**Haiti Adolescent Girls Initiative**

**Questionnaire and Guidelines for Employer Interviews**

**Introduction**

We are working on designing a training program for adolescent girls of age 16-20 with the purpose of improving their skills and increasing their employment prospects. We are interviewing various employers with the purpose of understanding what kind of job opportunities are available for girls in today’s context. This interview is strictly confidential.

**Now I would like to ask you a few questions.**

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| Please use the following as a guide to conduct interviews with employers |
| [1] Basic information about the employer |
| Address  Year that firm was established  Years that interviewed employer has been working in this firm  Describe the main line of business of the firm  Number of employees  Number of female employees  Number of female employees ages 16 to 18  Number of female employees ages 18 to 20  Is the firm planning to increase or decrease number of employees in the next 6 months? |
| [2] In your firm, what kinds of jobs do you think are suitable for an adolescent girl? For each job, please describe:   * Skills needed in relation to each type of job. * If the job requires complete secondary school. * Whether the job requires ability to speak, read and/or write in French. * The level of numeracy skills needed (if applicable). |
| JOB 1   * Skills needed in relation to this job: * Job requires complete secondary school? Y or N * Job requires ability to speak, read and/or write in French. Y or N * Level of numeracy skills needed for this job (if applicable):   JOB 2   * Skills needed in relation to this job: * Job requires complete secondary school? Y or N * Job requires ability to speak, read and/or write in French. Y or N * Level of numeracy skills needed for this job (if applicable):   JOB 3   * Skills needed in relation to this job: * Job requires complete secondary school? Y or N * Job requires ability to speak, read and/or write in French. Y or N * Level of numeracy skills needed for this job (if applicable):   JOB 4   * Skills needed in relation to this job: * Job requires complete secondary school? Y or N * Job requires ability to speak, read and/or write in French. Y or N * Level of numeracy skills needed for this job (if applicable):   JOB 5   * Skills needed in relation to this job: * Job requires complete secondary school? Y or N * Job requires ability to speak, read and/or write in French. Y or N * Level of numeracy skills needed for this job (if applicable): |
| [3] Are there jobs for which you typically hire males and not females? If so, please explain why (ex: too dangerous, requires physical strength, women don’t like it, etc.)? |
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| [4] For the different types of jobs in your firm, what wage does a typical employee earn (say a good employee who has been working for you for a year or so)? |
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| [5] In the next 12 months, do you plan to hire new employees? What type of job would it be? What skills would it require? Would adolescent girls be competitive candidates? |
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| [6] How do you generally find new employees? Do you advertise your positions? Do you require CV’s? |
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| [7] What is the minimum skillset required to work in your firm? Please list 5 skills in order of importance. |
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| [8] When you are looking for people to hire for low-skill positions (those that require less than complete secondary school), what sort of difficulties do you face? How easy is it for you to fill a low-skill vacancy? Are adolescent girls competitive candidates for these jobs? |
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| [9] When you are looking for people to hire for high-skills position (those that require completion of secondary school), what sort of difficulties do you face? How easy is it for you to fill a high-skill vacancy? Are adolescent girls competitive candidates for these jobs? |
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| [10] In general, what kinds of behavioral skills make a good employee? In your experience, do girls have these skills? |
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| [11] What type of assistance would enable you to take in a single or small group of trainees for a 2-4 month internship to gain hands-on experience? Please explain why or why not. If not, what type of assistance/support would enable you to participate in such a program? |
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| [12] If you would consider an internship, please describe the type of job the person would be doing. Please also describe what would the preferred duration of the internship. Please also describe the salary you would be offering. Please describe skills needed. |
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| [13] After the internship, if you are satisfied with person’s performance, would you consider offering a job to the person? Please elaborate why or why not. |
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| Post-Interview Firm Assessment:  - Does the firm seem to be a safe working environment (personal safety, conditions in which the work is undertaken)  - Does the firm offer opportunities for its workers to develop new skills/ develop their experience?  - Would you recommend that this employer/ firm be considered as a candidate for employing adolescent girls from the Initiative program? |
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