

**Department Of State and The Broadcasting Board of Governors  
Office of Inspector General (OIG)**

***Inspectors' Personal Questionnaire for  
U.S. Staff of Middle East Broadcasting Networks, Inc.***

Name: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Division: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date Entered on Duty in Present Job: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_

***The information you provide in this questionnaire is privileged and confidential. The questionnaire is for the sole use of the inspectors and will be destroyed upon completion of the inspection.***

Please comment as fully as possible and discuss frankly any issues of concern to you. You will have the opportunity to elaborate on any of these matters when the inspectors arrive at your office. Please focus your attention on those questions that seem particularly relevant to you and where you believe you have something to contribute. Omit questions when you believe that you have nothing to contribute or when they are not relevant to you or your work. If you need more space for your answers, attach additional sheets.

Note that parts A and C are to be completed by all U.S.-based MBN employees, while Part B is to be completed by supervisors only.

When completed, place this questionnaire in a sealed envelope and deliver it to the designated inspection coordinator\_\_\_in your office to hold for the arrival of the inspection team or as otherwise advised. If you wish to deliver your questionnaire personally to the inspectors, please do so immediately upon their arrival. Every employee should complete a personal questionnaire.

**PART A - FOR ALL EMPLOYEES**

1. What are your principal responsibilities? What do you believe are your major achievements in your present job or office?

2. Who is your direct supervisor? Who rates and reviews your performance? To whom else do you report?

3. Describe your supervisor's management style; for example, how he/she relates to people, delegates or assigns work and supervises, as well as his/her degree of accessibility and openness. Does he/she assist you in preparing for higher levels of responsibility?

4. Did your last performance evaluation report contain an up-to-date work requirements statement and give a balanced account of your performance and potential? If you believe it did not, discuss the reasons.

5. What are the major strengths and weaknesses of this company? Of your department? What changes would improve performance or working conditions?

6. Describe the management of your department (your option, but specify which) as a whole, including the effectiveness of coordination between MBN departments.

7. Evaluate the effectiveness of communication in your department (include vertical and horizontal communication between you, your supervisor, subordinates, and peers).

8. Evaluate morale in your department, with a 5 signifying excellent and 1 meaning poor.

Company \_\_\_\_\_

Department \_\_\_\_\_

Your own morale \_\_\_\_\_

Comments?

9. Describe and evaluate the orientation/briefings provided to you when you were assigned to your present position? Was there a group orientation program or individual briefings covering both substantive and organizational matters?

10. Is MBN alert to, and if any occurs, does it deal with both overt and subtle forms of discrimination against minorities and women? Do you have suggestions for improvement?

11. Are there examples of waste or fraud in MBN that the inspectors should investigate? A "yes" or "no" answer is sufficient, since an inspector will discuss this question with you in detail.

12. Is there any other subject or issue that you may wish to raise with the inspectors?

## **PART B - FOR SUPERVISORS ONLY**

1. What aspects of your subordinates' performance would you like to see improved?

2. How realistic are the career aspirations of each of your subordinates? Have you counseled your subordinates and assisted them in their development needs?

3. Do any of your subordinates usually spend more than 40 hours per week at the office on official business? Why?

4. Describe your management style.

## PART C - FOR ALL EMPLOYEES

Please rate on a scale of 1 (poor) to 5 (excellent) the effectiveness of the company's leadership. Column A should be used to rate the head of MBN. Column B is for the appropriate vice president, if appropriate. Column C is for the manager or equivalent with supervisory authority over your particular division, if different from Column B.

**For clarity, please write the name of the individual you are scoring above the column.**

	<b>A.</b>	<b>B.</b>	<b>C.</b>
a. <b>Vision/Goal Setting</b> (Degree to which he/she establishes office objectives and sets achievable targets. Does he/she convey a sense of mission and assign resources appropriately?)			
b. <b>Coordination</b> (Degree to which he or she fosters cooperation and unity of purpose among the various sections and individuals in the office. Practices teambuilding.)			
c. <b>Communication</b> (Communicates in a manner aimed at gaining understanding and agreement. Keeps office members informed of significant issues.)			

d. <b>Dissent</b> (Degree to which he or she permits expression of dissenting views on policy and management issues)			
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	A.	B.	C.
e. <b>Awareness</b> (Degree to which he or she keeps informed of office activities, including direction and relationships among sections. How well does he/she understand implications of resource or infrastructure constraints that might affect accomplishment of a task?)			
f. <b>Engagement/Drive</b> (Degree to which he/she leads the department and stays focused on completion of goals and tasks.)			
g. <b>Judgment/Decisiveness</b> (Degree to which he or she reaches sound decisions in a timely manner and stands behind them. Decisions take into account feasible alternatives. Makes decisions that enable subordinates to prioritize work.)			
h. <b>Problem Solving</b> (Degree to which he or she is willing to confront problems in performance or			

discipline and to deal with them effectively. Identifies and manages organizational conflicts; resolves differences.)			
i. <b>Fairness</b> (Degree to which he or she deals in an evenhanded, open, and fair manner with all personnel and units of the bureau.)			
j. <b>Clarity</b> (Degree to which he or she articulates operational requirements clearly and without ambiguity. Sets clear timelines for accomplishment of tasks.)			
k. <b>Feedback</b> (Degree to which he or she keeps office personnel informed of management's perceptions of individual and group performance. Provides timely feedback.)			
l. <b>Ethics</b> (Degree to which he or she maintains high standards of conduct and observes laws and regulations in the use of government property and subordinate personnel)			

COMMENTS (if you wish, please expand or qualify your answers below):