

This form is meant to assist workforce intermediaries in assessing an employer's workforce needs, including determining if apprenticeship is a good fit.

INTERVIEWER

DATE

A. EMPLOYER INFORMATION

Employer Name

Employer Address

Primary Industry

Contact Name

Contact Email

Contact Phone

B. WORKFORCE INFORMATION

1. What is the level of employment at the facility?

Total employees (including management and salaried)

Total number of represented (union) employees

Hourly workers

2. Have the number of production jobs increased/decreased overall in the last two years?

Increased..... *How many?*

Decreased.... *How many?*

Stayed the Same

3. Has there been any increase in outsourcing of work over the past two years?

YES..... *Details*

NO



4. Have any of the following problems hindered company business growth in this facility in the last two years? (Select all that apply)

Difficulty finding qualified new workers

Insufficient skills of current workers

Inadequate technologies or processes

Lack of access to investment capital

Poor labor relations

Other

None

C. LABOR RELATIONS

5. Union Name (if applicable)

6. Are there other represented unions at this company?

YES..... *Names*

NO

7. How would you categorize the labor/management relationship?

Cooperative *Notes*

Adversarial

Other

8. In the last two years, has the overall Labor Management relationship:

Improved *Notes*

Deteriorated

Stayed the same

D. WORKER TRAINING

9. Have any of the following workplace changes required employees to upgrade their skills over the last two years? *(Select all that apply)*

New products or services

New production equipment (CNC, etc.)

New plant layout (cells, etc.)

New quality assurance system (ISO, etc.)

New work systems process improvements (teams, etc.)

Other

Notes

10. What types of training does the company provide? *(Select all that apply)*

Apprenticeship training

Workplace education center

Outside training courses

In-house training courses

Tuition reimbursement for job related training

Other

11. Could the company use assistance developing training programs?

YES..... *Details*

NO

E. RECRUITMENT

12. Over the past two years, have there been any problems recruiting qualified workers?

YES

NO

13. If yes, what have been the main reasons for the problems recruiting qualified workers?
(Select all that apply)

Lack of basic education (diploma, GED)

Lack of essential work skills (attendance, etc.)

Lack of technical skills (CNC, maintenance, etc.)

Substandard wages/benefits being offered

Others

14. Does this company use flexible scheduling as a recruitment tool for millennials and retirees?

YES

NO

15. Does the facility use a staffing agency to fill job openings?

YES..... *Name*

NO

16. If yes, about how many staffing firm employees are employed annually?

17. What has been the primary motivation for utilizing staffing agencies?

Recruitment of new employees

Fluctuation in product demand

Specialized skill requirement

Other

18. Does the facility plan to hire any new employees in the next two years?

YES..... *How many?*

NO

19. What would be the reason for hiring? (Select all that apply)

Expand employment

Replace retired employees

Respond to high turnover

Fill specific skill needs

Meet temporary customer demand

Other

None

20. Could the company use assistance with the recruitment of new employees?

YES

NO

**21. Are any of the following warning signs of future layoffs or closings evident at this facility?
(Select all that apply)**

Recent merger or acquisition

Recent change in top management

Decline in employment

Decline in machine or facility maintenance

Increased contracting out work

Outdated technology and production processes

Increased foreign competition

Other

ADDITIONAL NOTES

GUIDANCE

Apprenticeship might be a helpful workforce solution if your company:

- Is having difficulties in meeting its current workforce needs. (Questions 4, 9, 12 & 13)
- Has future workforce needs to plan for. (Questions 18 & 19)
- Would like to offer additional employee training. (Question 11)
- Is outsourcing work due to a lack of in-house skills. (Questions 3, 15, 16, & 17)
- Has good labor relations. (Questions 7 & 8)

RECOMMENDATIONS