

## 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](mailto:hotline@promote-wie.com). Or call to this number: 078 965 8190

**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"/> |

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](mailto:hotline@promote-wie.com). Or call to this number: 078 965 8190

|   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| 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? \_\_\_\_\_

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](mailto:hotline@promote-wie.com). Or call to this number: 078 965 8190