

## **TOOL 1.2.**

### **COMPANY PROFILE QUESTIONNAIRE**

*(to be filled in by applicant companies, with the assistance of the VET  
centre/intermediary organization )*

#### **Information about the company**

- ❖ Name of the company
- ❖ Address /zip code/city/country
- ❖ Sector of the company
- ❖ Which are the main products or services offered by your company?
- ❖ Who are your main customers or target groups?
- ❖ When was the company founded?
- ❖ Our main strenghts points
- ❖ Our main values
- ❖ How many employees does your enterprise have?
- ❖ Do you have foreign workers? How many and from which countries?
- ❖ What are the main occupations/professions of your labor force?
- ❖ How do you recruit employees for these occupations/professions?
- ❖ What are the main departments in your enterprise? Please, specify if you have an HR department and a training department or which department/office follows these aspects
- ❖ Is your hosting learners now or did it in the past? If yes, how many learners and from which countries?
- ❖ Why would like to host a learner? Please sum up your motivations

- ❖ Why a learner can do valuable experience in your company? Have you already decided who will be the company-tutor?

### Information about the learner to be hosted

- ❖ Specific knowledge and skills
- ❖ Soft skills highly valued
- ❖ Country of residence (if relevant)
- ❖ Required language and level of confidence
- ❖ Possible training objectives (what can learnt by the learner)
- ❖ Possible assigned tasks (job description)
- ❖ Please sum up what you/your company expect from this experience
- ❖ The potential period of the internship: duration \_\_\_\_\_ and proposed timing (from/until)\_\_\_\_\_