**Employer Interviews – Questionnaire**

EMPLOYER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS/ORGANIZATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT: Tel.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Industry or sector:**

☐ Biotechnology, Pharmaceutical or Nutraceuticals

☐ Business and Professional Services

☐ Construction and Related Trades

☐ Educational Services

☐ Film, Video, Multi-Media, Printing and Publishing

☐ Health

☐ Hospitality and Tourism

☐ Manufacturing

☐ Natural Resources and Environment

☐ Public Administration

☐ Retail and Wholesale

☐ Social Service and Justice

☐ Technology

☐ Transportation, Trucking, Heavy Equipment

☐ Other, please specify

1. How many people do you employ?
2. Do you have other work outside the area?
3. Over the next three to five years, do you expect your sector to grow, decline or remain stable?
4. What are the factors or trends that are contributing to your sectors growth or decline?
5. In the past 12 months, has your business experienced difficulties hiring qualified staff?
6. If yes, what are the main reasons for hiring difficulties?
7. What are the entry-level education requirements for your staff?
8. What are the specific skills most often lacking for your staff?
9. What kind of workplace training do you prefer?

☐ Online/Internet based

☐ Distance Learning

☐ Videoconference courses

☐ Classroom instruction in the community

☐ Classroom instruction at a post-secondary institution

☐ Combination of classroom and online

1. Of the following, which skills training would be relevant to your business?

☐ Communciation and Presentation Skills

☐ English Language Learning

☐ Interpersonal and teamwork skills

☐ Customer Service Skills

☐ Basic literacy skills (reading)

☐ Basic literacy skills (writing)

☐ Numeracy skills

☐ Information technology skills

☐ Basic computer skills

☐ Workplace safety

☐ Entrepreneurship skills

☐ Accounting and financial skills

☐ Sales skills

☐ Research and Development Skills

☐ Environment stewardship and awareness

☐ Job-specific skills

1. Anything else you would like to say?

Adapted from Alberta Enterprise and Advanced Education. (2012) *Community Learning Needs Assessment Toolkit* with learning partners Bow Valley College, Lethbridge College, Norquest College, Olds College, Red Deer College, and Alberta Rural Development Network. Accessed October 2016 <http://eae.alberta.ca/media/393641/natoolkit.pdf>