Toolkit for Selection of Companies/Organizations having IT Departments & Fresh IT Graduates
Project Overview:

In Pakistan, a series of factors including literacy and education, language, time, cost geographical location of facilities, social and culture norms and dissemination skills constraint women’s access to information technology. Getting reliable statistic on women’s involvement and opportunities in IT sector in Pakistan is very low. The standard indicators are not disaggregated by sex, and the available data are not very reliable or comparable. However, it is clear that the numbers are small and the distribution is limited. Women IT specialist in almost all sectors including Government, private and corporate, have minimal representation. Therefore, a huge gap has emerged in a mainstreaming sector where women remain invisible especially in the job market.

ECI has initiated a project titled ‘Supporting female Graduates Access into IT sector through Internship Program’ under Gender Equity Program of Aurat Foundation supported by UASID. COMSATS Abbottabad is the executing partner to this project. The project sees to link up fresh IT graduates to the market through internship/jobs opportunities available in IT sector. It will equip IT graduates with employable IT skills along with the knowledge on women friendly environment and sexual harassment at workplaces.

Simultaneously, the project aims to work closely with employers and IT companies in order to advocate for, and promote gender-sensitive, HR policies and develop women friendly workplaces.

1) Objective of Survey

COMSATS Abbottabad will undertake a baseline survey in district Peshawar with IT fresh graduates and Government, Non-Government and private institute having IT departments. The focus will be:

- Identification of employable IT skills
- Identification of potential companies where internees can be placed
- Mapping and selection of women beneficiaries (fresh IT graduates)
- Recommendations on skills on which women internees should be trained

2) Target group:

120 Women IT fresh graduates

60-80 Public and private institutes and departments having IT departments
3) Methodology

A process-oriented methodology will be used for data collection. The data will be collected and analyzed in two stages.

3.1 Selection of potential companies/organizations having IT departments:

**Stage 1:** focus on collection of information regarding employable IT skills and potential partner companies/institutions along with their gender sensitive organizational systems

Following steps will be undertaken for screening and selection of IT companies/organizations:

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<th>Enlist the potential companies/organizations in public/private sectors</th>
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<td>Assess and short list the companies/organizations in public/private sectors</td>
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<td>3</td>
<td>Select and engage companies/organizations in public/private sectors</td>
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**Stage 2:** The stage two will focus on collection of data on aspirations, knowledge and skills of potential beneficiaries of IT graduates.

COMSATS Abbottabad staff will conduct meetings/interviews with HR departments within all companies focusing on IT skill requirements and prospects for future IT advancement of the companies and their readiness to provide an enabling environment to female colleagues and will record information on the standardized questionnaire.

The main purpose is to gather essential data required to assess the capacity and willingness of the companies/organizations in public/private sectors for their inclusion in gender equality program.

On completion of meetings/interviews and recording of required information, desk review of filled tools will be done. All information recorded in excel base database.

The assessment survey data will be compiled and each companies/organizations in public/private sectors will be objectively scored, on key variables reflecting following four main aspects of assessment, with the help of scoring guidelines and sheet.

- Willingness and commitment to participate
- Women friendly environment
- Organizations with the scope of providing internship/employment opportunity
- Organization offering IT based experience/IT advancement

The data thus collected will be analyzed to identify gender sensitization needs and IT skill requirement of the companies/institutions.
3.2 Selection of Fresh IT Graduates

Universities will be approached to help identify potential female IT graduates or students in final stages of their graduation who are interested to be linked with the internship program. Nomination form and project brochure will send to Focal person of universities for further dissemination among the IT graduate. Once received nomination forms. The short listed graduates will be asked to respond to a questionnaire assessing their future aspirations, IT skill area they are interested to build their career in and their awareness on the gender related issues and their rights in organizations through one to one interview at the place convenient to participants may be at university premises, skype and phone.

The IT fresh graduates will be assessed mainly on the following key aspects:

- Willingness to join IT internship
- Academic grades
- Knowledge about gender friendly practices or sexual harassment law
- Future aspirations

The candidates at this point will also be introduced to further details of the program, including specific objectives.

They will also be asked of their expectations from the program. The program objectives and the nominee expectations will then be compared to determine whether the individual is a good match. The interviewee will also be asked about her availability.

Once selected, the participants would be asked to provide their updated CVs in order to keep on record and ID card to ensure the participants are belong to Peshawar district.

The data thus collected will be cross-tabulated with to match female IT graduates aspirations with market requirements, thus providing a basis for recommendation of right candidates for the right place.
Survey Questionnaire for Female IT Graduates

Introduction: We are representing COMSATS Abbottabad. We are conducting a survey to identify potential Institute and organization having IT department who are willing to participate in GEP project (6-month IT internship Program) as per guidelines. We would appreciate your participation in this survey, as you are an important person for our organization. We would like to ask you some questions. This will take about 10-15 minutes to complete. All your answers will be kept strictly confidential and will not affect your work or your position in any way. I would like to ask you some questions around this and assure you that your answers will be treated as highly confidential and will only be used for assessment and selection purposes only. We request you to answer all questions.

Nomination form for IT fresh graduates for Internship

Note: only for those candidates who belong to Peshawar

Please answer the following questions:

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<td>1. District</td>
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<td>2. Name of institute/ university</td>
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<td>3. Name of IT graduate</td>
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<td>4. Contact detail:</td>
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| 5. IT technology of your interest | ☐ Microsoft Technologies |
| | ☐ Mobile Application Development |
| | ☐ Open Source |
| | ☐ Oracle / Java |
| | ☐ Graphics and Design |
| | ☐ Specialized Software |
| | ☐ Web Design & Development |
| | ☐ others _______________________ |
Academic Grades

1. What is your highest qualification in IT?
______________________________________________________________________________________

2. How long was your IT degree?
______________________________________________________________________________________

3. When did you complete your graduation?
______________________________________________________________________________________

4. What is your CGPA/grade?
______________________________________________________________________________________

5. If you have any Specialization, please specify?
______________________________________________________________________________________

6. Do you consider that the practical aspect of your knowledge is adequate to enter in to job market?
______________________________________________________________________________________

7. What is your present employment Status? (Employed, Unemployed, Intern etc)
______________________________________________________________________________________

Willingness to join IT internship

1. Will you be able to participate in a 06 months internship at an IT department?
   ☐ Yes ☐ No

2. Will you be able to attend 03 days training on gender friendly policies, women rights and sexual harassment law etc.?
   ☐ Yes ☐ No

3. Will you be able to attend 03 weeks training on IT employable skills?
   ☐ Yes ☐ No

4. What specific skills do you expect to learn, which could benefit you in getting employed?
5. Which sector would best suit you?

- Telecommunication & IT companies
- Education
- Health
- NGO & INGO
- Banks
- Hotels
- News Media
- Consultancy firms
- Others, please specify

6. What do you think are the major problems IT female graduates face to find employment in market?

- Lack of soft skills
- Lack of IT market skills
- Lack of advocacy skills
- Lack of women friendly work places
- Lack of protection to women rights
- Other

**Future aspirations**

Are you willing to do a job after the successful completion of internship?  □ Yes  □ No

Do you wish to pursue a career in the IT sector?  □ Yes  □ No

In five years' time, do you see yourself as an IT specialist at an Organizations' IT Department?  □ Yes  □ No

Do you foresee any challenge in achieving your future goals?  □ Yes  □ No

If Yes, Please state_____________________________________________________________

**Awareness on gender friendly practices or harassment law**

Is gender and sex same?  □ Yes  □ No

Are you aware of any gender friendly practices?  □ Yes  □ No
Does IT sector provide equal opportunity to both male and females?  □ Yes  □ No

Do you understand what sexual harassment is?  □ Yes  □ No

Is sexual harassment directed only at women?  □ Yes  □ No

Do you think one needs to report a case of sexual harassment?  □ Yes  □ No

If No, then give reasons why? __________________________________________________________
____________________________________________________________________________________