

CONFIDENTIAL

Anytown Area Labor Force Survey

The ultimate goal of this survey is to find out about existing business needs and better tailor services (especially education and training) and community development to meet those needs.

Company Name: _____

Respondent Name and Title: _____

Current Employment: Exempt_____Non-Exempt_____

I. LABOR POOL

1. Do you thing there is a shortage of labor in the Anytown Area?

- | | | | |
|----|-------------------------------------|--------|-------|
| A. | "Line" employees | Yes___ | No___ |
| B. | Clerical or Support employees | Yes___ | No___ |
| C. | Professional or Technical employees | Yes___ | No___ |
| D. | Managerial employees | Yes___ | No___ |

2. If yes, outside your normal annual increases and cost of living adjustments, has the labor shortage caused you to adjust your wages to remain competitive and if so what % for the following years?

- | | | | 2005 | 2006 |
|----|-------------------------------------|--------------|------|------|
| A. | "Line" employees | Yes___ No___ | ___% | ___% |
| B. | Clerical or Support employees | Yes___ No___ | ___% | ___% |
| C. | Professional or Technical employees | Yes___ No___ | ___% | ___% |
| D. | Managerial employees | Yes___ No___ | ___% | ___% |

3. How many net new hires has your firm had in the past two years? (calendar year)

- | | 2005 | 2006 |
|-------|------|------|
| A. | ___ | ___ |
| B. | ___ | ___ |
| C. | ___ | ___ |
| D. | ___ | ___ |
| Total | | ___ |

4. How many individuals made application for employment at your company this past year?

- | | | |
|----|-------------------------------------|-----|
| A. | "Line" employees | ___ |
| B. | Clerical or Support employees | ___ |
| C. | Professional or Technical employees | ___ |
| D. | Managerial employees | ___ |

5. The last time you advertised open positions how many applications did you receive?

Position Advertised	Number of Applicants	Number you thought were employable
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. How does the number of applications on file compare to what you had on file in 2005?

_____% Increase
 _____% Decrease
 _____About the same

7. Do you think there is adequate labor available in the following categories if you were to expand?

A.	“Line” employees	Yes___	No___
B.	Clerical or Support employees	Yes___	No___
C.	Professional or Technical employees	Yes___	No___
D.	Managerial employees	Yes___	No___

8. What is the average age of your work force? _____

9. How does the productivity of your Anytown plant compare with experiences in other locations?
(e.g., at other plants operated by your firm or that you have worked at)

_____Higher

 _____Lower

 _____About the same

II. PERFORMANCE

1. How much difficulty does your firm have with the following labor situations?

	Very Much	Much	Some	Little	Very Little
Obtaining skilled employees	1	2	3	4	5
Obtaining professional level managers	1	2	3	4	5
High training costs for workers	1	2	3	4	5
Employee turnover	1	2	3	4	5
Hostile attitudes	1	2	3	4	5
Ability to work in self-directed team environ.	1	2	3	4	5
High wage rates for skilled workers	1	2	3	4	5
New industry hiring away employees	1	2	3	4	5
Racial tension	1	2	3	4	5
Other: _____	1	2	3	4	5

III. RECRUITMENT

1. Of the total number of new hires in 2005 and 2006, how many were recruited from outside the state? _____

2. What is the difficulty associated with recruiting: (1-easy, 5-difficult)

A.	"Line" employees	1	2	3	4	5
B.	Clerical or Support employees	1	2	3	4	5
C.	Professional or Technical employees	1	2	3	4	5
D.	Managerial employees	1	2	3	4	5

3. Which methods do you use for recruiting and filling positions? (Circle the number for all methods used.)

1. Run ad in the Anytown Paper
2. Run ad in Major City paper
3. Contact Texas Workforce Commission
4. Contact temporary agencies
5. Contact area schools (vo-techs, or 2 or 4 year colleges)
6. Post position internally
7. Post on internet
8. Advertise on radio, name station _____
9. National industry publications
10. Headhunters
11. Other (specify)_____

4. Rate each recruitment method as to its effectiveness. (1-most effective, 5-least effective)

1.	Run ad in the Anytown Paper	1	2	3	4	5
2.	Run ad in Major City paper	1	2	3	4	5
3.	Contact Texas Workforce Commission	1	2	3	4	5
4.	Contact temporary agencies	1	2	3	4	5
5.	Contact area schools (vo-techs, or 2 or 4 year colleges)	1	2	3	4	5
6.	Post position internally	1	2	3	4	5
7.	Post on internet	1	2	3	4	5
8.	Advertise on radio, name station _____	1	2	3	4	5
9.	National industry publications	1	2	3	4	5
10.	Headhunters	1	2	3	4	5
11.	Other (specify)_____	1	2	3	4	5

5. From the applicants you interviewed the past two years that weren't offered a job, what were the main reasons? Circle all that apply.

1. Poor interview skills
2. No work history
3. Lacked reading or writing skills
4. Appearance/personal hygiene
5. Wanted higher wages
6. Lack of experience
7. More qualified candidates
8. Inconsistencies with interview vs. resume submitted
9. Other_____

6. For each of the follow educational and training institutions in the Anytown area, please indicate whether your firm has obtained employees from any AND, if so, your firms level of satisfaction.

Educational Institution	Used	Very Satisfied	Somewhat Satisfied	Neutral or no Opinion	Somewhat Dissatisfied	Very Dissatisfied
Local High School	1	2	3	4	5	6
Nearby High School	1	2	3	4	5	6
State College	1	2	3	4	5	6
Jr. College	1	2	3	4	5	6
Univeristy	1	2	3	4	5	6
Texas Workforce	1	2	3	4	5	6
Other: List_____	1	2	3	4	5	6

IV. TRAINING NEEDS

1. What specific training does your firm give to its employees and who provides this training?
(Place "X"s in the appropriate boxes.)

Type of Training	Service Provider						
	In-House Trainers	JUCO	Private Technical Schools	University	University	Outside Consultants Or Trainers	Other (Specify)
On-the-Job							
Basic Skills							
Interpersonal Skills							
Computer Skills							
Business Skills							
Safety							
Other							

2. How many new hire do you anticipate in the next two years? Separate hires for growth from hires for replacement. Also, what education and skills will these workers need? (Use the example to assist in filling out the following table.)

SAMPLE TABLE

		Education or Training Level		
	Number	College	Specific Skills	Semi-and Un-Skilled
Hires for Growth:	8	2	2	4
Specifics:		1 Industrial Eng.	1 Welder	2 assemblers
		1 Accountant	1 Painter	2 Laborers
Replacement Hires	20			
Specifics:			2 Machinists	10 Laborers
			1 Production	7 Assemblers

COMPLETE THIS TABLE

		Education or Training Level		
	Number	College	Specific Skills	Semi-and Un-Skilled
Hires for Growth:				
Specifics:				
Replacement Hires				
Specifics:				

3. Are there specific skills or training needs that you have which aren't currently being met by local and area institutions? (specify)

4. On a 5 point scale with 1 being extremely critical and 5 not critical, how would you rate each of the following skills to the success of the average employee in your company?

		Extremely Critical	Highly Critical	Moderately Critical	Somewhat Critical	Not Critical
1.	Resource and time management	1	2	3	4	5
2.	Thinking skills	1	2	3	4	5
3.	Teamwork/People skills/Customer Service	1	2	3	4	5
4.	Basic Skills/Communication/Basic Arithmetic	1	2	3	4	5
5.	Data Organization and Computer Literacy	1	2	3	4	5
6.	Total Quality Management Skills	1	2	3	4	5
7.	Good Work Ethic	1	2	3	4	5

V. COMMUNITY ASSESSMENT

1. What are the most prevalent complaints of your employees related to Anytown (not work related?) Rank in order of importance.

- _____ Lack of entertainment for adults
- _____ Lack of entertainment for kids
- _____ Too much crime
- _____ Limited shopping
- _____ Lack of affordable housing
- _____ School system
- _____ Newspaper
- _____ Lack of child care facilities

2. We want to build a community that is attractive to employees, both current and potential. What initiatives could the community adopt to create this type of atmosphere? Please list in order of importance.

- 1. _____
- 2. _____
- 3. _____

3. Are there any additional comments you would like to make regarding doing business in Anytown?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY. YOUR RESPONSES WILL BE HELD IN THE STRICTEST OF CONFIDENCE. PLEASE PLACE THE COMPLETED SURVEY IN THE SELF-ADDRESSED, POSTAGE PAID ENVELOPE BY DECEMBER 5.