

1. Which category best describes your business:

- Agriculture/viticulture
- Finance/banking/insurance
- Restaurant/eating & drinking
- Hotels & accommodations
- Building & construction
- General retail/specialized retail
- Manufacturing
- Real estate/property management
- Recreation/attractions
- Healthcare
- Legal/public safety
- Information technology/communications
- Transportation
- Engineering/architecture
- Other

2. How many current employees does your business have (2 part-time = 1 full-time)

- 0 (sole proprietor)
- 1-5 employees
- 6-10 employees
- 11-20 employees
- 21-50 employees
- > 50 employees

3. Over the next 5 years, how many new, entry-level, full time jobs do you project adding to your business?

- N/A (no new employees to be added)
- 1-5 employees
- 6-10 employees
- 11-20 employees
- 21-50 employees
- > 50 Employees

Comment:

4. For the employees you project adding over the next 5 years, estimate the average salary range for the majority of those new employees:

\$10,000 - \$25,000

\$25,001 - \$50,000

\$50,001 - \$75,000

\$75,001 - \$100,000

\$100,001+

NA (no new jobs to be added)

5. For the entry-level employees you project adding over the next 5 years, estimate the education levels required for the majority of the new jobs (check all that apply):

High school education

Trade/technical school

Associates degree/some college

Bachelors degree

Graduate school degree

Industry-recognized certificate (or similar)

Unknown

Comment:

6. Please rate the importance of the following "baseline" or "soft" skills for entry-level positions in your organization.

| | Unimportant | Low Importance | Important | Very Important |
|------------------------|-------------|----------------|-----------|----------------|
| Communication skills | | | | |
| Organizational skills | | | | |
| Writing | | | | |
| Customer Service | | | | |
| Problem-solving | | | | |
| Planning | | | | |
| Computer skills/typing | | | | |
| Microsoft Excel | | | | |
| Microsoft Word | | | | |

Comment:

7. Please identify the 3-4 most important basic industry-specific skills or knowledge for entry-level positions in your business.

8. Please indicate how much difficulty your organization faces in addressing the following needs:

| | No Difficulty | Some Difficulty | Great Difficulty | N/A |
|---|---------------|-----------------|------------------|-----|
| Finding qualified applicants with the appropriate skills and abilities | | | | |
| Finding qualified applicants with the appropriate experience in the industry | | | | |
| Recruiting entry-level employees with the appropriate training and education | | | | |
| Recruiting non-entry-level employees with adequate skills and industry experience | | | | |
| Replacing retired workers with qualified employees | | | | |

9. Which of the following do you use to train new employees (check all that apply)?

- On the job training
- Customized training at your location
- Courses at a local training or education facility
- A union apprenticeship program
- Courses taught through an industry-specific association or group
- Other

Comment:

10. Which of the following do you use to upgrade skills for current employees (check all that apply)?

- On the job training
- Customized training at your location
- Courses at a local training or education facility
- A union apprenticeship program
- Courses taught through an industry-specific association or group
- Other

Comment:

11. Of the training methods for new employees that you identified in question 8, which is the method most often used or preferred?

- On the job training
- Customized training at your location
- Courses at a local training or education facility
- A union apprenticeship program
- Courses taught through an industry-specific association or group
- Other

Comment:

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