

Section-I

Background Information



Direction: Following are the items related to the organization/ company, please tick mark (✓) against appropriate options and give details wherever specified

1. Name : _____
2. Designation : _____
3. Age : _____
4. Sex : Male _____ Female _____
5. Your Experience in this : _____
Company/Institution/Firm (in years)
6. Name of the organization/company : _____

7. Address : _____

8. Email : _____
9. Contact no : (M) _____
(o) _____
10. Year of Establishment : _____
11. Vacancies in the organization/company : _____
(in present year)
12. Type of organization:
 - a) Government _____
 - b) Non-government _____
 - c) Corporate _____
 - d) Business house _____
 - e) Agency _____
 - f) Firm _____

13.What are objectives/mission of your organization/ company?



14.Annual turnover of the organization/company _____

15. Paid staff(in numbers) :

- a) Full time _____
- b) Part time _____
- c) Consultancy basis _____

16.What are the financing resources you resort to for your organization/company?

- a) Operating profits _____
- b) Business savings _____
- c) Private savings _____
- d) Bank loans _____
- e) Private loans _____
- f) Introducing new partners _____
- g) Not sure/refused _____

17.What is the retirement age in your organization/company?

18.What is the organization /company's policy for retirement?

19.What is organization/company's policy in terms of voluntary retirement?

20.What are the retirement benefits provided by your organization/ company?

Section-II

Information related to Elder Workers

Direction: Give information of Elder workers working in your organization/ company, please tick mark (✓) against appropriate options and give details wherever specified

1. What makes it challenging to find qualified elder workers with the experience and skills that your organization/company needs?

2. Currently, how many elder workers are working in the organization/company?

- a) 1– 5 _____
b) 6 – 20 _____
c) 21 – 100 _____
d) More than 100 _____
e) Not sure/refused _____

3. Compared to last year, the present number of elder workers you currently have are more, few, the same, or are you not sure?

4. At what levels are elder workers employed?

5. Do you employ elderly females in your company?

- a) Yes _____
b) No not sure _____
c) Refused _____

6. As regards to recruitment in organization/company, which of the following best describes your role?

- a) I am responsible for managing the actual recruitment process _____
b) I generally specify requirements for employees but do not _____
conduct the actual recruitment

- c) I specify both requirements for employees and _____
conduct the actual recruitment
- d) Other (specify) _____



7. What would you say are the main reasons your organization/company does not do more to attract or retain elder workers?

- a) Not an urgent or pressing issue _____
- b) Work is too physical to employ people past a certain age _____
- c) Elder workers are more expensive _____
- d) Government regulations/policies get in way _____
- e) Elder workers are not as capable as young workers _____
- f) Elder workers are not valuable as young workers _____

8. Thinking about the type of person you recruit most often, choose the quality that best describes that person from the following qualities:

Sr. No	Statements	GE	SE	LE
a.	An employee who can work full-time and is willing to work longer hours if required			
b.	An employee who is willing to be flexible and work varied hours (including shorter hours) if required			
c.	An employee with a lot of experience			
d.	A promising employee with recent training			
e.	An employee who works calmly			
f.	An employee who is trustworthy			
g.	An employee who is reliable			
h.	An employee who enjoys challenges			
i.	An employee who listens carefully and follows instructions			
j.	An employee who is able take the initiative			
k.	An employee who adapts well to change			
l.	An employee who is mentally very sharp			
m.	An employee with physical strength and stamina			
n.	An employee who is over-qualified for the job			
o.	An employee with similar background			
p.	An employee with specialist skills			

q.	An employee with the ability to work in different areas of the business as needed			
r.	An employee who works effectively as part of a team			
s.	An employee who can work independently			
t.	An employee who is energetic and enthusiastic			
u.	An employee who is innovative			
v.	An employee who is ambitious			



9. Throughout a person's working life, there are times when they are able to make a larger or smaller contribution to the workplace. In your experience, at what age do people make the best contribution to the business?

- a) Under 30 years of age _____
- b) 30-44 years of age _____
- c) 45-54 years of age _____
- d) 55 or over years of age _____
- e) At any age _____

10. Compared to all other workers in your organization which of the following do you consider being advantages/reasons of employing elder workers in your organization /company?

- a) **GE:** If you agree with the statement to "Great Extent"
- b) **SE:** Represents "Some Extent"
- c) **LE:** Represents "Less Extent"

Sr. No.	Statements	GE	SE	LE
a.	They have high level of engagement in their work			
b.	They have ability to mentor other workers			
c.	They have valuable insights into customers or business needs			
d.	They are highly productive			
e.	They have invaluable experience			
f.	They have strong work ethics			
g.	They have established network of contacts and clients			
h.	They are more dependable			
i.	Their dedication provide significant business advantage			



j.	They are hard working			
k.	They have positive attitude			
l.	They are highly skilled			
m.	They remain loyal to the organization/ company			
n.	They do not need guidance			
o.	They can be count in crisis			
p.	They have diversity of thoughts and new approaches to teamwork			
q.	They are more readily available to start work			
r.	They have lower propensity to quit or change job			

11. Compared to all other workers in your organization which of the following do you consider to be disadvantages/problems of elder workers in your organization/ company?

- a) **GE:** If you agree with the statement to “Great Extent”
- b) **SE:** Represents “Some Extent”
- c) **LE:** Represents “Less Extent”

Sr. No.	Statements	GE	SE	LE
a.	They are not flexible compared to young workers			
b.	They are not receptive to training & skills			
c.	They are unable to meet the physical demands of the job			
d.	They have persistent health problems			
e.	They have lower productivity			
f.	Integrating multiple generations of workers and accommodating part time and flexible schedules			
g.	They prefer to work on own tasks and methods			
h.	They fear changes in work place			
i.	They are reculant to learn new technologies			
j.	They have negative attitude towards organizational change			
k.	They have lack of innovative thinking			
l.	They lack Poise & Confidence			
m.	They are source of greater health security and health expense			

n.	They have high rate of absenteeism			
o.	They do not keep up with technology			
p.	They are reculant to travel			
q.	They have high wage expectation			



12. Does your organization have any formal policies or programs to encourage employees who are approaching retirement to continue working?

- a)** Yes _____
- b)** No, but we plan to develop a policy _____
and/or program with this objective
- c)** No _____

13. How concerned are you, if at all, that your organization may lose valuable knowledge related to your business and/or hard to- replace skills over the next ten years as employees retire?

- a)** Very concerned _____
- b)** Somewhat concerned _____
- c)** Not too concerned _____
- d)** Not at all concerned _____

14. How influential do you think each of the following factors would be in causing employees in your organization who are approaching retirement and want to continue working beyond their expected retirement age?

- a) GE:** If you agree with the statement to “Great Extent”
- b) SE:** Represents “Some Extent”
- c) LE:** Represents “Less Extent”

Sr. No.	Statements	GE	SE	LE
a.	Desire for income			
b.	Enjoyment derived from work			
c.	Sense of fulfillment derived from work			
d.	Desire to be productive and feel useful			
e.	Sense of responsibility to help co-workers			
f.	Social interaction with co-workers			

g.	Desire for health benefits			
h.	Opportunity to continue to learn			
i.	Recognition received for work			
j.	Opportunity to work a reduced schedule for a period of time before retiring completely			

