

IN-WORK

Focus Group Guidelines for PUBLIC AND PRIVATE ORGANISATIONS

2022-1-IT02-KA220-HED-000087184



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Enjoy the reading and enjoy the learning!

Focus Group Guidelines for PUBLIC AND PRIVATE ORGANISATIONS

1. Before the interview, fill in section 1 of the report form, that contains general details about the group;
2. At the beginning of the interview: describe the project objectives; provide information on how the focus group data will be used; explain how the focus group will be carried out;
3. Before starting to make questions: fill in the certificate of informed consent (here below provided) and provide a copy to the interviewee; fill in section 2 of the report form.
4. Ask questions as in table below;
5. After the interview: fill in section 3 of the report form.

Focus Group questions

1. Job insertion for youths with special needs	
Main Questions	Supplementary questions
Which is your experience so far in relation to special needs at work?	If you have difficulties, which are the main obstacles for a company to hire people with special needs? Which could be an investment (resource can also be time, not only financial) that could help overcome difficulties? And by whom?
Which obstacles and opportunities do you see in hiring people with special needs?	
Do you believe that youths with special needs have the same opportunities than peers in job insertion? If yes, why; if no, why.	
2. Perceived potential of the university role	
Main Questions	Supplementary questions
Is any form of cooperation between HEIs and the community that you believe could work and has not yet been exploited?	How can the present situation be improved? Is any form of cooperation between HEIs and the community that you believe could work and has not yet been exploited?
3. Perceived mismatch between profiles/competences and the labour market needs	
Main Questions	Supplementary questions
Which experiences do you have with newly hired youths?	

FOCUS GROUP REPORT TEMPLATE

Section 1: Interviewer

Partner organisation: _____
 Country: _____
 Reporter: _____
 Place and date of the interview: _____
 Duration: _____

Section 2: Interviewee profile

No of participants:

Profile:

- c Public company, included public bodies (sector)
- c Private company (sector)
- c Association (type of association)
- c Other, please specify

Section 3: Interview report

Theme 1	
Theme 2	



Theme 3

Additional comments, relevant elements

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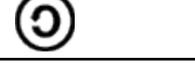
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