

PANELIST HANDOUT TWO

SUBJECT: SERVICES

Do not write your name on this handout - your comments will be anonymous.

Directions: Please take 2-3 minutes to complete this before our next roundtable discussion:

SECTION A: RATINGS

Circle the letter that best represents your opinion. Use the scale below to rate each statement:

Scale: Y = Yes N = No ? = Not sure/ no opinion			
	<i>Circle only one for each question</i>		
1. HR provides timely response to my inquiries.	Y	N	?
2. HR is accessible to me.	Y	N	?
3. HR is a trusted resource that keeps confidences.	Y	N	?
4. I have confidence that HR will help me to resolve my issue or problem.	Y	N	?
5. Most employees feel that HR has our interests in mind.	Y	N	?
6. HR is an advocate for positive change in this company.	Y	N	?
7. I understand how the internal job application process works at Bio-Rad.	Y	N	?

Report Card

Overall, given my experiences, I would give HR the following report card (circle one):

<i>Poor =</i>	<i>Average =</i>	<i>Excellent =</i>
F	C	A
D	B	

Why?

More questions on the back >>>

SECTION B: COMMENTS

1. *What is your definition of a timely response? Can you provide examples?*

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2. *What services have been most positive in your dealings with HR? Why?*

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3. *What services have not been satisfactory in your dealings with HR? Why?*

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4. *Other Comments*