

Education-Science-Business Research Project: Interviewing Procedures and Questionnaire Forms

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Main Objective: to work out effective instruments of human capital development

Expected results:

- **Analysis of existing approaches and best practices of HR development**
- **Design and probation of “Education- Science - Business“ integrating models**
- **Defining key indicators and their values in human capital development**

Processing open source data and international analytical reports

Designing questionnaire for Energy companies (May 2013)

Interviews and data collection (Sept.-Dec. 2013)

Presentation of the analytical report including description of best practices, typical models of corporate human resource development, average and recommended values of the key indicators (2014)

Introduction to survey procedures

- 1. Survey participants are invited to complete the questionnaire in order to submit the necessary data to the organizing committee.**
- 2. It is essential that you provide as much information as possible in this survey in order for us to conduct a thorough benchmark and provide you with insightful results.**
- 3. Please take notice of the fact that there may be more than one possible answer to some of the questions.**

- 4. In a wide range of questions qualitative data is required.**
- 5. We presume that some data may not be stored in your Company. Nevertheless, we ask you to consider such questions and make due efforts to collect the necessary data.**
- 6. If you are unable to submit the data, please indicate that the data is not available (N/a)**
- 7. You are encouraged to share your comments and practices throughout all your answers.**
- 8. The submitted data should be relevant at the time of the survey.**

Confidentiality assurance

- **The organizing committee guaranties full confidentiality and anonymity throughout the data collection, analysis and results reporting process.**
- **Some results of the survey will be released to public in aggregated and sanitized way only.**
- **No survey materials may be copied or transmitted to any other parties, in any forms or by any means, without the prior permission in writing of the participants**

Structure of the questionnaire form and instruction on its completion

Section 1. Company Profile.

Section 2. HR and Training & Development Services Profile.

Section 3. Planning of Training and Development.

Section 4. Training and Development Budgeting.

Section 5. Performance assessment.

Section 6. Interaction with educational services providers.

Section 7. Methods and technologies of training and development

Section 8. Collaboration with higher schools and graduates.

Section 9. Talent Pool Programs.

Section 10. Interaction with research institutions. Promotion of innovations.

The questionnaire form will be available on the EBC official site from June 10, 2013. Please, submit the completed forms before October, 01, 2013.

Feel free to address all queries regarding the completion of the questionnaire forms to:

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Participating in the research you contribute to the processes of human resource development in our companies and facilitate the on-going evolving of the world gas industry.

Thank you for your cooperation!