

Employer Data Collection Form

Company/Organization:		Email:	
Director Name:		Phone 1 #:	
Company/Organization current # of staff:		Phone 2 #:	
Sector:		Street Address including District and Province:	

1. What is your usual process for recruiting workers? (check all that apply)

Owner/Director recommendations	<input type="checkbox"/>	Open competition (through open advertisement on ACBAR, Jobs.af, etc.)	<input type="checkbox"/>
Referrals from other employees	<input type="checkbox"/>	Other (please specify)	

2. What employment, internship or apprenticeship positions do you have open? (for each different position, attach additional pages)

Name of the job or position title:							
What is the location of work?							
Address or Area Name:	City or Town:						
District:	Province:						
Is this a full time or part time position? (specify hours per week)							
What are the hours of work? (times)							
What are the duties of the position? (list duties and responsibilities)							
What skills should the applicant have? (list the most important skills)							
Who would the applicant report to? (name and position of supervisor)							
When do you need the person to start?							
As soon as possible	<input type="checkbox"/>	3-6 months	<input type="checkbox"/>	6-12 months	<input type="checkbox"/>	other date (specify)	
How long would this position last for?							
Under 3 months	<input type="checkbox"/>	3-6 months	<input type="checkbox"/>	6 to 9 months	<input type="checkbox"/>	up to a year	<input type="checkbox"/>

There is **no charge** to submit an employer data collection form to announce job vacancies for the USAID Promote: Women in the Economy internship, apprenticeship, and job placement activities. No training institutes or other third-party should ask you for a processing fee to submit an employer data collection form. Please note there is **NO ADVANTAGE** to applying through a Training Institute or any other third-party. If anyone asks you for a fee to submit your form, please report this to hotline@promote-wie.com.

Please indicate the percentage of time the job seeker, intern or apprentice will spend on each of the following types of tasks:

Administrative/Clerical (e.g. filing, copying, typing, etc.)		Analytical (problem solving)	
Communications (verbal or written communication with customers/clients, staff members, etc.)		Project management (overseeing all or part of a project from start to finish)	
Logistics (organizing and coordinating schedules, stocking, etc.)		Non-essential functions (e.g. running errands, delivering messages, tea service,	
Production or service work (making items or products, or delivering a specific service)		Other functions specify:	

For this position, please select the minimum educational or other requirements (you can choose more than one) in addition to the skills you already indicated you needed

Basic education (literacy)	<input type="checkbox"/>	Referrals or recommendations	<input type="checkbox"/>
High school or technical school graduate	<input type="checkbox"/>	Age, specify:	
University graduate	<input type="checkbox"/>	Gender, specify:	
Specialized certificate or diploma, specify:	<input type="checkbox"/>	Language:	
Letters of recommendation	<input type="checkbox"/>	Other languages, specify:	
Work samples	<input type="checkbox"/>	Specify any other preferences or requirements you have	

What compensation are you able to offer for this position (use monthly amounts)

Transportation		Transportation allowance (indicate amount)	
Meals		Food allowance (indicate amount)	
Stipend (indicate amount)		Other (specify)	
Salary (indicate amount)			

3. What skills are most important for your business or organization in general? (check all that apply)

FOUNDATIONAL		ADVANCED	
Administrative skills (filing, correspondence, record-keeping etc.)	<input type="checkbox"/>	Marketing (business/ commercial awareness, negotiation and influencing skills, analytical ability)	<input type="checkbox"/>
Computer literacy (email, electronic files management, internet research)	<input type="checkbox"/>	IT Support (internal IT troubleshooting, technical support to staff, IT issues management)	<input type="checkbox"/>
Word processing (typing, document creation)	<input type="checkbox"/>	IT Set-up (setting up software systems, training staff)	<input type="checkbox"/>
Spreadsheets (excel, calculations and formulas)	<input type="checkbox"/>	IT Technical (database, website development)	<input type="checkbox"/>

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Purchasing /Inventory (stock taking, verification, collecting quotes)	<input type="checkbox"/>	Entrepreneurship (business management, cash flow management, bookkeeping or accounting, market analysis)	<input type="checkbox"/>
Workplace professionalism (performance standards, respect for deadlines, respecting customers and colleagues)	<input type="checkbox"/>	Supervision /Management (staff supervision, disciplinary and personnel management)	<input type="checkbox"/>
Sales and marketing	<input type="checkbox"/>	Communication/Coordination	<input type="checkbox"/>
Other, specify		Other, specify	

4. Have you had interns before? Yes No, If yes, how many? _____
5. If yes, how many of your interns have you hired permanently? _____
6. How many job openings for women do you currently have available? _____

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