

Employer Questionnaire

Introduction

Before the actual interview starts, the interviewer should introduce him/herself and explain the objectives and the purpose of the interview to the respondent. He/She should further clarify that the participation in the survey is voluntary. Nevertheless, it should be highlighted that the participation in the survey is highly appreciated, as it will be beneficial for the future development and improvement of the VET programme under investigation, from which the respondents themselves will profit, as the VET programme can be further developed in order to serve the employers' needs. Finally, the participant should be informed about the total duration of the interview (approximately 10-15 minutes) and be ensured that all the information will be treated confidentially.

Please note: This interview should be conducted exclusively with the employer himself/herself and the employees/graduates should not be present during the interview!

A Identification

Employer's Name _____
 Address of employer _____

 Phone number/email address _____
 Name of interviewer _____
 Date of interview (day.month.year) _____

B Information about business/company

B 1 How many employees work in your business/company?

_____ No. of employees

B 2 Please specify the vocational field in which your company/business/farm can be best classified. Please choose only **one** answer.

- | | |
|---|--|
| <input type="checkbox"/> Agriculture and forestry/fishery | <input type="checkbox"/> Finance, banking |
| <input type="checkbox"/> Building and construction trade | <input type="checkbox"/> Health system and social work |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Textile & leather (knitting, weaving, tailoring, shoe making) |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Education |
| <input type="checkbox"/> Tourism (guide, agency, hotel, etc.) | <input type="checkbox"/> Electrical trades (house wiring, motor rewinding) |
| <input type="checkbox"/> Trade (wholesale and retail trade) | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> Manufacturing (incl. handicraft, artwork) | <input type="checkbox"/> Hair cutting, beautician |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Mechanical trades (metal work) |
| <input type="checkbox"/> Public and business administration | <input type="checkbox"/> Non Governmental Organisation/Civil Society Organisation |
| <input type="checkbox"/> Maintenance services (refrigeration repair, sewing machine repair, computer repair, village maintenance, etc.) | |
| <input type="checkbox"/> Other | |

B 3 To which of the following sectors does your business/company belong?

Please choose only one answer.

- Private sector
- Informal sector
- Public sector
- Other

C Recruiting procedures

C 1 How many graduates from (name of training institution) have you employed so far?

_____ Number of graduates

C 2 How do you/does your company/organisation recruit new employees?

Multiple answers allowed!

- Advertisement of vacancies in newspapers, internet, posters, etc.
- Direct application by prospective employees
- Employment agencies
- Direct contact to training institutions
- Personal contacts to prospective employees
- Other, please specify *☞* _____

C 3 To what extent is/are your employee/s required to have knowledge and skills in the following fields? Scale of answers ranges between: 1 = not at all; 2 = barely; 3 = to some extent; 4 = to a high extent; 5 = to a very high extent.

Please read scale of answers out loud. For this type of question, a print out of the answer scale can be used as an auxiliary tool.

- | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| not
at all | | | | | to a very
high extent | |
| 1 | 2 | 3 | 4 | 5 | | |
| <input type="checkbox"/> | Practical vocational skills |
| <input type="checkbox"/> | Theoretical vocational skills |
| <input type="checkbox"/> | Entrepreneurial skills (how to run a business and to treat customers, marketing) |
| <input type="checkbox"/> | Calculations, accounting |
| <input type="checkbox"/> | Soft skills/work ethic (communication, punctuality, team work, etc.) |
| <input type="checkbox"/> | Vocational skills overall |

C 4a Has your business/company hired female employees/graduates in the past?

- Yes
- No

C 4b Would your business/company in the future employ female employees/graduates?

- Yes
- No

If not, please specify why *☞* _____

D Performance of graduates and reputation of the training institution

D 1 How do you rate the following statements on graduates from the (name of training institution)? Scale of answers ranges between: 1 = strongly disagree; 2 = disagree; 3 = undecided; 4 = agree; 5 = strongly agree.

 Please read scale of answers out loud.

strongly disagree					strongly agree	
1	2	3	4	5		
<input type="checkbox"/>		The graduates have thorough theoretical trade knowledge				
<input type="checkbox"/>		The graduates have highly developed practical trade skills				
<input type="checkbox"/>		The graduates are willing and eager to learn				
<input type="checkbox"/>		The graduates are hard-working and committed				
<input type="checkbox"/>		The graduates are able to work independently				
<input type="checkbox"/>		The overall performance of the graduates is satisfactory				

D 2a Do you think that the graduates need additional training in their respective vocation in order to do a satisfactory job in your business/company/on your farm?

Yes No

D 2b If yes, please specify which additional skills and knowledge are needed.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

D 3 Would you be interested in hiring more graduates from the (name of training institution) in the future?

Yes No

If not, please specify why:

 _____

E Income Structure

E 1 What is the average monthly income you are paying to a graduate employed full-time?

 _____ Monthly income (in currency of the survey)

Thank you!

References

Schomburg, H., 2003. Handbook for Graduate Tracer Studies. Kassel, Germany. (Available at: http://www.uni-kassel.de/wz1/proj/edwork/mat/handbook_v2.pdf)

Questionnaires developed in the following Helvetas VET projects: SKILL Nepal; F-Skill Nepal and AVEP Kyrgyzstan.