**“LOCAL COMPANY VISITS’ QUESTIONNAIRES: ERASMUS+ SKILLS4LIFE”**

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| **Name of the Company** | 1. **Knusperstube** |
| 1. **P&P Ice Cream Group** |
| 1. **SCOP TI** |
| 1. **Hotel Villa del Conde** |
| 1. **MAHLE – Componentes de Motores, S.A.** |
| 1. **Rolnautic** |
| 1. **Porcelain Factory** |
| 1. **MHP & Laycos** |
| 1. **Luka Ploce d.d (Port of Ploce)** |
| 1. **Pedro Nunes Foundation** |
| 1. **Riverland Dairy Farm Ltd** |
| **12. (Lučka uprava Ploče) Port of Ploče Authority** |
|  | **13. DUBROVAČKI VRTOVI SUNCA (Dubrovnik Sun Gardens)** |
| **City and Country** | 1. **Wolfsberg, Austria** |
| 1. **Nicosia, Cyprus** |
| 1. **Gemenos, France** |
| 1. **Maspalomas, Gran Canaria (Spain)** |
| 1. **Murtede , Portugal** |
| 1. **Las Palmas de Gran Canaria, Spain** |
| 1. **Ćmielów, Poland** |
| 1. **Las Palmas de Gran Canaria, Spain** |
| 1. **Ploce, Croatia** |
| 1. **Coimbra, Portugal** |
| 1. **Kampia, Nicosia, Cyprus** |
|  | **12. Ploče, Croatia** |
| **13. Dubrovnik, Croatia** |
| **Business Sector** | 1. **Food, Bakery** |
| 1. **Ice Cream Production Company** |
| 1. **Factory of organic Tea and Herbal Tea** |
| 1. **Tourism** |
| 1. **Production of piston rings for gasoline and diesel engines for light and heavy duty vehicles** |
| 1. **Boat repairing and maintenance** |
| 1. **Porcelain** |
| 1. **Technology - Computers** |
| 1. **Sea Port (cargo, reloading and storing)** |
| 1. **Startups – launching companies** |
| 1. **Organic Production** |
| **12. Port and maritime sector** |
|  | **13. Hospitality (family resort)** |
| **QUESTIONNAIRE** | |
| **When was the company formed?** | **1. The company started in 1950 and with the current name in 1979.** |
| **2. 1973** |
| **3. 2015** |
| **4. 1972** |
| **5. In 1989 the Brazilian Group Cofap presents an investment proposal to the Portuguese Government. In September 1990 the Company is founded and starts its activity with the designation of Cofapeuropa, S.A.**  **In 1992 for a period of 9 months the team is recruited. After a period of constitution of the company in Brazil, the production becomes ready to start in May 1993. In the same year, in December the first million segments are produced.**  **MAHLE Group acquires the Company in 1997 after a well succeeded integration process. With this acquisition the cycle of investment starts, as well as a new manufacturing processes and the spread to new markets.** |
| **6. It started as a shop 17 years ago, but the company is 3 years old.** |
| **7. It was formed in 1790 and it is known for one of Poland's oldest porcelain factories. In 2013 the Porcelain Factory in Chodzież joined the factory in Ćmielów** |
| **8. Laycos : 2013 - MHP: 1998** |
| **9. Year, 1947** |
| **10. Year 1991** |
| **11. 2004** |
| **12. The company was formed in 1997** |
|  | **13. The company was formed in 2009** |
| **How many people work here?** | **1. The staff is formed by 90 people, working in shifts from 8.30 am to 21.00 pm. The working schedule is 6 days a week, 6 hours and a half every shift.** |
| **2. 100 (plus 30-40 people during summer time)** |
| **3. 47 people work in the factory - 8h/day 35h/week** |
| **4. 560 members of staff. It depends on the position and responsibility. There are three shifts: morning, afternoon and night.** |
| **5. 609. The company never closes and there are 3 work shifts per day of 8 hours.** |
| **6. 150 in total including all the shops but this section is formed by 10 employees** |
| **7. 800 altogether (400 in Ćmielów, 400 in Chodzież)** |
| **8. 80 people in the staff** |
| **9. 450 employees (24 hours in 3 shifts)** |
| **10. 41 Associates** |
| **11. 5 people. They work in groups from 05.00 until 18.00** |
| **12. 32 people work in the company. They work mainly from 8 to 16 in the offices, but in different shifts if they go outside for some surveillance or fieldwork. Two companies also work within The Port of Ploče Authority – for security and fire protection – and they employ about 30 people.** |
|  | **13. In the high season, the company employs 500 employees. 400 of them are seasonal employees.** |
| **What are your main products/markets?** | **1. Bread and doughnuts, bakery products and organic goods** |
| **2. Ice Cream,Ice cubes, Lemon Juice, Εξαγωγές σε 8 χώρες** |
| **3. The main products are Organic Tea and our market is mass distribution** |
| **4. Hotel management, in general, as well as tourism services.** |
| **5. Products: Segments for combustion and expulsion engines (piston rings).** |
| **6. Repairing boats –in general, painting underwater side of all types of vessels regardless of their building materials,; also, fixing electrical parts and selling items.** |
| **7. Dinner, tea, coffee sets, figures made of porcelain** |
| **8. MHP: Time-attendance**  **Laycos: Social networking created for working.** |
| **9. Cargo reloading and storing services, whole world market** |
| **10. Its mission is to bring companies closer to University – to connect business world to scientific field. Bussiness incubator** |
| **11. Organic milk , organic dairy products, organic vegetables** |
|  | **12. The company is dealing in transport and management of the port. They manage the port area; give concessions to companies and investors. They are also responsible for keeping the area safe and protected, and for the maintenance of the structure.** |
| **13. The main market is family because we are a family resort. But also the conference groups are a large part of the targeted market.** |
| **What do you focus on when hiring employees?** | **1. They should be hardworkers and able of operating the machines.** |
| **2. Personality, willing to work, development.Transversal skills, work experience is not necessary for all job positions, only for managerial positions** |
| **3. Our employment policy is based on social and solidarity economy.** |
| **4. They focus on the most important qualifications when hiring employees, also their commitment to the company .** |
| **5. Mahle focuses on soft skills of employees, as well as on behavior skills. Technical skills are important, but not relevant, since they are gained at work. Therefore we value first persons as human beings and secondly their technical skills.** |
| **6. General knowledge on boats – not specific degree is required - but languages are important** |
| **7. It depends on the department they hire the people, for production they focus on artistic skills, creativity** |
| **8. To have a degree.- responsibility, initiative, willing to learn, teamwork ability, …** |
| **9. We focus on their skills and desired level of education** |
| **10. Willingness to create, innovate, teamwork attitude** |
| **12. The company focuses on level of education of the employees when hiring them, their knowledge and their overall skills. For example, one has to show that he/she is a good team worker, but at the same time that he/she is capable of taking initiative when necessary.** |
|  | **13. Teamwork, experience in the F & B department (in 4 and 5 star hotels), the desire to acquire new knowledge and skills, good knowledge of English** |
| **What type/level of studies do you require from them?** | **1. Workers should be fully trained, but specific studies are not required. except for the bakery** |
| **2. Depending on the job position. For low-level positions no diplomas are required. For high-ranking positions a degree is needed. For example, for the accounting or the chemical laboratory they need diplomas** |
| **3. Our employment policy is based on social and solidarity economy** |
| **4. It depends on the job: Workers : A level – Engineer and technician : specific level** |
| **4. A degree on management and tourism, but it depends on the position within the company since it is not required university degree to work as cleaners or maintenance staff** |
| **5. That depends on the position people are hired for.** |
| **6. To speak English and basic knowledge on boats** |
| **7. It depends on the department, from any formal qualification to university studies** |
| **8. A university degree and languages-although less skilled workers are also needed** |
| **9. In accordance to their planned job description** |
| **10. University Level - engineers** |
| **11. No special knowledge and diplomas are needed. Those who want to learn, they can easily learn everything in the farm.** |
| **12. The company requires employees to have college education in law, traffic, engineering or economics.** |
|  | **13. High school is quite enough.** |
| **What percentage of foreign workers have you employed now?** | **1. 50% , slovenian workers are the majority, also romanian** |
| **2. 2% are foreign workers married to Cypriots** |
| **3. 0 % all our workers are french** |
| **4. Around 20%** |
| **5. None** |
| **6. 60%** |
| **7. Nobody** |
| **8. 11%-** |
| **9. No foreign workers employed** |
| **10. around 20%** |
| **11. 4 foreign people work at the farm** |
| **12. They do not have any foreign workers employed. However, different companies that are settled in the area of Port of Ploče do have foreign workers.** |
|  | **13. 20%** |
| **How important is the knowledge of foreign language?** | **1. The workers should speak german, english is not so important.** |
| **2. English is very important for high-ranking positions. Not necessary for low-level positions.** |
| **3. Not very important at the moment it will depend on the results obtained over the next years** |
| **4. It is mandatory, in order to communicate with customers as well as to offer a huge variety of services and information** |
| **5. Knowledge of foreign language is very important for Mahle, mainly English because is the most talked language in the world and German because the company was created in Germany.** |
| **6. You have to speak English, it´s very important** |
| **7. For the employees in marketing/trade department it is compulsory** |
| **8. Really important- it is a plus** |
| **9. Very important** |
| **10. English is mandatory** |
|  | **11. No need** |
|  | **12. The knowledge of foreign languages is very important especially the knowledge of English language.** |
|  | **13. Very important.** |
| **Does your company offer further training?** | **1. Yes, the company offers training previous to work** |
| **2. Yes, each year the company offers informative seminars and programmes to the employees. For example, each employee attends a seminar about hygiene.All employees have opportunities for promotion.** |
| **3. Not really** |
| **4. Yes, actually they prepare their employees with specific formation related to the status they are holding and promote lifelong training** |
| **5. We accepted further training, but usually only in the section of production** |
| **6. 20 hours of safety course** |
| **7. For the people without formal qualification they offer 2-3 month training, a kind of temporary employment, then when the management is ok with them they are hired** |
| **8. Yes – Foreign students come to improve their training** |
| **9. Yes, specialized training for crane operators, for operating of bulk cargo, containers and general cargo handling equipment** |
| **10. Yes, we have the business incubator building where specialized training is offered to newly graduate university students** |
| **11. Yes, we offer training, for example how to use the machines** |
| **12. It offers further training on some seminars.** |
| **13. Yes** |
| **Are you willing to invest and hire workers from other countries, why?** | **1. Yes, because they are willing to work hard** |
| **2. Yes, if we can’t find in Cyprus we will hire people from other countries** |
| **3. Why not in the future** |
| **4. Of course, because it creates a miscellaneous atmosphere when mixing different cultures so the customers don´t find themselves as strangers in a foreign country** |
| **5. Yes, we invest and hire workers from other countries because they believe each person can bring something new to the company.** |
| **6. Yes, because they speak foreign languages and they are hard workers** |
| **7. Not really, they have enough workers from neighborhood** |
| **8. Obviously, as languages are important for communications and technological advances.-** |
| **9. Yes, in case of such need** |
| **10. Yes, we need them to encourage contact with foreign companies and professionals so as to extend our companies scope of influence** |
| **11. Yes, because we can’t find easily people from Cyprus who want to work in a farm. They usually want to work in an office.** |
| **12. The company is not interested in hiring workers from other countries because the company is state owned. However, different companies that are settled in the area of Port of Ploče do have foreign workers.** |
|  | **13. We are. Due to labour shortages in the Croatian labour market.** |
| **Is there an availability of sufficiently skilled workers in your region?** | **1. No** |
| **2. Today there are available trained people for all positions. In the past, however, there was a problem with some specialties such as the refrigerant electrician, so we recruited from abroad. Generally, technicians are hard to find in Cyprus.** |
| **3. Yes we’ve got very good schools of engineer and technician** |
| **4. Apparently yes, but we are limited by the conditions of the geographical situation (island); foreign workers are required to occupy some specific positions** |
| **5. Most of the time yes, but if they don´t have the necessary skills, we offer training.** |
| **6. Yes** |
| **7. No, but because of the 2-3 month training they don’t have problems with employment** |
| **8. No, some are recruited from mainland** |
| **9. Yes, but we continuously perform additional training employees** |
| **10. Yes, we have an important university in Coimbra** |
| **11. No, that’s why we hire people from other countries.** |
|  | **12. Yes, there are enough skilled workers in the region.** |
|  | **13. Yes, but not enough.** |
| **What are the most important soft skills that you look for in an employee?** | **1.Reliability, being on time, be ready to occupy an absent worker position** |
| **2. Willing to work, Personality, Working with other people, Experience in the position of senior executive** |
| **3. Adaptable- cooperative- flexible-reliable** |
| **4. Sociability, Responsibility, loyalty, workteam,** |
| **5. The most important soft skills are teamwork and respect for others.** |
| **6. Being a serious, professional worker and to speak other languages** |
| **7. Teamwork and collaboration, flexibility, responsibility, integrity** |
| **8. Professional formation** |
| **9. Communication, creativity, teamwork, motivation, flexibility, critical thinking** |
| **10. Sense of entrepreneurship and initiative , teamwork, creativity,** |
| **11. Knowledge itself is not enough. You have to love what you do, to take responsibilities, to have vision and goals, to be insightful, to foresee problems and risks, to adjust easily.** |
|  | **12. Team work, taking initiative, responsibility and self-awareness, flexibility.** |
|  | **13. communication, creativity thinking ability, work ethics, team work ability, positivity, good time utilization, flexibility** |
| **Do you currently collaborate with any schools?** | **1. Yes, with HTL** |
| **2. Yes, we collaborate with colleges and universities for secretarial or other positions. We gave a student the chance to do her practice in our company. When there was a job vacancy we employed her.** |
| **3. Yes : school of engineer for trainees** |
| **4. Not so far** |
| **5. Yes, we usually have trainees from Professional Schools and Universities.** |
| **6. No** |
| **7. They collaborate with university in Great Britain and as a result British students have some training there** |
| **8. Yes with IES Guanarteme** |
| **9. We collaborate with secondary education institutions and faculties from the region and we co-organize scientific** |
| **10. University of Coimbra** |
| **11. Yes, almost every day schools visit the farm.**  **Also, many students come to the farm because of European projects or for a project they have to do for their studies.**  **We also cooperate with a private College in Nicosia.** |
|  | **12. The company collaborates with schools by giving tours of the company and taking in students for practice. Young people can also apply to the internship in the company.** |
|  | **13. Yes, we are. Currently with the High school of Hospitality in Dubrovnik.** |