

Survey Number (do not fill in)

Surveyor Initials _____

July 2010

Business Name _____

Phone Number _____

Location (county) _____

For classification purposes, in what type of industry do you operate? (NAICS NUMBER)

<input type="checkbox"/> 11 - Agriculture, Fishing, Forestry, Hunting, Logging	<input type="checkbox"/> 48 - 49 - Transportation & Warehousing	<input type="checkbox"/> 61 - Educational Services
<input type="checkbox"/> 12 - Mining	<input type="checkbox"/> 51 - Information	<input type="checkbox"/> 62 - Health Care & Social Insurance
<input type="checkbox"/> 22 - Utilities	<input type="checkbox"/> 52 - Finance & Insurance	<input type="checkbox"/> 71 - Arts, Entertainment, & Recreation
<input type="checkbox"/> 23 - Construction	<input type="checkbox"/> 53 - Real Estate, Rental & Leasing	<input type="checkbox"/> 72 - Accommodations & Food Services
<input type="checkbox"/> 31-33 - Manufacturing	<input type="checkbox"/> 54 - Professional, Scientific, & Technical Services	<input type="checkbox"/> 81 - Other Services, except Public Admin
<input type="checkbox"/> 42 - Wholesale Trade	<input type="checkbox"/> 55 - Management of Companies & Enterprises	<input type="checkbox"/> 92 - Public Admin (Gov)
<input type="checkbox"/> 44 - 45 - Retail Trade	<input type="checkbox"/> 56 - Admin. & Support & Waste Mgt & Remediation Services	<input type="checkbox"/> Other (LIST)

1. Does your business have more than one establishment in the county? YES NO
- a. If no, skip to Question #2
- b. If yes, how many establishments? _____
- c. Can you provide answers regarding employees for all of these establishments in the county? YES NO
- 1) If yes, continue with Question #2
- 2) If no, can you provide the contact information for someone who can? YES NO
- Name: _____ Phone #: _____

2. How many employees does your company presently employ? _____

3. How many are employed within Putnam County? _____

4. Do any of these employees belong to a union? YES NO

If so, how many? _____ What affiliation? _____

5. What is the average number of employees employed by your company in a typical year? _____

6. What is the average length of employment at your company? _____

7. In a typical year, how many *new hires* does your company employ? _____

8. Do you hire new employees because of (mark all that apply)?

For each reason, circle the number on the scale of 1-3 to indicate how frequently new employees are hired due to that reason, with *1 being very seldom, 2 being average and 3 being very frequent.*

Reason	If yes, mark scale	Reason	If yes, mark scale
<input type="checkbox"/> Increase business volume	1 2 3	<input type="checkbox"/> Expansion into new areas	1 2 3
<input type="checkbox"/> Employee turnover	1 2 3	<input type="checkbox"/> Other (please specify): _____	1 2 3

9. Do you anticipate your level of new hires needs to increase or decrease over the next five years? Approximately what percentage annually _____ (increase/decrease)

10. Which of the following methods does your company use to recruit employees (mark all that apply)?

For each recruiting method, circle the number on the scale of 1-3 to indicate how useful the method is, with *1 being very useful, 2 being somewhat useful, and 3 being not very useful.*

Recruitment method	If yes, mark scale	Recruitment method	If yes, mark scale
<input type="checkbox"/> Newspapers	1 2 3	<input type="checkbox"/> Internet	1 2 3
<input type="checkbox"/> Referrals	1 2 3	<input type="checkbox"/> Walk-ins	1 2 3
<input type="checkbox"/> Job fairs	1 2 3	<input type="checkbox"/> Temp staff service	1 2 3
<input type="checkbox"/> High schools	1 2 3	<input type="checkbox"/> Employment agency	1 2 3
<input type="checkbox"/> Vocational/technical schools	1 2 3	<input type="checkbox"/> Technical/exec recruiters	1 2 3
<input type="checkbox"/> Community colleges	1 2 3	<input type="checkbox"/> Trade publications	1 2 3
<input type="checkbox"/> Colleges/universities	1 2 3	<input type="checkbox"/> Promoting from within	1 2 3
<input type="checkbox"/> WORK4WV Job Service	1 2 3	<input type="checkbox"/> Other (please specify): _____	1 2 3

11. Employee job skills vary in importance to area employers. Please rank the following with *1 being very important, 2 being somewhat important* and *3 being not important* job skill required of the **current workforce and new hires (entry level positions)**.

CURRENT WORKFORCE	CURRENT NEW HIRES	CHANGE IN SKILL REQUIREMENTS IN THE NEXT 3-5 YEARS
<input type="checkbox"/> *1. Basic reading skills 1 2 3 (uncomplicated passages which use elementary vocabulary)	<input type="checkbox"/> *1. Basic reading skills 1 2 3 (uncomplicated passages which use elementary vocabulary)	<input type="checkbox"/> *1. Basic reading skills 1 2 3 (uncomplicated passages which use elementary vocabulary)
<input type="checkbox"/> *2. Intermediate reading skills 1 2 3 (complex passages, excerpts from regulatory and legal documents, advanced vocabulary, jargon, and technical terms)	<input type="checkbox"/> *2. Intermediate reading skills 1 2 3 (complex passages, excerpts from regulatory and legal documents, advanced vocabulary, jargon, and technical terms)	<input type="checkbox"/> *2. Intermediate reading skills 1 2 3 (complex passages, excerpts from regulatory and legal documents, advanced vocabulary, jargon, and technical terms)
<input type="checkbox"/> *3. Advanced reading skills 1 2 3 (more complex reading, ascertaining meaning of uncommon jargon or technical terms from context of reading material; recognizing probable rationale behind policies and procedures)	<input type="checkbox"/> *3. Advanced reading skills 1 2 3 (more complex reading, ascertaining meaning of uncommon jargon or technical terms from context of reading material; recognizing probable rationale behind policies and procedures)	<input type="checkbox"/> *3. Advanced reading skills 1 2 3 (more complex reading, ascertaining meaning of uncommon jargon or technical terms from context of reading material; recognizing probable rationale behind policies and procedures)
<input type="checkbox"/> *4. Basic math skills 1 2 3 (+, --, x, -:-) making change	<input type="checkbox"/> *4. Basic math skills 1 2 3 (+, --, x, -:-) making change	<input type="checkbox"/> *4. Basic math skills 1 2 3 (+, --, x, -:-) making change
<input type="checkbox"/> *5. Intermediate math skills 1 2 3 (fractions, decimals, percentages)	<input type="checkbox"/> *5. Intermediate math skills 1 2 3 (fractions, decimals, percentages)	<input type="checkbox"/> *5. Intermediate math skills 1 2 3 (fractions, decimals, percentages)
<input type="checkbox"/> *6. Advanced math skills 1 2 3 (conversions between systems of measurement, geometry, calculus)	<input type="checkbox"/> *6. Advanced math skills 1 2 3 (conversions between systems of measurement, geometry, calculus)	<input type="checkbox"/> *6. Advanced math skills 1 2 3 (conversions between systems of measurement, geometry, calculus)
<input type="checkbox"/> *7. Basic writing skills 1 2 3 (sentence structure and grammar; writing style, spelling, punctuation, logical)	<input type="checkbox"/> *7. Basic writing skills 1 2 3 (sentence structure and grammar; writing style, spelling, punctuation, logical)	<input type="checkbox"/> *7. Basic writing skills 1 2 3 (sentence structure and grammar; writing style, spelling, punctuation, logical)
<input type="checkbox"/> *8. Listening skills 1 2 3 (hearing information, writing it down, and communicating it to someone else)	<input type="checkbox"/> *8. Listening skills 1 2 3 (hearing information, writing it down, and communicating it to someone else)	<input type="checkbox"/> *8. Listening skills 1 2 3 (hearing information, writing it down, and communicating it to someone else)
<input type="checkbox"/> 9. Customer relations skills 1 2 3	<input type="checkbox"/> 9. Customer relations skills 1 2 3	<input type="checkbox"/> 9. Customer relations skills 1 2 3
<input type="checkbox"/> *10. Teamwork 1 2 3 (skill in choosing behaviors and/or actions that simultaneously support relationships within a team and lead toward the accomplishment of work tasks)	<input type="checkbox"/> *10. Teamwork 1 2 3 (skill in choosing behaviors and/or actions that simultaneously support relationships within a team and lead toward the accomplishment of work tasks)	<input type="checkbox"/> *10. Teamwork 1 2 3 (skill in choosing behaviors and/or actions that simultaneously support relationships within a team and lead toward the accomplishment of work tasks)

CURRENT WORKFORCE	CURRENT NEW HIRES	CHANGE IN SKILL REQUIREMENTS IN THE NEXT 3-5 YEARS
<input type="checkbox"/> *11. Observation 1 2 3 (paying attention to instructions and demonstrations, and noticing details)	<input type="checkbox"/> *11. Observation 1 2 3 (paying attention to instructions and demonstrations, and noticing details)	<input type="checkbox"/> *11. Observation 1 2 3 (paying attention to instructions and demonstrations, and noticing details)
<input type="checkbox"/> *12. Applied technology skills 1 2 3 (basic principles of mechanics, electricity, fluid dynamics, and thermodynamics as applied to machines and equipment found in the workplace)	<input type="checkbox"/> *12. Applied technology skills 1 2 3 (basic principles of mechanics, electricity, fluid dynamics, and thermodynamics as applied to machines and equipment found in the workplace)	<input type="checkbox"/> *12. Applied technology skills 1 2 3 (basic principles of mechanics, electricity, fluid dynamics, and thermodynamics as applied to machines and equipment found in the workplace)
<input type="checkbox"/> 13. Critical thinking 1 2 3 (problem solving, establishing work priorities, decision making)	<input type="checkbox"/> 13. Critical thinking 1 2 3 (problem solving, establishing work priorities, decision making)	<input type="checkbox"/> 13. Critical thinking 1 2 3 (problem solving, establishing work priorities, decision making)
<input type="checkbox"/> *14. Locating information 1 2 3 (use diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges to make decisions and draw conclusions)	<input type="checkbox"/> *14. Locating information 1 2 3 (use diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges to make decisions and draw conclusions)	<input type="checkbox"/> *14. Locating information 1 2 3 (use diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges to make decisions and draw conclusions)
<input type="checkbox"/> 15. Computer applications and data entry skills 1 2 3 (familiar with Microsoft or comparable products)	<input type="checkbox"/> 15. Computer applications and data entry skills 1 2 3 (familiar with Microsoft or comparable products)	<input type="checkbox"/> 15. Computer applications and data entry skills 1 2 3 (familiar with Microsoft or comparable products)
<input type="checkbox"/> 16. Advanced computer skills 1 2 3 (installation, maintenance, programming, web design)	<input type="checkbox"/> 16. Advanced computer skills 1 2 3 (installation, maintenance, programming, web design)	<input type="checkbox"/> 16. Advanced computer skills 1 2 3 (installation, maintenance, programming, web design)
<input type="checkbox"/> 17. Task specific technical training 1 2 3 (technical lab skills, CAD/CAM, welding, drafting, quality control)	<input type="checkbox"/> 17. Task specific technical training 1 2 3 (technical lab skills, CAD/CAM, welding, drafting, quality control)	<input type="checkbox"/> 17. Task specific technical training 1 2 3 (technical lab skills, CAD/CAM, welding, drafting, quality control)
<input type="checkbox"/> 18. Other (please specify) 1 2 3	<input type="checkbox"/> 18. Other (please specify) 1 2 3	<input type="checkbox"/> 18. Other (please specify) 1 2 3
NOTE: * indicate workforce development work keys	NOTE: * indicate workforce development work keys	NOTE: * indicate workforce development work keys

12. Are there job skills that you foresee your company will need in the future that I have not mentioned? YES NO

If yes, what are they? (make list) mark importance of write-in skill on a scale of **1 (very important), 2 (somewhat important), 3 (not important).**

- _____ 1 2 3
- _____ 1 2 3
- _____ 1 2 3 (continue if necessary)

13. Of your new employees, approximately how many were employed elsewhere when they applied for the positions at your company? _____

14. For every new hire, how many job applicants do you turn away? _____

15. What are the primary reasons your company turns away job applicants?

For each reason, circle the number on the scale of 1- 3 to indicate how frequently applicants are turned away for that reason, with **1 being very seldom, 2 being somewhat frequent, and 3 being very frequent.**

Reason		Reason	
<input type="checkbox"/> Have no positions available	1 2 3	<input type="checkbox"/> Applicant lacks required math reasoning skills	1 2 3
<input type="checkbox"/> Applicant lacks customer relations skills	1 2 3	<input type="checkbox"/> Applicant lacks appropriate observation skills	1 2 3
<input type="checkbox"/> Applicant lacks appropriate teamwork skills	1 2 3	<input type="checkbox"/> Applicant is unable to locate information	1 2 3
<input type="checkbox"/> Applicant lacks required reading skills	1 2 3	<input type="checkbox"/> Applicant lacks basic writing skills	1 2 3
<input type="checkbox"/> Applicant lacks appropriate technology skills	1 2 3	<input type="checkbox"/> Applicant displays poor listening skills	1 2 3
<input type="checkbox"/> Applicant lacks appropriate computer technical skills	1 2 3	<input type="checkbox"/> Applicant lacks appropriate data entry skills	1 2 3
<input type="checkbox"/> Applicant lacks specialty degree/licensing requirements (please explain): _____	1 2 3	<input type="checkbox"/> Applicant's wage and benefits expectations	1 2 3
<input type="checkbox"/> Poor/unsatisfactory recommendations from previous employers	1 2 3	<input type="checkbox"/> Applicant lacks professional/technical certification	1 2 3
<input type="checkbox"/> Applicant's criminal record	1 2 3	<input type="checkbox"/> Applicant lacks appropriate previous work experience	1 2 3
<input type="checkbox"/> Applicant's attitude and demeanor	1 2 3	<input type="checkbox"/> Applicant's drug test results	1 2 3
<input type="checkbox"/> Applicant's score on screening/pre-employment tests	1 2 3	<input type="checkbox"/> Applicant's appearance/dress/grooming	1 2 3
		<input type="checkbox"/> Other (please explain): _____	1 2 3
		_____	1 2 3

16. What are the primary reasons for releasing employees from your company?

For each reason, circle the number on the scale of 1-3 to indicate how frequently employees are released for that reason, with **1 being very seldom, 2 being somewhat frequent, and 3 being very frequent.**

Reason		Reason	
<input type="checkbox"/> Downsizing company	1 2 3	<input type="checkbox"/> Employee performed his/her job poorly	1 2 3
<input type="checkbox"/> Employee skills no longer match company needs	1 2 3	<input type="checkbox"/> Employee resigned	1 2 3
<input type="checkbox"/> Employee lacks appropriate teamwork skills	1 2 3	<input type="checkbox"/> Job abandonment	1 2 3
<input type="checkbox"/> Employee is not dependable	1 2 3	<input type="checkbox"/> Other (please specify): _____	1 2 3

17. What are the primary reasons employees resign from your company?

For each reason, circle the number on the scale of 1-3 to indicate how frequently employees resign for that reason, with **1 being very seldom, 2 being somewhat frequent, and 3 being very frequent.**

Reason		Reason	
<input type="checkbox"/> Accepted employment at another firm	1 2 3	<input type="checkbox"/> Transportation issues	1 2 3
Due to:		<input type="checkbox"/> Childcare issues	1 2 3
Higher salary/wages	1 2 3	<input type="checkbox"/> Medical issues	1 2 3
Better fringe benefits	1 2 3	<input type="checkbox"/> Other personal/family issues (please specify): _____	1 2 3
Better career opportunities	1 2 3	_____	1 2 3
Location of new employer	1 2 3	<input type="checkbox"/> Unhappy at your company	1 2 3
Other (please specify): _____	1 2 3	<input type="checkbox"/> Other (please specify): _____	1 2 3
_____	1 2 3		

18. In your opinion, is there a pool of qualified employee candidates available in this region from which you can choose to hire? YES NO

19.

Do you currently hire: (mark all that apply)	Are they well prepared? (circle response)	Mark box with approximate percentage range of employees hired							
		Current				Future			
		0-25%	26-50%	51-75%	76-100%	0-25%	24-50%	51-75%	76-100%
<input type="checkbox"/> Non high school graduates	YES NO								
<input type="checkbox"/> High school graduates	YES NO								
<input type="checkbox"/> Vocational/technical school graduates	YES NO								
<input type="checkbox"/> Community college graduates	YES NO								
<input type="checkbox"/> College/university graduates	YES NO								
<input type="checkbox"/> Apprenticeship	YES NO								

20. Are there any specific job areas in your company in which positions are difficult to fill with qualified employees? (i.e. RN's, computer programmers, certified welders, etc.)

YES NO

Please indicate what these areas are: _____

21. Does your company have a need for education and training of current employees?

YES NO

If yes, what specific type of education/training does your company currently need?

22. Do you intend to retrain any existing employees?

YES NO

23. Is your company guided by any of the following quality or competency standards for employee education/training (mark all that apply)?

<input type="checkbox"/> Workforce development work keys	<input type="checkbox"/> State certification or licensing
<input type="checkbox"/> Trade associations	<input type="checkbox"/> Industry certification or licensing
<input type="checkbox"/> Education credentials	<input type="checkbox"/> ISO 9000
	<input type="checkbox"/> Other ISO _____
<input type="checkbox"/> Professional associations	<input type="checkbox"/> Other (please specify): _____

32. Were you satisfied with the services?

- | | | |
|----|-----|----|
| a. | YES | NO |
| b. | YES | NO |
| c. | YES | NO |

33. Why or why not? (please explain)

- a.
b.
c.

34. Is your company interested in working with any of the following organizations to coordinate or develop employee training programs (mark all that apply)?

<input type="checkbox"/> Workforce Investment Board	<input type="checkbox"/> Community colleges
<input type="checkbox"/> WORK4WV Career Center	<input type="checkbox"/> Colleges/universities
<input type="checkbox"/> Robert C. Byrd Institute	<input type="checkbox"/> Private sector
<input type="checkbox"/> Vocational/technical schools	<input type="checkbox"/> Small Business Development Centers (SBDCs)
<input type="checkbox"/> West Virginia Development Office (WVDO)	<input type="checkbox"/> Other (please specify): _____

If none are selected, skip to question 35

If yes, how many employees do you foresee sending for such training annually? _____

If yes, how much would your company be willing to pay per worker? _____

35. What type of training programs for new hires would be most appealing to your company (mark all that apply)?

<input type="checkbox"/> Pre-employment training	<input type="checkbox"/> On-the-job training
<input type="checkbox"/> Post-employment training	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> Short-term specialized training	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Long-term specialized training	_____

36. What would be the most desirable location for employee training?

<input type="checkbox"/> On-site	<input type="checkbox"/> On-the-job-training
<input type="checkbox"/> Off-site	<input type="checkbox"/> Other (please specify): _____

37. What would be the most desirable time for employee training?

<input type="checkbox"/> During work	<input type="checkbox"/> Weekends
<input type="checkbox"/> After work	<input type="checkbox"/> Other (please specify): _____

38. Rank each of the following from 1 to 3, with *1 being very important, 2 being somewhat important* and *3 being the least important* in planning for employee training:

<input type="checkbox"/> Cost	1	2	3
<input type="checkbox"/> Specialized training program	1	2	3
<input type="checkbox"/> Quality of training provider/ trainer	1	2	3
<input type="checkbox"/> Location of training	1	2	3
<input type="checkbox"/> Length and time of training	1	2	3

39. Are you aware of the Putnam County Development Authority and the services it offers such as business expansion assistance? YES NO

40. Would you be interested in the Putnam County Development Authority assisting you in contacting any previously mentioned providers? YES NO

41. Would your company like assistance in the following areas?

Tax credits	YES	NO
Expansion assistance (low interest state loans)	YES	NO
Export assistance	YES	NO
State and local business assistance	YES	NO
Assessing job skills	YES	NO
Identifying job competencies	YES	NO
Basic adult literacy	YES	NO
OSHA compliance	YES	NO
American Disabilities Act (ADA)	YES	NO
Other: (specify): _____		

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