

## Companion Guide for Employer Interviews

This guide outlines the practices should be followed by those conducting interviews with employers.

It also explains the questions for interviewers, who must have a good understanding of each question.

The chosen people to be interviewed are HR managers, team leaders, supervisors, decision makers or/and site leaders. It's necessary to ensure that the targeted people are the best ones to answer (for example: are able to analyse the skills needed). They have to be contacted in advance by email or phone and their agreement for participation in the project ought to be obtained. They could get an idea about the main lines of the project thanks to the leaflet.

Two ways to interview them :

- Only questionnaires by email (not preconized) if there is no other way to get some results,
- Sending the questionnaires in advance and meeting the targeted people in real or in virtual

What does migrant mean

### Step 1

Reminder of the framework. Contracting. Rules to be respected

"Thank you for agreeing to participate in this interview and for giving us some of your time. We remind you of the objectives of the project: to examine the report of migrant women with low levels of qualification at work (giving some figures about the difficulties for migrant women to access to the labour market), to see how to optimize the chances of access to work for this category of women, to secure their career paths, to see on what levels to act to allow the professional integration of this category.

We have prepared a questionnaire that will be the basis of our discussions: it would take less than 1h00 in face-to face interview. We will take notes, you will receive the summary of what was said during the interview, if you wish you can also receive an informative note throughout the duration of the project.

Is this right for you? »

The questionnaire is structured in 3 parts:

- "Understanding of your company" data and figures about your company,
- "Social image" in the different European countries: Male or female jobs?
- "women profile and invisible skills". Looking for "invisible" qualities and skills.

Are you ready? We're starting...

### Step 2: Questions

#### General

- The person conducting the interview can and should reformulate or give concrete examples to ensure that the interviewee has understood correctly. He may ask additional questions if he considers it necessary (for clarification or even additional information).
- The person conducting the interview takes notes and tries to write down the exact words of the interviewee in order to avoid any interpretation.

Presentation of each question, explanations, sensitive points, points of vigilance.

**Question 1**

We intend to compare the results according to the countries, the professional sectors, it is essential that these elements are specified each time.

**Question 2**

Figures are expected when possible (even in a second step, provided by the interviewee who may need time to inquire).

It is possible to accept an answer without numerical data, such as ("we have a very large majority of men... or women"; "we're pretty much equal, I think").

**Question 3**

We expect job titles that the company concerned needs on a regular basis for the current period. We expect to have similarities between the situation of the last 6 months and the next 6 months. If there are significant differences between the two situations ("for the last 6 months"/ "in the next 6 months"), the interviewee must be asked to explain the reason (a particular economic context etc.).

We would like to have a smaller list of jobs to analyse later.

**Question 4**

The question may be superfluous, we imagine that the list of jobs to be filled in the last 6 months and those to be filled in the next 6 months represent "the jobs to be filled" usually, regularly, for the company concerned. We need to see if this is confirmed.

**Questions 5, 6, 7**

We hope to get details on the jobs, that the companies surveyed regularly offer or have offered during the current period (6 months spent <present<6 months to come). We also want to have information on the public who have positioned themselves mainly on these positions: a majority of men, women etc.

**Questions 8, 9, 10**

Once the skills and professional qualities are listed, we will try to analyse whether they are perceived as "rather feminine" or "rather masculine" and at what level (e.g. "around me people think that it is rather masculine / feminine", "in our society we think that it is rather feminine or masculine", "in a rather rural / urban environment like that of our company people think that ...»)

Note the statements fairly faithfully, avoid the personal interpretations of the interviewer (note the words as they are, without reformulating them because it may bias), do not hesitate to ask for additional clarification when necessary, do not ask for the personal opinion of the interviewee, ask him rather for a point of view on what seems to be shared by a majority of people in his country, his company, a specific place...

**End of interview**

Thank the interviewee, ask if they would like to be kept informed of the progress of the project.