

Interview Guide
Chesapeake Workforce Alliance - Employer Interviews

1) The **[insert name of LWIB here]** administers a system of workforce services in this region.

1a) Are you aware of the **[insert name of LWIB here]** Yes No

If **Yes**, ask 1b) an 1c) -- Otherwise *Skip to Question 2*).

1b) Has your business used any of the products or services offered by the **[insert name of LWIB here]**?

Yes No

1b1) If **Yes**, Probe on Service

Service	Comments

1b2) If **No**, why:

1c) Do you have any comments about **[insert name of LWIB here]**

2) Does your business currently face workforce or labor market problems that limit its ability to achieve its business objectives? Yes No

2b) If **Yes**, please describe the issue and how it impacts your business.

Issue	How it impact your business?
1)	
2)	
3)	
4)	
5)	

3) What steps, if any, can State or Local government take to assist your business in dealing with workforce issues?

Issue	Steps Government can take
1)	
2)	
3)	
4)	
5)	

4) Have you experienced difficulty in filling job vacancies over the last year? Yes No

4a. If yes, list the occupations for which you had difficulty filling vacancies.

<i>Occupation</i>	<i><u>Length of Time Vacant</u></i>		
	<i><u>Less than 1 month</u></i>	<i><u>1 to 3 months</u></i>	<i><u>Over 3 months</u></i>
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4b. To what extent has the difficulty you experienced in filling job vacancies hindered your ability to achieve your business goals?

Greatly *Somewhat* *Not at All* *No Opinion*

5) I would now like to ask you a few questions about how you fill the difficult to fill job vacancies you mentioned above. **ASK FOR EACH OCCUPATION LISTED IN QUESTION 4**

Occupation 1:

What are the principal occupations or positions (job titles) from which you most often fill this difficult to fill job vacancy by internal promotions or transfers?

Feeder Occupation 1:	<input type="text"/>
Feeder Occupation 2:	<input type="text"/>
Feeder Occupation 3:	<input type="text"/>
Feeder Occupation 4:	<input type="text"/>
Feeder Occupation 5:	<input type="text"/>

In order to promote or transfer an existing worker into this position or occupation is any specialized training required?

Yes No

In-House Training (<input type="text"/>)
Outside Training (<input type="text"/>)
Educational Degree, Certificate, Other Program (<input type="text"/>)
Other (Please Describe	<input type="text"/>)

When you need to recruit a person to fill a vacancy for this position, what steps do you most frequently take? *(Check all that apply)*

Recruit qualified candidates locally (Please Describe	<input type="text"/>
Recruit qualified candidates regionally (Please Describe	<input type="text"/>
Recruit qualified candidates nationally (Please Describe	<input type="text"/>
Recruit qualified candidates from competitors (Please Describe	<input type="text"/>
Recruit qualified candidates from educational institutions (Please Describe	<input type="text"/>

Occupation 2:

What are the principal occupations or positions (job titles) from which you most often fill this difficult to fill job vacancy by internal promotions or transfers?

Feeder Occupation 1:	<input type="text"/>
Feeder Occupation 2:	<input type="text"/>
Feeder Occupation 3:	<input type="text"/>
Feeder Occupation 4:	<input type="text"/>
Feeder Occupation 5:	<input type="text"/>

In order to promote or transfer an existing worker into this position or occupation is any specialized training required?

Yes No

In-House Training (<input type="text"/>)
Outside Training (<input type="text"/>)
Educational Degree, Certificate, Other Program (<input type="text"/>)
Other (Please Describe	<input type="text"/>)

When you need to recruit a person to fill a vacancy for this position, what steps do you most frequently take? *(Check all that apply)*

Recruit qualified candidates locally (Please Describe	<input type="text"/>
Recruit qualified candidates regionally (Please Describe	<input type="text"/>
Recruit qualified candidates nationally (Please Describe	<input type="text"/>
Recruit qualified candidates from competitors (Please Describe	<input type="text"/>
Recruit qualified candidates from educational institutions (Please Describe	<input type="text"/>

Occupation 3:

What are the principal occupations or positions (job titles) from which you most often fill this difficult to fill job vacancy by internal promotions or transfers?

Feeder Occupation 1:	
Feeder Occupation 2:	
Feeder Occupation 3:	
Feeder Occupation 4:	
Feeder Occupation 5:	

In order to promote or transfer an existing worker into this position or occupation is any specialized training required?

Yes No

In-House Training (_____)
Outside Training (_____)
Educational Degree, Certificate, Other Program (_____)
Other (Please Describe _____)

When you need to recruit a person to fill a vacancy for this position, what steps do you most frequently take? (Check all that apply)

Recruit qualified candidates locally (Please Describe _____)
Recruit qualified candidates regionally (Please Describe _____)
Recruit qualified candidates nationally (Please Describe _____)
Recruit qualified candidates from competitors (Please Describe _____)
Recruit qualified candidates from educational institutions (Please Describe _____)

Occupation 4:

What are the principal occupations or positions (job titles) from which you most often fill this difficult to fill job vacancy by internal promotions or transfers?

Feeder Occupation 1:	
Feeder Occupation 2:	
Feeder Occupation 3:	
Feeder Occupation 4:	
Feeder Occupation 5:	

In order to promote or transfer an existing worker into this position or occupation is any specialized training required?

Yes No

In-House Training (_____)
Outside Training (_____)
Educational Degree, Certificate, Other Program (_____)
Other (Please Describe _____)

When you need to recruit a person to fill a vacancy for this position, what steps do you most frequently take? (Check all that apply)

Recruit qualified candidates locally (Please Describe _____)
Recruit qualified candidates regionally (Please Describe _____)
Recruit qualified candidates nationally (Please Describe _____)
Recruit qualified candidates from competitors (Please Describe _____)
Recruit qualified candidates from educational institutions (Please Describe _____)

Occupation 5:

What are the principal occupations or positions (job titles) from which you most often fill this difficult to fill job vacancy by internal promotions or transfers?

Feeder Occupation 1:	<input type="text"/>
Feeder Occupation 2:	<input type="text"/>
Feeder Occupation 3:	<input type="text"/>
Feeder Occupation 4:	<input type="text"/>
Feeder Occupation 5:	<input type="text"/>

In order to promote or transfer an existing worker into this position or occupation is any specialized training required?

Yes **No**

In-House Training (<input type="text"/>)
Outside Training (<input type="text"/>)
Educational Degree, Certificate, Other Program (<input type="text"/>)
Other (Please Describe	<input type="text"/>)

When you need to recruit a person to fill a vacancy for this position, what steps do you most frequently take? (*Check all that apply*)

Recruit qualified candidates locally (Please Describe	<input type="text"/>
Recruit qualified candidates regionally (Please Describe	<input type="text"/>
Recruit qualified candidates nationally (Please Describe	<input type="text"/>
Recruit qualified candidates from competitors (Please Describe	<input type="text"/>
Recruit qualified candidates from educational institutions (Please Describe	<input type="text"/>

6) I am now going to read a list of basic skills and educational levels. I would like you to describe: **(1)** the importance your business places on finding workers with each listed basic skill or educational levels and **(2)** the difficulty your firm has experienced in the last year in finding workers with each listed basic skill or educational level

	(1) Importance			(2) Difficulty in Finding Workers With Basic Skills				Comment
	Some			Some				
	Very	what	Not	Very	what	None	n.a.	
6a. Basic Skills								
Basic Reading								
Basic Math								
Verbal Communications								
Written Communications								
Basic Computer Skills								
Other (_____)								
6b. Educational Levels								
High School/GED								
Vocational School								
Associate Degree								
Bachelor's Degree								
Advanced Degree								
Professional Degree								
Other (_____)								

7) I would now like to know about some of the major occupational skills required by workers at your company. Please list some major occupational skills and then describe: **(1)** the importance your business places on finding workers with each specific skill and **(2)** the difficulty your firm has experienced in the last year in finding workers with each specific skill.

	(1) Importance			(2) Difficulty in Finding Workers With Basic Skills				Comment
	Some			Some				
	Very	what	Not	Very	what	None	n.a.	
7a. Occupational Skills								
1. _____								
2. _____								
3. _____								
4. _____								
5. _____								

8) Businesses' workforce needs are continually changing. We are interested in collecting information on what specific basic and/or occupational skills you see becoming more important to your business in the next five or so years. Please briefly describe the skill and why you see it becoming more important.

Skill	Why more important	Probe on do you think you will have difficulty finding workers with this skill -- and why?
1)		
2)		
3)		
4)		
5)		

9) Do you have any more comments on workforce issues effecting your business and- or the region?

10) Would you be interested in partnering with other employers in your industry to develop strategies to improve the workplace needs of your organization? (i.e. Skills Alliances) Yes No

If yes, what resources might you be willing and able to contribute?

Are there issues or policies that you think **[insert name of LWIB here]** should consider in formulating strategies to improve the workplace needs of your organization?

11) The Local Workforce Investment Boards are continuously looking for more effective ways to encourage active participation from the business community. Would you be interested in participating in future workgroups, committees, or Tasks Forces of the workforce investment boards? Yes No