

## **MODULE 12 – Gender interview questionnaire for labor department heads of public/private entities concerning gender equity issues related to proposed gender project work**

Interview Guide for Director of the Labor/Human Resources Department

**Interviewer:** Provide background on Gender Equity Approach and rationale for Project

Name of Interviewee: ----

Gender of Interviewee: ----

Name of Interviewee: -----

Gender of Interviewer: ----

Sample questions:

1. Can you discuss the current staff complement of your department by gender? Any general comments on the numbers of female/ male staff.
2. In analyzing the inventory of human resources please discuss/comment on the following:
  - number of women and men represented? Could this change over the next five years?
  - where are highest concentrations of women? Can you describe this category and why this has such a high concentration of women
3. Discuss the human resources Action Program if there is one. If not discuss general approach intended. Determine objectives and investigate and survey the female labor force. Address the following issues:
  - Will a social scientist or gender specialist be involved in reviewing the labor force survey. If yes, what are the areas that you think should be explored in the survey?
  - Determine policies on labor. Please provide the national policy on the following:
    - Salary - equity and salary between men and women?
    - Maternity leave -amount allowed, amount paid for?
    - Sick leave -amount allowed, amount paid for working, conditions - hours, Insurance- social and medical
4. Does the department make a conscious effort to recruit women? If yes please provide examples? If no, look at best ways to improve recruitment?
5. How have men/women been targeted for on-the-job training, and project specific training such as study tours?
6. What kind of consultations and committees have been involved in the training process?
7. How have women fared historically at being posted outside Headquarters?
8. What are the main issues that women face in upward mobility? Are women promoted at the same rates as men?
9. Generally, are women working in positions that utilize their skills, education and training? If no, what are the reasons? If no, what are some solutions that could be practiced?
10. What do you consider the three main reasons for low rates of female employment in the entity?
11. How does the entity respond to national campaigns such as Family Planning programs. What is the entity's policy if a female employee has a third child?

12. By the year 2020, can you imagine that the entity will have increased its numbers of female managers by 15%. Currently there are only --- women on the management team.

13. Gender equity means that women and men enjoy the same status. Gender equality is therefore the equal valuing by society of both the similarities and differences between women and men, and the varying roles that they play.

The project objective is to introduce the concepts of gender to all staff. We would like men and women to understand these principles that guide the Bank's policy. Do you think that staff will be interested in learning about gender? Would men attend a training session devoted to the introduction of gender?

Thank you