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.

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

<table>
<thead>
<tr>
<th>Scale of answers</th>
<th>Practical vocational skills</th>
<th>Theoretical vocational skills</th>
<th>Entrepreneurial skills (how to run a business and to treat customers, marketing)</th>
<th>Calculations, accounting</th>
<th>Soft skills/work ethic (communication, punctuality, team work, etc.)</th>
<th>Vocational skills overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Scale of answers</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>strongly disagree</td>
</tr>
<tr>
<td>2</td>
<td>disagree</td>
</tr>
<tr>
<td>3</td>
<td>undecided</td>
</tr>
<tr>
<td>4</td>
<td>agree</td>
</tr>
<tr>
<td>5</td>
<td>strongly agree</td>
</tr>
</tbody>
</table>

- The graduates have thorough theoretical trade knowledge
- The graduates have highly developed practical trade skills
- The graduates are willing and eager to learn
- The graduates are hard-working and committed
- The graduates are able to work independently
- 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


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