

- This is the draft of the contents of the Large Firm Survey to be converted into a tablet survey form.
- This is a one-time survey to be conducted with 50 large firms based in Amman.
- Large firm is a firm that hires a large number of fresh graduates
- Q1-31 are taken from the monthly firm survey which is already in use, Q19c has been added to this survey and the fourth round of the monthly firm survey (based on instructions from the team on Aug 6), Q32- 41 are new questions.

Q#	Question	Notes
	<p>“Hello, My name is _____; I am representing Dajani Consulting, and we are conducting a 5-10 minute employment survey to better understand the labor market in Jordan. In accordance with the law and our codes of conduct, your answers to these questions will be kept completely confidential and your names will not be DISCLOSED under any circumstances. The information you provide will be kept strictly confidential, and your answers will be aggregated with others and presented only in summary form.”</p>	
Q1	Enumerator Name	
Q2	Enumerator ID	
Q3	Date	
Q4	Willing to complete survey	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. No, respondent could not be located</li> <li>3. No, respondent refuses to be interviewed</li> <li>4. No, other (please specify)</li> </ol>
Q5	Method of Interview	<ol style="list-style-type: none"> <li>1. Face to face</li> <li>2. Phone</li> <li>3. Online</li> <li>4. Other, please specify</li> </ol>
Q6	Firm Name	
Q7	Firm Main Product/Service	
Q8	Firm ID	
Q9	Office Telephone	
Q10	Firm Address	
Q11	Firm Location	Location codes 1-29 scroll down menu
Q12	When was this firm established?	(month/year)
Q13	Respondent Name	
Q14	Respondent Position	<ol style="list-style-type: none"> <li>1. CEO, President, or Owner of company</li> <li>2. Human Resources Manager</li> <li>3. Human Resources Representative</li> <li>4. Other, please specify</li> </ol>

Q15	Respondent Telephone									
The following questions refer to the last calendar month i.e. April or May or June or July or August										
Q16	# of Employees	# of full time and part time employees who worked or received pay in the previous month								
Q17	# of Youth Employees	# of full time and part time employees under age 26 who worked or received pay in the previous month								
Q18	# of Male Employees	# of full time and part time male employees who worked or received pay in the previous month								
Q19	# of Job Openings	<p>A job is open if it meets three conditions:</p> <ol style="list-style-type: none"> <li>1. A specific position exists</li> <li>2. Work could start within 30 days</li> <li>3. You are actively seeking workers from outside this firm to fill the position</li> </ol>								
Q20	<p>For each job opening:</p> <p>(a) What is the opening for (e.g. sales, clerk, engineer)</p> <p>(b) How many of these specific openings do you have?</p> <p>(c) How many weeks has the job been open? Or write 888 if always open</p> <p>(d) If position is always open, is it because (1) there is high turnover for this position (2) candidates with the proper skill set are so rare and we need this (3) this is a low prestige job that not many are willing to do (4) Other</p> <p>If other, please</p>									

	<p>specify,</p> <p>(e) Is it (1) Full time (2) Part time</p> <p>(f) Is the ideal candidate (1) Male (2) Female (3) Either</p> <p>(g) Is the ideal candidate (1) Recent Graduate (2) Not Recent Graduate (3) either</p> <p>(h) Salary range: (1) Less than 190 JD (2) 190 JD (3) More than 190 less than 250 (4) More than 250 less than 350 (5) More than 350 less than 500 (6) More than 500</p>										
Q21	<p>In the past month, have you stopped looking for any position because you couldn't fill it?</p>	<p>1. Yes 2. No</p>									
Q22	<p># of New Hires in past month</p>	<p>A hire is any addition to your payroll, and:</p> <ul style="list-style-type: none"> <li>• May be a new hire or a previously separate rehire</li> <li>• May be permanent, short-term, or seasonal</li> <li>• May be a recall from layoff</li> </ul>									
Q23	<p>How many people did you hire who also quit in the same month?</p>										

Q24	For each new hire: (a) (1) Male (2) Female (b) (1) Under 26 (2) Over 26 (c) type of position (e.g. sales, clerk, engineer)										
Q25	# of Quits (except retirements) in past month										
Q26	For each quit: (a) (1) Male (2) Female (b) (1) Under 26 (2) Over 26 (c) type of position (e.g. sales, clerk, engineer)										
Q27	# of Layoffs and Discharges in past month	<ul style="list-style-type: none"> <li>Layoffs, discharges, terminations of permanent, short-term, or seasonal employment</li> </ul>									
Q28	For each new layoff/discharge: (a) (1) Male (2) Female (b) (1) Under 26 (2) Over 26 (c) type of position (e.g. sales, clerk, engineer)										
Q29	Number of other separations in past month	Retirements, transfers from this location, employee disability, deaths									
Q30	How many interviews did you complete in the last month for job openings intended for recent										

	graduates (3 years or less)?	
Q31	How many interviews did you complete in the last month for job openings for intended for experienced professionals i.e. not recent graduates (graduated more than 3 years ago)?	
Q32	I'd like to understand how you decide to hire fresh graduate employees. I am going to read a list of reasons to you. After I read the entire list, I'd like you to tell me how many of the reasons really explain how choose the appropriate candidate for this job. Please don't tell me which ones matter; only tell me how many reasons are very important.	<p><b>Group A:</b></p> <ul style="list-style-type: none"> <li>• Previous work experience</li> <li>• High grades at university</li> <li>• Interview performance</li> </ul> <p><b>Group B:</b></p> <ul style="list-style-type: none"> <li>• Previous work experience</li> <li>• High grades at university</li> <li>• Wasta (if the candidate is directly or indirectly connected or related to someone at the firm)</li> <li>- Interview performance</li> </ul>
Q33	c) If you found that a university educated, young job candidate for a skilled job with your company has been working as a i. [waiter] or ii. [telemarketer] or iii. [outdoor sales] since graduation would this	<p>1 = lower the chance you would want to hire this worker than if the job candidate had been unemployed since graduation</p> <p>2 = increase the chance you would want to hire this worker than if the job candidate had been unemployed since graduation</p> <p>3 = have no effect on the chance you would hire this worker than if the job candidate had been unemployed since graduation</p>
Q34	a) Relative to youth in other countries, Jordanian youth	<p>1 = because in Jordan doing so would negatively affect their employment prospects in better jobs</p> <p>2 = because in Jordan doing so would have negative impacts on the way them and their family is perceived in terms of prestige</p>

	<p>are more reluctant to take low paid, less skilled jobs like being a waiter, telemarketer, or retail sales worker while waiting to find a job that meets their skills and qualifications.</p> <p>Select all that apply</p>	<p>3 = because they can rely on family members to support them and do not need the money                  4 = disagree with statement                  5 = other (specify) _____</p>
	<p>b) What do you think the main reason for this is?</p>	
<p><b>Q35</b></p>	<p>Now I would like to ask you something about your experiences with Jordanian university graduates. <b>In your opinion, what percent of graduates from Jordanian Universities:</b></p>	
<p>a) would show up on time for a job interview?</p>		
<p>b) Would show up appropriately dressed for a job interview?</p>		
<p>c) Would show up for a job interview having prepared themselves by learning about the job and company they are applying for?</p>		
<p>d) Have realistic expectations about what the typical salary for a fresh graduate</p>		

	is?	
	e) Are prepared to occasionally do tasks not directly related to their position (such as running errands around the office)?	
	f) Are prepared to start at the bottom and work their way up the job ladder?	
	g) Would refuse a job with a good salary but low prestige even if they couldn't find another job?	
The following questions are specific to freshly graduated new hires:		
Q36	What percent are recruited	
	(a) Directly from universities,	
	(b) Go through recruiting agencies,	
	(c) Apply directly to the company	
	(d) Respond to newspaper advertisements,	
	(e) Are recruited through the internet on websites like Akhtaboot, Bayt.com and LinkedIn, etc.	
(f) Other (please specify)		

Q37	What percent are related to and/or friends of and/or known through the network of the owner of this firm																			
Q38	What percent are related to and/or friends of and/or known through the network of the employees of this firm?																			
Q39	What percent of your fresh graduate hires are: (a) Graduates of foreign universities																			
	(b) Graduates of these five universities: JU, Hashmeyeh, JUST, GJU, or PSUT																			
	(c) Graduates of other public universities																			
	(d) Graduates of private universities																			
Q40	What percent of fresh grads stay after a year of working there																			
Q41	What percent stay after 3 years?																			
Q42	(a) What are typical starting positions for fresh graduates																			

	at your firm										
	(b) What is the starting salary of each of these positions										
Q43	Who makes the final employment decision										
Q44	Interviewer Notes	Add any notes needed to explain unusual answers									

**To what extent does a person’s area of residence and relative ease of getting to work a factor in your choice to hire**

Surveying tablet should double check for the following errors

1. Phone number is correct amount of digits
2. # of employees (openings, hires, quits, layoffs) is greater than 0 and less than 10,000
3. # of youth employees (openings, hires, quits, layoffs) is less than or equal to # of employees (openings, hires, quits, layoffs)
4. # of male employees (openings, hires, quits, layoffs) is less than or equal to # of employees (openings, hires, quits, layoffs)
5. # of Quits does not exceed # of Employees (note this is possible)
6. Q2, Q7, Q8, Q10, Q13-Q28 should be only numbers