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QUESTIONNAIRE FOR COMPANIES

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The scope of the present survey is to provide a feedback on the demand for skills by companies and on the best practices for internship promotion in Albania. By replying to the questionnaire you will give your contribution to the improvement of labour market in Albania

Information about the person who fills in the questionnaire

A.1 Occupation/role in the company

1. Owner/Entrepreneur
2. Top Manager/Executive
3. Middle Manager
4. Other. Please, specify: _____.

A.2 Qualification

1. High school diploma
2. Vocational degree
3. Associate degree
4. Undergraduate
5. Master and above
6. Other. Please, specify: _____.

The company

B.1 Company name: _____

B.2 Your Company has:

1. A single location in Albania.
2. A central office/location and one or more branches in Albania
3. A central office/location and one or more branches in Albania and abroad

B.3 Province where the central office is located:

specify: _____

B.4 In which sector does the company operate?

1. Agriculture, forestry, and fishing
2. Mining and quarrying
3. Manufacturing
4. Electricity, gas, steam, and air conditioning supply

5. Construction
6. Water supply, sewerage, waste management and remediation activities
7. Wholesale and retail trade; repair of motor vehicles and motorcycles
8. Administrative and support activities
9. Financial, banking and insurance activities
10. Professional, scientific, and technical activities
11. Information and communication
12. Education and training
13. Human health and social work activities
14. Accommodation and food services activities
15. Other economic sector. Please, specify: _____.

B.5 Which is the percentage of exported goods or services of the company?

1. 0%
2. 1-20%
3. 21-40%
4. 41-60%
5. 61-80%
6. 81-100%

B.6 How many employees do you have? (Owners and associates included, and people with any kind of contract. Trainees, interns, and freelance professionals excluded)

1. 1-9
2. 10-49
3. 50-249
4. 250-999
5. 1.000 and more

B.7 Is there any employee working mainly/exclusively on (multiple choice yes/no):

1. Administration /Management
2. Human resources
3. Production, quality control, technical design
4. Sales, marketing, brand and customer relationship management, communication
5. Information systems
6. Arts, graphic design, advertisement, writing, media, photography, fashion

B.8 Which is the percentage of graduates among the employees?

0...100

B.9 (If B.8>0) Is there any graduate working mainly/exclusively on (multiple choice yes/no):

1. Administration /Management
2. Human resources
3. Production, quality control, technical design
4. Sales, marketing, brand and customer relationship management, communication
5. Information systems
6. Arts, graphic design, advertisement, writing, media, photography, fashion

Internships

C.1 Has the company ever hosted graduates or undergraduate students as interns/trainees?

1. Yes (go to E.3)
2. No

C.2 (if C.1=no) Why has the company never hosted graduates or undergraduate students as interns/trainees? (multiple choice max 2 answers) (go to D.1)

1. We are not informed about this opportunity
2. It would be a loss of time
3. We cannot provide a tutor/supervisor for the interns (lack of human resources)
4. Lack of space/ facilities
5. Lack of support from the Universities
6. CVs/applications not matching our needs
7. Other. Please, specify: _____.

C.3 (if C.1=yes) How many internships of undergraduate students and graduates have you hosted in the last two years? _____

C.4 (if C.1=yes) How did the company know about the opportunity of hosting interns?

1. Through Universities (Placement offices/career services, professors...)
2. Through friends or other companies that hosted interns
3. Through public recruitment centres or other public organizations
4. Through the intern
5. Other. Please, specify: _____.

C.5 (if C.1=yes) In your experience, which are the benefits of an internship? (multiple max 2 answers)

1. To develop projects/research in cooperation with the Universities.
2. The opportunity to keep updated on methodological innovations, theoretical know-how or new points of view.
3. Direct knowledge of degree qualifications.
4. Collaboration with qualified people (professors and interns).
5. Solution of specific operational problems.
6. Realisation of projects that could not be done without the intern.
7. Support for graduates in order to find their professional path.
8. Opportunity to assess a person for a future hiring.
9. Possibility to have some work done with no resources dedicated, thus solving problems related to the lack of human resources in the company.
10. Other. Please, specify: _____.

C.6 (if C.1=yes) In your opinion, how many months should an internship last? _____. (1...12)

C.7 (if C.1=yes) On a whole, how much are you satisfied with the internships of undergraduate students and graduates?

1. Very much (go to C.9)
2. Quite satisfied (go to C.9)
3. Not enough
4. Not satisfied at all

C.8 (if C.7= “not enough” or “not satisfied at all”) Why aren’t you satisfied? (multiple max 2 answers)

1. Organizational problems in the company
2. Administrative, bureaucratic problems
3. Relational problems
4. Interns were not well trained (poor competence/knowledge of graduates)
5. Personal problems of the intern
6. Lacking in facilities and resources in the company
7. Other company issues not related with the internship
8. Absence of an office dealing with the internships at the University
9. Other. Please, specify: _____.

C.9 (if C.1=yes) In your experience, which are three most important actions to be put in place to encourage the internships? (multiple max 3 answers)

1. to define cooperation agreements between companies and universities
2. to define learning agreements for the internships
3. to define a standard duration for the internships
4. to provide the interns with an insurance
5. to provide the intern with a grant/scholarship
6. to have some university staff dedicated to support companies
7. to have some university staff dedicated to support interns
8. to have academic supervisors for the interns
9. other. Please, specify: _____.

Collaboration universities - companies

D.1 The Company is or has been somehow in contact with universities?

1. Yes, currently
2. Yes, in the past
3. No (go to D.3)

D.2 (if D.1=yes currently or in the past) For which reason have you been in contact with one or more universities? (multiple)

1. Technology transfer
2. Staff recruitment
3. Organization of internships
4. Other specify_____

D.3 How could the companies collaborate with Universities to increase the employability of graduates? Which are the 3 activities that could be done jointly (multiple max 3 answers)

1. Dual learning programs
2. Internships promotion
3. Event organization (career day, job fairs, recruiting events...)
4. Setting up a database of CVs
5. Setting up a web platform for the internships and job offers
6. Research/survey on the companies’ professional needs
7. Career guidance
8. Other. Please, specify: _____.