Employer Needs Survey Form

Date_____   Institution_____

Return this survey by email to_____ by date: _____

(Institution provide email address above)

Proposed Degree Program_____

Brief description of the program_____

_____

_____

Employer_____ Type of company_____

Contact Person_____ Position Title_____

Email_____ Telephone number_____

1.   List job titles with your company that require employees to have the knowledge and skills obtained from the proposed degree program_____

2.   List the degree required for each job title listed in #1_____

3.   Indicate the certification/licensure required for each job title listed in #1?_____

4.   How many positions do you currently have for each job title listed in #1?_____

5.   How many position openings do you currently havefor each job title listed in #1? _____

6.   How many position openings will you have the next 2–5 years for each job title listed in #1?

       _____

7.   What is the annualsalary for each position listed in #4 &#5?_____

8.   If no openings now, when do you anticipate having openings for the positions listed in #1? _____

9.   Would you give hiring preference to applicants with the proposed degree?_____

10.   Indicate the number of employees who would benefit from enrolling in selected coursework in the proposed degree program?_____   If yes, would you provide tuition assistance?_____

11.   Would it be helpful for your employees if the courses were offered online/distance technology, evenings or weekends?_____Indicate your preference _____

12.   Indicate the type of support your company will provide for the proposed degreeprogram, such as,program start-up funds, provide an internship site, part-time faculty, tuition reimbursement, employee release time, or equipment?_____

13.   Will you or a co-worker serve on the institution's program advisory committee?_____

                                                              (provide name of employee & email)

14.   Indicate the skills individuals would need for employment in the positions listed in #1.

      ____Interpersonal communications   ____Supervision/Management   ____Budgeting

      ____Written/oral communications   ____Leadership/initiative   ____Data analysis

      ____Team work   ____Planning/Organizing   ____Public Speaking

      ____Independent worker   ____Conflict resolution   ____Marketing

      ____Analytical reasoning   ____Problem Solver   ____Teacher/Trainer

      ____Computer programming   ____Computer applications   ____PowerPoint Presentations

      ____Foreign Language (specify)_____

      ____Other skills not listed (identify)_____

15.   How will this proposed degree program benefit your local community, the state, region or nation?

16.   Provide any additional comments about the proposed degree program.

Employer Needs Survey Form
Institutional Summary

(Please compile the data from each Employer Needs Survey and submit the data on this Summary Form. Return the summary form and a copy of each survey form to ADHE with your program proposal.)

Proposed Degree/Certificate Program_____

Institution_____

Name_____   E-mail_____
      (person completing this form)

List names of employers responding to survey

List current job titles for the proposed degree/certificate program

List the degree/certificate required for each job title

Indicate number of current positions for each job title

Indicate number of future positions for each job title

Indicate salary for each job title

Indicate number of employers who gave preference for:
on-line/distance technology_____
evenings_____
weekends_____
at company site _____

Indicate any type of support employers will give for support of the proposed degree/certificate program

Summarize the skills needed for employment in the positions listed

Summarize any additional information provided by prospective employers

Employer Needs Survey Form
Career and Technical Education Certificate/Degree Programs

Date_____   Institution_____

Return this survey by email to_____ by date: _____
<center>(Institution provide email address above)</center>

Proposed Degree/Certificate Program_____

Brief description of the program_____

_____

_____

Employer_____ Type of Company_____

Contact Person_____ Position Title_____

Email_____ Telephone number_____

1. List job titles with your company that require employees to have the knowledge and skills obtained from the proposed certificate/degree program_____
2. Indicate the type of degree/certificate required for each job title listed in #1?_____
3. Indicate the certification/licensure required for each job title listed in #1?_____
4. How many positions do you currently have for each job title listed in #1?_____
5. How many position openings do you currently havefor each job title listed in #1? _____
6. If no openings now, when do you anticipate having openings for the positions listed in #1?_____
7. How many position openings will you have the next 2–5 years for job titles listed in #1?_____
8. What is the hourly salary for each position listed in #1?_____
9. Would you give hiring preference to applicants with the proposed degree/certificate?_____
10. Indicate the number ofemployees who would benefit from enrolling in selected coursework in the proposed certificate/degree program_____   Will you provide tuition assistance?_____
11. Would it be helpful for your employees if the courses were offered by on-line/distance technology, evenings, or weekends?_____ Indicate your preference _____
12. Indicate the type of support your company will provide for the proposed degree/certificateprogram, such as,program start-up funds, provide an internship site, part-time faculty, tuition reimbursement, employee release time, or equipment?_____

_____

13. Will you or a co-worker serve on the institution's program advisory committee?_____
(Provide name of employee and email _____)
14. Indicate the skills individuals would need for employment in the positions listed in #1.

____Interpersonal communications	____Supervision/Management	____Budgeting
____Written/Oral communications	____Leadership/Initiative	____Data analysis
____Team work	____Planning/Organizing	____Clerical
____Independent worker	____Conflict resolution	____Welding
____Analytical reasoning	____Computer programming	____Repair/Maintenance
____Foreign Language (specify)_____		
____Other skills not listed (identify)_____		

15. How will this proposed degree/certificateprogram benefit your local community?

16. Provide any additional comments about the proposed degree/certificate program.