

IN-WORK

Interview Templates: Social Services

2022-1-IT02-KA220-HED-000087184



What will you find in this document?

This document provides tools you are free to use and adapt to the needs of your projects. You only need to reference the source:

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Enjoy the reading and enjoy the learning!

INTERVIEW TEMPLATES: SOCIAL SERVICES

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Guidelines

1. Before the interview, fill in section 1 of the report form, that contains general details about the interviewer;
2. At the beginning of the interview: describe the project objectives; provide information on how the interview data will be used; explain how the interview 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.

Interview questions

1. Job insertion for youths with special needs	
Main Questions	Supplementary questions
<p>Can you describe your role in the process of job insertion of people with special needs?</p> <p>Which are the main difficulties in the process, and which are the enabling factors?</p> <p>How is the insertion to work of youths with special needs in your area?</p>	<p>Are difficulties related to what? To lack of infrastructure? General lack of jobs? Other?</p> <p>Which could be an investment (resource can also be time, not only financial) that could help overcome difficulties?</p>
2. Perceived potential of the university role	
Main Questions	Supplementary questions
<p>Which are your relations with the university, if any?</p> <p>Do you believe that there is anything the university can do to support people with special needs in job insertion?</p>	<p>How can the present situation be improved?</p> <p>Is any form of cooperation between HEIs and the community that you believe could work and has not yet been exploited?</p>
3. Perceived mismatch between profiles/competences and the labour market needs	
Main Questions	Supplementary questions
<p>To which extent do you deem important the possessed competences of the candidates?</p> <p>Is there anything that can be done, in your opinion, to improve employability of youths with special needs?</p> <p>Is there anything that can be done, in your opinion, to support companies in hiring youths with special needs?</p>	<p>How can the present situation be improved?</p>

REPORT TEMPLATE

Section 1: Interviewer

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

Section 2: Interviewee profile

Sex: Male Female Not declared

Profile:

- c Social worker
- c Care worker
- c Coordinator of the service
- c Other, please specify

Section 3: Interview report

Theme 1	
Theme 2	
Theme 3	

Additional comments, relevant elements

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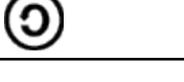
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