JOB TITLE 1 :	Typical Beg	inning Salary:
Number of Employees:	Full time: P	Part time:
Skills required: (Check th	ose that apply)	
Listening Skills	Problem Solving Skills	Interpersonal Skills
Communication Skills	Time Management Skills	Computer Skills
Technical Skills	Customer Service Skills	Other (Please list:)
What level of education is	expected for this position? (Ch	neck those that apply)
NoneHigh Sc	hool DiplomaGED _	Specific License/Certificate
Associate's Degree	Bachelor's Degree	Other (Please list:)
Does the company provide	training for this specified job?	(Check One)YesNo
JOB TITLE 2:	Typical	Beginning Salary:
JOB TITLE 2:		Beginning Salary:
	Full time: P	
Number of Employees: Skills required: (Check the	Full time: P	Part time:
Number of Employees: Skills required: (Check the Listening Skills	Full time: Pose that apply)	Part time:Interpersonal Skills
Number of Employees: Skills required: (Check the Listening Skills	Full time: Pose that apply)Problem Solving Skills	Part time:Interpersonal SkillsComputer Skills
Number of Employees: Skills required: (Check theListening SkillsCommunication SkillsTechnical Skills	Full time: Problem Solving SkillsTime Management Skills	Part time: Interpersonal Skills Computer Skills Other (Please list:)
Number of Employees: Skills required: (Check the Listening Skills Communication Skills Technical Skills What level of education is	Full time: Problem Solving SkillsTime Management SkillsCustomer Service Skills	Interpersonal SkillsComputer SkillsOther (Please list:) neck those that apply)
Number of Employees: Skills required: (Check theListening SkillsCommunication SkillsTechnical Skills What level of education isNoneHigh Sci	Full time: Problem Solving SkillsTime Management SkillsCustomer Service Skills expected for this position? (Ch	Interpersonal SkillsComputer SkillsOther (Please list:) meck those that apply)Specific License/Certificate

JOB TITLE 3:	Typica	al Beginning Salary:
Number of Employees:	Full time:	Part time:
Skills required: (Check tho	se that apply)	
Listening Skills	Problem Solving Skills	Interpersonal Skills
Communication Skills	Time Management Skills	Computer Skills
Technical Skills	Customer Service Skills	Other (Please list:)
What level of education is e	expected for this position? (C	Check those that apply)
NoneHigh Sch	nool DiplomaGED	Specific License/Certificate
Associate's Degree	Bachelor's Degree	Other (Please list:)
Does the company provide	training for this specified jol	o? (Check One)YesNo
1. What type of industry asGoodsServices	re you? (Check One)	
2. Who do you contact for	workforce training? (Check	those that apply)
On-the-Job Training	Texas Workforce Center _	_Educational/Training Institutions
Training on Video	Other Professional Organiz	ationsNo One/Not Applicable
3. What are your issues rel	ated to present workers? (C	Check up to 3)
SalaryTrainin	gSkillsUnder Sta	ffedTurnoverBenefits
Work EthicOther	None/Not Applicable	;

4.	What are your issues related to workers y	ou don't hire? (Check	c up to 3)
	Lack of Proper Education/Training	_Lack of Experience	Lack of Skills
	Poor Work History/References	_Lack of Preparation	Work Ethic
	OtherNot Applicable		
	How can the Texas Workforce Center hel (Check those that apply)	p you with your workf	orce needs?
	Provide InformationProvide Skilled	l WorkersProvide	e TrainingOther
	Don't KnowCan't Help		
6a.	. What is the average cost to train one em	ployee in his/her positi	on? (Check One)
	Not Applicable\$100 or less	\$500 or less	\$1,000 or less
	\$5,000 or less\$10,000 or less	\$50,000 or less _	Over \$50,000
6b	. What is the average time to train one em	nployee in his/her positi	ion? (Check One)
	Not ApplicableOne day or less	_One week or less	One month or less
	1 year or lessOver 1 year		
7.	Do you provide employee benefits? (Che	ck One)YesN	No
8.	If your employees had more skills trainin (Check those that apply)	g, would the increased	skills:
	Add value to your product or service	Increase emplo	yee efficiency
	Make your company more competitive	Help to retain e	employees
	Increase production	Help decrease t	training time
	Not Applicable		

9a.	If an employee developed more skills, would he/she be eligible for a promotion with a pay increase? (Check One)YesNoNot Applicable
	If you answer no or not applicable, skip to question 10.
9b.	If promoted, what amount of pay increase is typical? (Check One)
	5% or less10% or less50% or less50% or less
	100% or lessOver 100%
10.	Which attributes below are most important: (Check up to 3)
	TimelinessHonestyGood AppearanceAbility to Learn
	Ability to get along with othersCommunication SkillsCreativity
	Hard WorkerLeadership
11.	What is your company-wide turnover rate per year? (Check One)
	No Turnover10% or less25% or less50% or less100% or less
	150% or less200% or lessOver 200%
QU	ESTIONS OR COMMENTS ABOUT THIS SURVEY:

THANK YOU FOR YOUR PARTICIPATION

Concho Valley Workforce Development Board (last revised 9/16/02)

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JOB TITLE:	Typical Begin	ning Salary:
Number of Employees:	Full time: F	Part time:
Skills required: (Check th	nose that apply)	
Listening Skills	Problem Solving Skills	Interpersonal Skills
Communication Skills	Time Management Skills	Computer Skills
Technical Skills	Customer Service Skills	Other (Please list:)
What level of education is	expected for this position? (Ch	neck those that apply)
NoneHigh Sc	hool DiplomaGED _	Specific License/Certificate
Associate's Degree	Bachelor's Degree	Other (Please list:)
Does the company provide	e training for this specified job?	(Check One)YesNo
JOB TITLE:	Typical Beginn	ning Salary:
	Typical Beginn Full time: F	
	Full time: F	
Number of Employees:	Full time: F	
Number of Employees: Skills required: (Check theListening Skills	Full time: For example of the property o	Part time:Interpersonal Skills
Number of Employees: Skills required: (Check theListening Skills	Full time: Fose that apply)Problem Solving Skills	Part time:Interpersonal SkillsComputer Skills
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