

## Appendix IV.2 Form 5—Institutions\* Personnel Interviews

**INFORMED CONSENT TO BE READ WORD FOR WORD TO THE INTERVIEWEE:**

The objective of this interview is to know the level in which a gender perspective has been incorporated in this institution, and to know about its gender-related policies and practices. Everything you say will be kept confidential. This interview will take no more than 10 minutes.

(IF THE PERSON AGREES TO BE INTERVIEWED, THEN CONTINUE; OTHERWISE, END THE INTERVIEW.)

\*The items in this document are a subset of items in the clinic review of documents form. Thus the numbering is not always sequential.

### GENERAL INFORMATION (FILL IN THIS SECTION BEFORE BEGINNING THE INTERVIEW.)

1. Interviewer \_\_\_\_\_

2. Evaluation coordinator \_\_\_\_\_ 3. Position in the institution \_\_\_\_\_

4. Institution \_\_\_\_\_

7. Municipality \_\_\_\_\_

8. Department or state \_\_\_\_\_

9. Sex of the interviewee  Male  
 Female

10. Position  Director  
 Manager  
 Coordinator  
 Administrative personnel

10. Seniority \_\_\_\_\_ years in the position

INTERVIEW PERSONNEL WITH MORE THAN **ONE YEAR**  
IN THE INSTITUTION.

11. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year)

## PROCEDURES AND PRACTICES<sup>1</sup>

Nº	Question	Answer	Pass	Std	
The following questions refer to institutional procedures and practices:					
13	During the past year, did you make a suggestion or recommendation to the management or director?	Yes	No	NO↓ 16	
14	Did you use a written or verbal format to make your suggestion?	Yes	No	NO↓ 16	
15	Has this suggestion or recommendation been put into practice?	Yes	No		I.6
16	In general, do you think the director or manager of this institution is receptive to personnel opinions and suggestions?	Yes	No		I.5
17	Do you feel motivated to make suggestions and give opinions?	Yes	No		I.7
18	In general, would you define the work environment as friendly, where every employee's opinion and vote count?	Yes	No		I.8
19	If you have a family situation that requires your presence, do you feel that you can openly ask your supervisor for permission to leave work?	Yes	No		I.9
20	Do you feel preferential treatment is given to employees of one sex?	Yes	No		I.10

## GENERAL CONCEPTS

Nº	Question	Answer	Pass	Std
Let us move to a few general concepts:				
24	What is the difference between sex and gender?		26	
25	<b>FILL OUT LATER:</b> Did the interviewee know the difference between the two concepts? (BASED ON QUESTION 24)	Yes	No	III.3
26	How would you define sexual and reproductive health?		27	
27	<b>FILL OUT LATER:</b> Did the interviewee define sexual and reproductive health correctly? (BASED ON QUESTION 26)	Yes	No	III.1

THANK THE INTERVIEWEE

<sup>1</sup> The standards for institutions are a subset of all standards, but follow the numbering for clinic standards. Thus, the numbering in these tables is not always sequential.

## OBSERVATIONS

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