

## **REVIEW OF RESPONDENT-COMPLETED QUESTIONNAIRE.**

*(GET THE SURVEY FORM 1 FROM RESPONDENT)* May I please see the questionnaire we sent to you?

1. Did you have any problems completing the survey?  Yes  No

*Check all items mentioned. Do not prompt respondent.*

Too long	
Flow was confusing / Did not understand instructions	
Terms were confusing	
Layout issues	
Printing issues /legibility	
Other (list)	

2. Do you have any questions?  Yes  No *(ANSWER QUESTIONS AS NEEDED)*

### **REVIEW PAGE 1**

*(REVIEW PAGE 1 FOR MISSING INFORMATION. ASK FOR MISSING INFORMATION IF NEEDED)*

### **REVIEW PAGE 2**

*(VERIFY ALL INFORMATION ON PAGE 2 WITH RESPONDENT. ASK FOR MISSING INFORMATION IF NEEDED)*

### **REVIEW PAGE 3**

*(HAND CARD 1 TO THE RESPONDENT)*

*(REVIEW INFORMATION ON SKILLS NEEDED. REVIEW BY JOB GROUP WITHIN EACH SKILLS CATEGORY)*

- Let's review your answers to the questions about the skills needed for your employees.
- You said that the important skills in the Physical/ Using Tools skills category for (Job Group) are *(READ ITEMS CHECKED)*. Do you find that any of those skills are typically deficient or under-developed when hiring or evaluating employees in the (Job Group)?  
(If Yes) Which ones? *(PLACE AN 'X' IN THE GRAY BOX FOR EACH ONE MENTIONED)*
- The important Physical/ Using Tools skills for (next Job Group) are *(READ ITEMS CHECKED)*. Do you find that any of those skills are typically deficient or under-developed when hiring or evaluating employees in the (Job Group)?  
(If Yes) Which ones? *(PLACE AN 'X' IN THE GRAY BOX FOR EACH ONE MENTIONED)*

*(REPEAT FOR EACH JOB GROUP WITHIN THE PHYSICAL/USING TOOLS CATEGORY)*

*(MOVE TO MENTAL/USING IDEAS. REPEAT Q4-5 FOR EACH JOB GROUP WITHIN THIS CATEGORY)*

### **REVIEW PAGE 4**

*(RESPONDENT KEEPS CARD 1)*

*(REVIEW INFORMATION ON SKILLS NEEDED. REVIEW BY JOB GROUP WITHIN EACH SKILLS CATEGORY)*

*(MOVE TO SOCIAL/USING RELATIONAL SKILLS. REPEAT Q4-5 FOR EACH JOB GROUP WITHIN THIS CATEGORY)*



	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wor
<b>Number increase in new jobs =</b>						

## **SKILLS NEEDED FOR FUTURE JOBS**

10. You mentioned that you planned to hire \_\_\_ employees in the next 5 years in the (Job Group). Based on your needs, what are the important skills needed in your company for (Job Group) that are ***not currently needed?*** ***(HAND CARD 1)*** In other words, what skills will be needed for these new hires that are ***different*** than those you mentioned earlier? Read them off the list and I'll mark them down. Let's cover each skills category one at a time, starting with Physical/Using Tools. ***(REPEAT FOR EACH JOB GROUP AND SKILLS CATEGORY)***

Skill	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Worker
<b>100 Physical Skills / Primarily Using Tools</b>						
101 Physical stamina	101	101	101	101	101	101
102 Carry or lift	102	102	102	102	102	102
103 Work in closed spaces	103	103	103	103	103	103
104 Agility	104	104	104	104	104	104
105 Strength	105	105	105	105	105	105
106 Manual dexterity	106	106	106	106	106	106
107 Build	107	107	107	107	107	107
108 Repair	108	108	108	108	108	108
109 Fine motor coordination	109	109	109	109	109	109
110 Cultivate plants	110	110	110	110	110	110
111 Mechanical abilities	111	111	111	111	111	111
112 Produce handmade crafts	112	112	112	112	112	112
<b>200 Mental Skills / Primarily Using Ideas</b>						
201 Mathematical computation	201	201	201	201	201	201
202 Writing ability	202	202	202	202	202	202
203 Critical thinking	203	203	203	203	203	203
204 Multicultural awareness	204	204	204	204	204	204
205 Scientific analysis	205	205	205	205	205	205
206 Abstract thinking	206	206	206	206	206	206
207 Conducting research	207	207	207	207	207	207
208 Analytical skill	208	208	208	208	208	208
209 Understand theoretical concepts	209	209	209	209	209	209
210 Spatial visualization	210	210	210	210	210	210
211 Design	211	211	211	211	211	211
212 Edit	212	212	212	212	212	212
213 Generate ideas	213	213	213	213	213	213
214 Develop concepts	214	214	214	214	214	214
215 Artistic	215	215	215	215	215	215
<b>300 Social Skills / Primarily Using Relational Abilities</b>						
301 Verbal ability	301	301	301	301	301	301
302 Public speaking	302	302	302	302	302	302
303 Keeps confidentiality	303	303	303	303	303	303
304 Instruct/teach	304	304	304	304	304	304
305 Explain a concept	305	305	305	305	305	305
306 Help others	306	306	306	306	306	306
307 Attentive listener	307	307	307	307	307	307
308 Delegate	308	308	308	308	308	308
309 Sell a product	309	309	309	309	309	309

Skill	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
310 Direct a project	310	310	310	310	310	
311 Reach goals	311	311	311	311	311	
312 Negotiate	312	312	312	312	312	
313 Persuade	313	313	313	313	313	
314 Evaluate	314	314	314	314	314	
315 Works with a team	315	315	315	315	315	

400 Traditional Workplace Skills / Primarily Using Data & Information						
401 Reading comprehension	401	401	401	401	401	
402 Monitor processes	402	402	402	402	402	
403 Probing	403	403	403	403	403	
404 Computer literacy	404	404	404	404	404	
405 Plan	405	405	405	405	405	
406 Collect data	406	406	406	406	406	
407 Interpret data	407	407	407	407	407	
408 Make decisions	408	408	408	408	408	
409 Organized	409	409	409	409	409	
410 Time management	410	410	410	410	410	
411 Detail-oriented	411	411	411	411	411	
412 Work with computer software	412	412	412	412	412	
413 Keep records	413	413	413	413	413	
414 Financial analysis	414	414	414	414	414	
415 Project management	415	415	415	415	415	
416 Budget	416	416	416	416	416	
417 Follow instructions	417	417	417	417	417	
<b>OTHER</b>						

## TRAITS NEEDED FOR FUTURE JOBS

11. Thinking again about the hiring of \_\_\_ employees in the next 5 years, what are the important traits needed in your company for that (Job Group) that are ***not currently needed?*** (*HAND CARD 2*) In other words, what traits will be needed for these new hires that are ***different*** than those you mentioned earlier? Read them off the list and I'll mark them down. Let's cover each traits category one at a time, starting with Physical/Using Tools.

**(REPEAT FOR EACH JOB GROUP AND SKILLS CATEGORY)**

Trait	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
<b>500 Personal Character Traits</b>						
501 Honesty	501	501	501	501	501	
502 Methodical	502	502	502	502	502	
503 Strong work ethic	503	503	503	503	503	
504 Reliability	504	504	504	504	504	
505 Professionalism	505	505	505	505	505	
506 Dedication	506	506	506	506	506	
507 Focused on task	507	507	507	507	507	

Trait	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
508 Punctual	508	508	508	508	508	
509 Adaptable	509	509	509	509	509	
510 Respectful	510	510	510	510	510	
511 Role model for others	511	511	511	511	511	
<b>600 Motivation Traits</b>						
601 Self confidence	601	601	601	601	601	
602 Industrious	602	602	602	602	602	
603 Challenge status quo	603	603	603	603	603	
604 Success driven	604	604	604	604	604	
605 Continuous improvement	605	605	605	605	605	
606 Ambitious	606	606	606	606	606	
607 Self management	607	607	607	607	607	
608 Achieves goals	608	608	608	608	608	
609 Informed risk-taker	609	609	609	609	609	
610 Take the initiative	610	610	610	610	610	
611 Inspires others	611	611	611	611	611	
612 Tenacity	612	612	612	612	612	
<b>700 Social Traits</b>						
701 Resolves conflict	701	701	701	701	701	
702 Cooperative	702	702	702	702	702	
703 Team player	703	703	703	703	703	
704 Compassionate	704	704	704	704	704	
705 Caring	705	705	705	705	705	
706 Tactful	706	706	706	706	706	
707 Seeks feedback	707	707	707	707	707	
708 Courteous	708	708	708	708	708	
709 Persuasive	709	709	709	709	709	
710 Clearly expresses ideas	710	710	710	710	710	
711 Fosters collaboration	711	711	711	711	711	
712 Likable personality	712	712	712	712	712	
713 Open to constructive criticism	713	713	713	713	713	
<b>800 Intellectual Traits</b>						
801 Curiosity	801	801	801	801	801	
802 Inquiring	802	802	802	802	802	
803 Rational	803	803	803	803	803	
804 Effective problem-solver	804	804	804	804	804	
805 Creativity	805	805	805	805	805	
806 Decision-maker	806	806	806	806	806	
807 Deductive reasoning	807	807	807	807	807	
808 Willingness to learn	808	808	808	808	808	
809 Forward thinking (to future)	809	809	809	809	809	
<b>OTHER</b>						

**TRAINING/EDUCATION NEEDED FOR FUTURE JOBS** *(HAND CARD 3)*

12. Thinking again about the hiring of \_\_ employees in the next 5 years for (Job Group), what degrees, majors, or fields of study do you anticipate needing? *(REPEAT FOR EACH JOB)*

Training /Education	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
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Training /Education	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
<b>100 Vocational Certifications and Training</b>						
101 Certified Nursing Assistant	101	101	101	101	101	
102 Animal Training	102	102	102	102	102	
103 Bldg. Maintenance/Tech	103	103	103	103	103	
104 Call Center Management	104	104	104	104	104	
105 Certified Personal Training	105	105	105	105	105	
106 Child Day Care Management	106	106	106	106	106	
107 Construction Management	107	107	107	107	107	
108 Culinary Arts	108	108	108	108	108	
109 Electronics	109	109	109	109	109	
110 Fire Science	110	110	110	110	110	
112 Hospitality/Restaurant Mgt.	111	111	111	111	111	
113 HVAC	112	112	112	112	112	
114 Jewelry Design & Repair	113	113	113	113	113	
115 Landscape Design	114	114	114	114	114	
116 Locksmith	115	115	115	115	115	
117 Nail Technician/Manicurist	117	117	117	117	117	
118 Telecommunications Technician	118	118	118	118	118	
119 Tourism & Travel	119	119	119	119	119	
120 Truck Driving/CDL	120	120	120	120	120	
121 Welding	121	121	121	121	121	
<b>200 Associate Degree</b>						
201 Agricultural technology	201	201	201	201	201	
202 Architectural technology	202	202	202	202	202	
203 Automotive technology	203	203	203	203	203	
204 Aviation maintenance	204	204	204	204	204	
205 Cosmetology	205	205	205	205	205	
206 Business studies	206	206	206	206	206	
207 Civil engineering technology	207	207	207	207	207	
208 Computer graphics	208	208	208	208	208	
209 Computer information systems	209	209	209	209	209	
210 Construction technology	210	210	210	210	210	
211 Criminal justice	211	211	211	211	211	
212 Dental hygiene	212	212	212	212	212	
213 Desktop publishing	213	213	213	213	213	
214 Diagnostic medical sonography	214	214	214	214	214	
215 Drafting technology	215	215	215	215	215	
216 Emergency medical technology	216	216	216	216	216	
217 Environmental studies	217	217	217	217	217	
218 Equine studies	218	218	218	218	218	
219 Fire protection and safety technology	219	219	219	219	219	
220 Geographic information	220	220	220	220	220	
221 Health and wellness technology	221	221	221	221	221	
222 Homeland security	222	222	222	222	222	
223 Horticulture	223	223	223	223	223	
224 Human services	224	224	224	224	224	
225 Industrial chemical technology	225	225	225	225	225	
226 Information technology	226	226	226	226	226	
227 Interior design	227	227	227	227	227	
228 Licensed practical nursing	228	228	228	228	228	

Training /Education	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
229 Manufacturing industrial technology	229	229	229	229	229	
230 Masonry	230	230	230	230	230	
231 Medical records administration	231	231	231	231	231	
232 Mining technology	232	232	232	232	232	
233 Paralegal studies	233	233	233	233	233	
234 Paramedic technology	234	234	234	234	234	
235 Plumbing technology	235	235	235	235	235	
236 Quality management systems	236	236	236	236	236	
237 Radiology technology	237	237	237	237	237	
238 Respiratory therapy	238	238	238	238	238	
239 Roofing	239	239	239	239	239	
240 Surgical technology	240	240	240	240	240	
241 Surveying and mapping technology	241	241	241	241	241	
242 Veterinary technology	242	242	242	242	242	
243 Webpage design	243	243	243	243	243	
244 Wood manufacturing technology	244	244	244	244	244	
<b>300 Bachelor</b>						
301 Accounting	301	301	301	301	301	
302 Advertising	302	302	302	302	302	
303 Agriculture	303	303	303	303	303	
304 Animal Sciences	304	304	304	304	304	
305 Architecture	305	305	305	305	305	
306 Athletic training	306	306	306	306	306	
307 Biology	307	307	307	307	307	
308 Biotechnology	308	308	308	308	308	
309 Business	309	309	309	309	309	
310 Chemical engineering	310	310	310	310	310	
311 Chemistry	311	311	311	311	311	
312 Civil engineering	312	312	312	312	312	
313 Clinical/medical laboratory technology	313	313	313	313	313	
314 Clothing, apparel and textile studies	314	314	314	314	314	
315 Computer programming	315	315	315	315	315	
316 Computer science	316	316	316	316	316	
317 Construction management	317	317	317	317	317	
318 Culinary arts	318	318	318	318	318	
319 Dietetics	319	319	319	319	319	
320 Digital media	320	320	320	320	320	
321 Early childhood education	321	321	321	321	321	
322 Education	322	322	322	322	322	
323 Ecology	323	323	323	323	323	
324 E-commerce	324	324	324	324	324	
325 Economics	325	325	325	325	325	
326 Electrical engineering	326	326	326	326	326	
327 Environmental science	327	327	327	327	327	
328 English	328	328	328	328	328	
329 Entrepreneurial studies	329	329	329	329	329	
330 Family and consumer sciences	330	330	330	330	330	
331 Finance	331	331	331	331	331	
332 Fashion and apparel design	332	332	332	332	332	
333 Food and nutrition studies	333	333	333	333	333	
334 Foreign language	334	334	334	334	334	



<b>Training /Education</b>	<b>Sr Exec</b>	<b>Director</b>	<b>Mgr/Prof</b>	<b>Supervisor</b>	<b>Coordinator</b>	<b>Line Wo</b>
335 Forensic science	335	335	335	335	335	
336 Forestry	336	336	336	336	336	
337 Geography	337	337	337	337	337	
338 Geology	338	338	338	338	338	
339 Healthcare administration	339	339	339	339	339	
340 Historic preservation	340	340	340	340	340	
341 Horticulture	341	341	341	341	341	
342 Hospitality administration & management	342	342	342	342	342	
343 Human development and family studies	343	343	343	343	343	
344 Human resources management	344	344	344	344	344	
345 Human services	345	345	345	345	345	
346 Industrial engineering	346	346	346	346	346	
347 Information systems	347	347	347	347	347	
348 Information technology	348	348	348	348	348	
349 Insurance	349	349	349	349	349	
350 Liberal arts	350	350	350	350	350	
351 Linguistics	351	351	351	351	351	
352 Management information systems	352	352	352	352	352	
353 Materials engineering	353	353	353	353	353	
354 Marketing	354	354	354	354	354	
355 Marine biology	355	355	355	355	355	
356 Mathematics	356	356	356	356	356	
357 Mechanical engineering	357	357	357	357	357	
358 Metallurgical engineering	358	358	358	358	358	
359 Nursing	359	359	359	359	359	
360 Parks and recreation	360	360	360	360	360	
361 Physical sciences	361	361	361	361	361	
362 Physics	362	362	362	362	362	
363 Psychology	363	363	363	363	363	
364 Political science	364	364	364	364	364	
365 Public administration	365	365	365	365	365	
366 Public relations	366	366	366	366	366	
367 Real estate	367	367	367	367	367	
368 Religious studies	368	368	368	368	368	
369 Science	369	369	369	369	369	
370 Sociology	370	370	370	370	370	
371 Social work	371	371	371	371	371	
372 Software engineering	372	372	372	372	372	
373 Sports administration	373	373	373	373	373	
374 Surveying technology	374	374	374	374	374	
375 Telecommunications technology	375	375	375	375	375	
376 Urban, community and regional planning	376	376	376	376	376	
377 Wildlife management	377	377	377	377	377	
378 Zoology	378	378	378	378	378	
379 Astronomy	379	379	379	379	379	
380 Pharmaceutical science	380	380	380	380	380	
381 Classical languages	381	381	381	381	381	
382 Communications	382	382	382	382	382	
383 Interior design	383	383	383	383	383	
384 Wellness/Nutrition	384	384	384	384	384	

Training /Education	Sr Exec	Director	Mgr/Prof	Supervisor	Coordinator	Line Wo
385 International studies	385	385	385	385	385	
<b>400 Master Degree</b>						
401 Business administration	401	401	401	401	401	
402 Education	402	402	402	402	402	
403 Engineering	403	403	403	403	403	
404 English	404	404	404	404	404	
405 Finance	405	405	405	405	405	
406 Healthcare management	406	406	406	406	406	
407 Human resources	407	407	407	407	407	
408 Human services	408	408	408	408	408	
409 Information systems	409	409	409	409	409	
410 Nursing	410	410	410	410	410	
411 Occupational therapy	411	411	411	411	411	
412 Physical therapy	412	412	412	412	412	
413 Physician assistant	413	413	413	413	413	
414 Psychology	414	414	414	414	414	
415 Public administration	415	415	415	415	415	
416 Speech pathology	416	416	416	416	416	
417 Social work	417	417	417	417	417	
418 Counseling	418	418	418	418	418	
<b>500 Doctorate</b>						
501 Education	501	501	501	501	501	
502 Juris doctor (Law)	502	502	502	502	502	
503 Philosophy	503	503	503	503	503	
504 Other	504	504	504	504	504	
<b>600 Professional</b>						
601 Accounting	601	601	601	601	601	
602 Audiology	602	602	602	602	602	
603 Dentistry	603	603	603	603	603	
604 Education	604	604	604	604	604	
605 Engineering	605	605	605	605	605	
606 Medicine	606	606	606	606	606	
607 Pharmacy	607	607	607	607	607	
608 Psychology	608	608	608	608	608	
609 Veterinary science	609	609	609	609	609	
610 Pharmacy	610	610	610	610	610	
611 Optometry	611	611	611	611	611	