

QUESTIONS TO ASK EMPLOYERS ABOUT OCCUPATIONAL DEMAND

OCCUPATION: _____

I've been doing some research on the need for _____ (*occupation*) in our region. I've looked at national and state reports about vacancies, growth projections and what is required for the position. And I have some information about local job postings in our region. But the national and state reports don't provide information about what businesses in our region are really looking for in a qualified candidate or what is getting in the way of their ability to fill positions. Would you be willing to help me get a better understanding of the issues?

Essential questions to get answered in the initial meeting

1. Are you currently having difficulty finding enough qualified candidates for this occupation?

If no, are you having a hard time filling vacancies for any occupations that require a similar level of work experience and technical skill? What are they?

If still no - most of the rest of questions in this section might be skipped, except for questions 4 and 5.
2. How many vacancies do you currently have?
3. Are you having difficulty keeping new employees you have hired in this occupation?

If yes, what are the primary causes?

Additional questions pending time allowance, or when engaging with them in program design

4. How many vacancies do you have in a typical month?
5. What factors might affect the number of vacancies in this occupation (either to increase or decrease them)? For example, do you have seasonal peaks and valleys? What economic trends lead to greater or lesser demands for your products or services?

VACANCY DATA

QUALIFICATIONS DATA

1. What level of education does a candidate need to have attained?
2. How many years and what kind of work experience are necessary?
3. What technical skills are necessary on day one?
4. What are the reading, writing and speaking requirements for this occupation?

5. What, if any, certifications does a candidate need to have?
6. How do you know a candidate has the necessary technical skills?
7. What are the numeracy requirements?
8. Is a driver's license required? If so, is driving experience required? And is a car required?
9. Describe your ideal candidate.
10. Do you have different expectations than other businesses for your employees in this occupation? If so, please explain.

EMPLOYMENT EXPECTATIONS DATA

1. What is a typical work day schedule?

2. Do you operate more than one shift? If so, what are the shift schedules?
3. Are shifts stable or do they change? If so, how frequently?
4. Which days of the week do employees in this occupation work for you?

SOURCING DATA

1. What is your best source for qualified candidates?
2. What is it about this source that makes it so likely to be effective?

3. Do you use placement firms? If so, why?
4. Do you use temporary staffing firms? If so, why?
5. Do you recruit from your local vocational technical school? If so, why?
6. Do you recruit from a local college? If so, which one and why?
7. Where else do you recruit from that we haven't discussed and why do you use them as a source for qualified candidates?

APPLICATION PROCESS DATA

1. What, if anything, would be an immediate disqualification for employment? Examples might be a criminal record, poor credit history, failure to pass a drug test.

2. Do candidates have to fill out an application form? (If yes, ask whether paper or online or both.) If engaged in program design, ask if you can look at the application form or online application.
3. Do candidates have to submit a resume?
4. Is a cover letter required?
5. Do all candidates interview with someone from HR?
6. Do all candidates interview with a department or hiring manager?
7. Do candidates have to take a drug test?
8. Do you do a criminal records check (CORI or SORI screen)?
9. Do candidates have to take any kind of skill/aptitude or physical strength test? If so, ask for information about the specific tests.

FINAL QUESTIONS

1. How else could I learn about this occupation?
2. Is there someone else you would suggest I talk with?