January	No. of officers who have left during the year
2015			
2016			
2017			
2018			
2019			

5. Please indicate the number of officers who have left their jobs in the grade corresponding to the reasons of departure.

	Reasons of Departure	2015	2016	2017	2018	2019
1.	Higher pay					
2.	Better remuneration package elsewhere					
3.	More job security					
4.	More opportunities for training and development					
5.	Better working environment					
6.	Promotion prospects better elsewhere					
7.	Career mobility					
8.	Employment offer in the Private Sector					
9.	Emigration purposes					
10.	Retirement					
11.	More job satisfaction elsewhere					
12.	Others (please specify)					
	TOTAL					

6. Please insert the corresponding data in respect of recruitment exercise carried out since 1st January 2015 for the grade.

Date of recruitment exercise	Number required	No. of qualified applicants (if available)	Number recruited	Remarks

7. State the action/s taken by your organisation as recommended in the PRB Report to remedy the situation due to the persistent unavailability of required number of officers.

(i) Employment Practice

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(ii) Organisation Remedies

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(iii) Reward Strategies

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8. What was the effect of the remedial actions on your service delivery?

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9. To what extent measures proposed by your organisation have been effective in addressing the issue of recruitment and retention problems?

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10. Did your organisation carry out exit interviews with officers leaving their jobs?

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If yes, please comment on the exit interview results.

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11. Please suggest course of action which would help your Ministry/Department/Division/Unit to attract the right talented people. (*You may annex any document/letter*)

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Date:

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Head of Ministry/Department/Organisation