

UYEP

EMPLOYER SURVEY

Instructions outline

- [a] Each employer has one questionnaire only
- [b] The employer must be identified in the cover according to the list of employers given by PMU
- [c] The interviewer completes Parts 1 to 3 for either one or two trainees selected by PMU.
- [d] After completing Parts 1 to 3 for each selected trainee, complete Part 4
- [e] Interviewer must ask for the responses to one and only one supervisor
- [f] After finishing the questionnaires, record the number of trainees at the bottom of the cover

Assumptions

- [1] *The survey may ask for one or two trainees in each employer*
- [2] *The MIS id-code (4 digits) will be used for the employer*
- [3] *In the cover, the interviewer will provide the MIS code of the employer for later linking the data*
- [4] *PMU has prepared a list of selected employers and trainees to complete the survey form*
- [5] *The lists include the MIS' employers code and the employer's name*
- [6] *The names and UYEP-ids of up to 3 target trainees for each employer are provided in the list too*
- [7] *Interviewers allocated to an employer will prepare the questionnaire with as many booklets with parts 1-3 as the trainees selected for the employer*

UYEP	EMPLOYER SURVEY
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Name of employer

Employer's MIS id-code

Name of supervisor interviewed

Date of interview

/ / _____
<i>day / month / year</i>

Result of interview

- 1 -Complete
- 2 -Refused ► ***finish the interview***

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Interviewer:

Indicate how many selected trainees are included in this questionnaire. At the end of the interview, check you have completed Parts 1 to 3 for each of the selected trainees.

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EMPLOYER SURVEY

PART 1, FOR ONE TRAINEE

Employer MIS id-code

1 Work and training the youth has been involved in

Interviewer: As a pre-condition for each supervisor providing info about a youth, ask them "Do you remember the youth and their work?". If they do not remember, then choose another youth from the same employer from the reserve list. Ask the immediate supervisor of the trainee for the information requested, then proceed to parts 2 and 3 for the same trainee. Then restart with this section for the next selected trainee if any. At the end of the list of selected trainees, complete Part 4 regarding general opinions on the future of the UYEP trainees.

1.1 Name of trainee and trainee-id

Trainee's id

1.1a Period of OJT

From ___/___/_____ to ___/___/_____
day / month/year day / month /year

1.1b Has the youth completed their OJT placement?

- Not completed, currently in OJT1 ▶ Part 2
Completed OJT 2 ▶ 1.1e
Discontinued OJT3

1.1c Why didn't the youth complete their OJT placement?

- The youth quit.....1 ▶ Part 2
The youth was let go/fired.....2 ▶ Part 2

1.1d On a scale of 1-5, how well did/do you know the youth and his/her day to day work?

- Does not know the youth well..... 1
Knows a little about the youth2
Knows the youth moderately well..... 3
Knows the youth very well.....4
Knows the youth extremely well 5

1.1e After the youth finished their OJT, were they offered a job with this firm and did they accept it?

- Not offered a job.....1 ▶ 1.3
Yes, they accepted 2
Yes, they were offered a job but didn't accept3

1.1f Was the job on a part-time or full-time basis?

- Part-time1
Full-time 2

1.1g Is the youth currently employed by your organization?

- Yes.....1
No..... 2

1.2 How qualified was the youth when they finished their OJT placement, for a full-time job in this field/industry?

- Not qualified at all 1
- Qualified to a minimum degree..... 2
- More than qualified for the job 3
- Don't know, it's too hard to say..... 4

1.3 What types of work was/has the youth (been) doing on a day to day basis during their OJT placement? Please list two examples:

- a) _____

- b) _____

1.4 What have been the responsibilities given to the youth during their OJT? Please list one or two key responsibilities:

- a) _____

- b) _____

1.5 Did/Is the youth learning any specific technical skills during their OJT placement?

- Yes 1
- No..... 2 ► Part2

1.6 What have been these specific technical skills?

- a) _____

- b) _____

- c) _____

- d) _____

- e) _____

Employer MIS id-code

Trainee's id

2 The performance of the trainee

Interviewer: Give your copy of the scale of responses to the supervisor, then ask him to indicate how frequently one of 4 responses applies to the trainee, then to a typical young worker. For discontinued youths, ask Part 2 then skip to Part 4.

-->Circle **only one** response for the trainee and for the typical young worker

2.1 Attendance to work

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.2 Has/Was been punctual/shown up to work on time

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.3 Has/Was been safety consciousness

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.4 Has/Was displayed a good level of hygiene & cleanliness

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.5 Has/Was dressed appropriately

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.6 Has/Was adhered to company policies

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

2.7 Displayed a sense of duty toward the firm and the OJT program

a. Trainee

Almost always..... 1
Most of the time..... 2
Some of the time 3
Almost never..... 4

b. Typical young worker

Almost always..... 1
Most of the time..... 2
Some of the time..... 3
Almost never..... 4

Employer code	

Trainee's id									

2 The performance of the trainee(continued)

2.8 Has/Was been respectful towards

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.9 Has/Was displayed an appropriate attitude towards fellow workers

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.10 Has/Was displayed a positive and hardworking attitude

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.11 Has/Was been cooperative and friendly

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.12 Has/Was successfully completed assigned tasks

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.13 Has/Was made good use of opportunities to learn and develop new skills

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

2.14 Has/Was been a good worker all-round

a. Trainee

Almost always.....	1
Most of the time.....	2
Some of the time	3
Almost never.....	4

b. Typical young worker

Almost always.....	1
Most of the time.....	2
Some of the time.....	3
Almost never.....	4

Employer MIS id-code

Trainee's id

3 The trainee's future

Interviewer: -->Circle **only one** response for each question

3.1 What is the chance of the firm offering the youth a job upon completion of the program?

- Very likely..... 1
- Likely..... 2
- Unlikely..... 3 ▶ 3.3
- Very unlikely..... 4 ▶ 3.3

3.2 Would the job be on a part time or full time basis?

- Part-time..... 1
- Full-time..... 2

3.3 How qualified is the youth now, for a full-time paid job in this field/industry?

- Not qualified at all..... 1
- Qualified to a minimum degree..... 2
- More than qualified for the job..... 3
- Don't know, it's too hard to say 4

3.4 Do you have a recommendation for what the youth should do in future- whether they should study or work and what work might be suitable for them, or how the worker could improve their skills for this type of work?

- Yes 1
- No..... 2 ▶ 3.6

3.5 What are your recommendations?

3.6 Interviewer:

If there are more than one trainee selected with this employer , restart with Part 1 for him/her on another questionnaire . Otherwise, proceed to Part4.

Employer MIS id-code

4 General feedback

Interviewer: -->Circle **only one** response for each yes/no corresponding question

4.1 Have there been any problems with youth in the program?

Yes 1
 No..... 2 ► 4.3

4.2 What have been the problems with youth in the program?

4.3 Do you have any general feedback or recommendations for how we might improve the OJT program?

Yes 1
 No..... 2 ► 4.5

4.4 What are your recommendations?

4.5 Did you find the support services of the UYEP PMU generally helpful?

Yes 1 ► 4.7
 No..... 2

4.6 What support services could be improved?

4.7 Was the OJT training manual adequate?

Yes..... 1
 No..... 2

4.8 Do you have any questions regarding OJT or UYEP?

Yes 1
 No..... 2 ► Finish the interview

4.1 May you please provide details of your questions?
