**Rapid Labour Market Assessment - Detailed questionnaire**

It is intended for these questions to be answered through a variety of formats, including a review of SITAN and consultation information, project advocacy plans, focus group discussions and key informant interviews

**POLICY ENVIRONMENT**

* *National and local (project location) perspective*
* *Include FGDs or semi-structured interviews with national and local government representatives (relevant ministry for disability, relevant ministry for employment, national councils for disability, local level representatives)*

P1. What policies are in place to enable disability inclusive demand and supply of labour markets?

P2. What are the barriers to implementation of policies that facilitate disability inclusive formal employment?

P3. What economic sectors and industries are priorities of Government policies?

P4. Which organisations focusing on disability inclusive employment implementation and practices are in existence in the formal sector?

P5. What institutional relationships, roles, barriers and opportunities currently exist for supporting the functioning of a disability inclusive labour market?

P6. What national or local level labour market planning is conducted?

* 1. (e.g. national or local level manpower planning surveys, sector mapping)

P7. What data is collected at national or local level on employment and employment of people with disabilities?

**LABOUR MARKET SYSTEM COORDINATION**

* *National and local (project location) perspective*

C1. What formal employment coordination platforms are currently in place and at what levels and who are the key actors?

C2. Are persons with disabilities and disability inclusive employment part of the coordination mechanisms?

C3. Are there barriers to collaboration on disability inclusive formal employment?

C4. What are the opportunities for collaboration between stakeholders on disability inclusive employment?

**EMPLOYER PERSPECTIVE**

* *Local (project location) perspective*
* *Include FGDs or semi-structured interviews with employers in priority sectors, including public sector where relevant*

**Sectors and employers**

ES1. In this local labour market, which economic sectors are growing or are projected to grow

* 1. In the next 3 – 5 years (medium term)?
  2. In the next 5 – 10 years (longer term)?
  3. *(provide details of sector, sub sector, focus area within sector/company)*

ES2. Which employers locally have the highest employee turnover and are always looking for candidates?

ES3. Which sectors or employers locally are open to attracting a more diverse pool of talent?

ES4. Which employers locally are known to recruit disabled people and might be willing to advise other employers to do the same?

ES5. Which mechanisms exist that can facilitate reaching large numbers of employers and economic influencers?

1. (E.g. to provide information, toolkits, guidance on disability inclusive employment)

**Jobs and skills**

EJ1. In this local labour market, what job vacancies will there be most demand to fill:

* 1. In the next 3 – 5 years (medium term)?
  2. In the next 5 – 10 years (longer term)?
  3. *(include job titles, numbers of vacancies and company names)*

EJ2. Which technical and soft skills are going to be most in demand to fill these job vacancies?

* 1. *(include Job profiles, company names)*

EJ3. Which job vacancies do local employers predict will be the hardest to fill and why?

EJ4. Do local employers expect they will need to offer training to new employees, or are they confident that they will have the necessary skills?

**Attracting and recruiting candidates**

EA1. Which mainstream talent pipelines do local employers normally use when looking to attract good candidates?

* 1. *(E.g. training programmes, colleges, job boards, online advertising, print media advertising to general public, other? Please list and obtain details of agencies and advert sources)*

EA2. How consistently do these mainstream pipelines to meet local employer needs? What are the gaps?

1. Would employers be willing to offer a work around to attract good candidates?
2. Are these processes accessible?

EA3. How have/would local employers go about attracting suitable candidates with disabilities?

EA4. What do local employers predict would make it difficult for them to recruit people with disabilities based on their capability and potential?

EA5. How do local employers (particularly those planning to grow their workforce) usually assess, appoint, and induct new employees?

1. *(Telephone interviews, assessment centres, internships, job trials etc.)*

**RECRUITMENT AGENCY AND SKILLS TRAINING PROVIDER PERSPECTIVE**

* *Local (project location) perspective*
* *Include FGDs or semi-structured interviews with recruitment agencies and skills training providers*

R1. Which agencies and/or skills training providers help people with disabilities to prepare for and find work in this local labour market?

* 1. What skills development do the agencies provide? (e.g. soft skills, CV writing, interview preparation)
  2. What formal qualifications (e.g. technical and vocational) do they provide?

R2. How many potential job seekers are known to be actively interested in applying for which kinds of jobs in this local labour market?

1. Are these potential job seekers active services users, on waiting list for service, graduates or other?
2. Do these potential job seekers want to work in the private sector?

R3. How many of these potential job seekers are not ‘job ready’ from an employer perspective, but might become ‘job ready’ if the employer invested in providing on the job training?

R4. Which agencies locally would be most likely to provide suitable candidates to a new business who wanted to employ a diverse pool of employees, including people with disabilities?

1. How many candidates?

R5. How do agencies attract people with disabilities to come to them for help in preparing for and finding employment?

1. How do they attract and enable women and girls with disabilities?
2. Which methods of attracting people with disabilities are the most successful?

R6. Which mainstream talent pipelines used by local employers already welcome and successfully include trainees with disabilities? How many trainees? Where are they based?

R7. Which Mainstream Talent Pipelines would/might/should open their doors to disabled trainees and job seekers if they had the necessary practical advice & support?

R8. What barriers may affect agencies providing employers with pre- screened suitable disabled candidates?

1. Who can compete fairly with non- disabled candidates?
2. As pre-screened candidates for vacancies that have an initial focus on people with disabilities
3. As suitable candidates for on the job training (alongside non- disabled trainees or in targeted training programmes)

R9. Which agencies can help the manager, if needed, after a person with disabilities was hired?

R10. Which agencies can provide the new employee & the employer with the assistive devices they require?

**JOB SEEKER PERSPECTIVE**

* *Local (project location) perspective*
* *Include FGDs or semi-structured interviews with job seekers (including people with disabilities) in project locations*

J1. In the local labour market, what sectors are job seekers most interested in working in?

J2. How do job seekers access information that a job is available locally?

* 1. Is this different for job seekers with disabilities?

J3. Which methods of attracting job seekers are the most successful?

* 1. Is this different for people with disabilities?

J4. What do job seekers look for employment in the local labour market think are the biggest gaps/barrier in the ‘recruitment process’

* 1. (E.g. access to information, support with interview preparation, provision of technical skills training, provision of soft skills training, confidence of job seekers, attitudes of employers and recruitment agencies, infrastructure and accessibility?)
  2. Is this different for people with disabilities?

J5. How do people with disabilities, who do not use disability focused agencies, get jobs and what kind of jobs?

J6. Which local leaders with disabilities have a good relationship with local business leaders? Which business leaders?

J7. What barriers exist, by who, which would make it difficult for people with disabilities to find jobs in specific sectors (hotels, RMG, Agri-business)

J8. Which agencies can help the job seeker, if needed, after they have been hired?

J9. Which agencies can provide the job seeker with the assistive devices they require?

J10. Which mechanisms exist that can facilitate reaching large numbers of job seekers?

* 1. (E.g. to provide information, toolkits, guidance on disability inclusive employment)