**Employer Needs Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Business Services Contact |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Phone |  |
| Contact Person |  | Fax |  |
| Address |  | City/Zip |  |
| Cell Phone |  | Email |  |
| Alternate Contact |  | Alternate Email |  |
| Alternate Phone |  | Industry |  |
| Federal Contractor (Y or N) |  | FEIN |  |

|  |
| --- |
| What is their expected growth? |
| Biggest Workforce Challenge (Recruitment/Retention/Training/Other) Please explain: |
| Reason people are not hired: |
| Entry Level Positions - Do you hire High School Graduates with little or no work experience? |
| Questions for Pre-Screening: |
| Turnover Rate: High/Normal/Low |
| Reason People leave: |
| What are the recruiting sources used? |
| What is your re-entry policy? (ex-offenders) |
| What is your policy on hiring Military Veterans? |
| Who are their competitors for talent? |
| What is their application process like? |
| What is the interview process? |
| What is the hiring/onboarding process? How long does it take? |
| What marketing material do they use? |
| Culture & mission/Value: |
| Occupation Hiring Trend (past 6 months/year/2 years?): |
| Occupation Pay Trend: |
| Other: |

**Job Information:**

|  |  |
| --- | --- |
| Work schedule 1st, 2nd, 3rd, 12hr, rotating, other? |  |
| Seasonal or Temporary? |  |
| Background/Drug Screen Requirements? |  |
| Accessible to Public Transportation? |  |
| WorkKeys Required? Scores? |  |
| Other Assessments or Information Required? |  |
| Comments/Challenges? |

**Position Needs:**

|  |  |  |
| --- | --- | --- |
| Position Title | # of Openings | Projected Hire Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Services Offered (Is Employer Interested?):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In-House Recruitment | Y | N | Rapid Response | Y | N |
| On-site/Off-site Recruitment | Y | N | OJT | Y | N |
| Candidate Referrals | Y | N | Work Experience | Y | N |
| Partnering | Y | N | Retention Assistance | Y | N |
| Listing Jobs | Y | N | Labor Market Information (LMI) | Y | N |
| WorkKeys Job Profiling | Y | N | Apprenticeship | Y | N |
| WorkKeys Assessments | Y | N | SC Works Online Services Training | Y | N |
| ADA Compliance | Y | N | Federal Bonding | Y | N |
| Mass Hiring | Y | N | Other | Y | N |

**Preferred Application Method (check all that apply):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Resume |  | Website |  | Phone Interview |  |
| Company Application |  | In Person |  | Call to Schedule Appointment |  |
| Generic Application |  | Phone Application |  | Other |  |
| Additional Comments (if interested in candidate referrals, please describe the amount of pre-screening desired): |

**List Challenges or Obstacles Currently Facing Employer:**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**Summary/Key Points/Take-aways from Employer Meeting:**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**List How and When you will follow-up with Employer:**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**Follow-up Appointment Information:**

|  |  |
| --- | --- |
| Date and Time of Next Meeting |  |
| Date and Time of Follow-up Call |  |
| Employer Contact for follow-up |  |
| Follow-up Method (Phone, In-person, etc.) |  |
| Additional Comments: |

The information on this form is confidential and will only be shared with members of the Upper Savannah SC Works Business Services Team and in the SC Works Online Services Database for the purpose of serving the employer.