

QUESTIONNAIRE COVER PAGE

WORKFORCE OPPORTUNITY PROJECT

Dear [Employer Name], Please complete this form prior to your scheduled appointment. If you have any questions, please contact (name) at (phone number).

Reminder: We hold all responses in strict confidence. Survey responses will be reviewed on a group basis only. Individual responses will not be released to any outside party.

QUESTIONNAIRE

Name	Co. Name
Title	Co. Address
Your E-mail	County
Co. Website	Zip Code

A. Please tell us about your company's products and services...

What is your company's primary product or service?	What <u>other</u> products/services are offered?

B. Please tell us about yourself...

Are you Male Female Age _____

What is the highest level of education you have attained?

High School or less Associate Degree Technical/Vocational School Some College

Bachelor Degree Master Degree Doctoral/PHD Degree

Other _____

List your Professional Certifications _____

How many years have you been involved in this industry? _____ With your company? _____ In your current position? _____

C. Professional Organizations...

What if any professional organizations does your company belong to? (Check all that apply)	With which professional organizations are <u>you personally involved</u> ? (Check all that apply)
<input type="checkbox"/> Better Business Bureau <input type="checkbox"/> Local Chamber of Commerce <input type="checkbox"/> KY Chamber of Commerce <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Better Business Bureau <input type="checkbox"/> Local Chamber of Commerce <input type="checkbox"/> KY Chamber of Commerce <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

D. Please indicate whether or not your company uses each of the items listed here...

	Yes	No	Not Sure	Comments?
Employee Manual	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	
New Employee Orientation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	
Professional Development Opportunities	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	
Place an emphasis on diversity or have	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	

Diversity Program				
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Please turn the page and continue →

E. Please indicate the current number of employees (including yourself) in each category listed here...

Employee Group	Definition	Current Number of Employees	Average Length of Employment in Years/ Months	Comments
Senior Executive	Top level authority in a company, such as an owner, president, principal, or officer.		Years/months /	
Vice President / Director	Controls, manages, and directs staff and resources while reporting directly to a senior level executive.		Years/months /	
Manager / Professional	Manages and oversees staff or reports directly to more senior employees		Years/months /	
Supervisor	Supervises department and staff while reporting directly to the manager. Mid-level.		Years/months /	
Coordinator	Coordinates and completes assigned projects while reporting directly to departmental manager. May not manage others.		Years/months /	
Associate / Line Worker	Staff that complete assignments and responsibilities while reporting to their designated supervisor.		Years/months /	

F. Please indicate the average wage/salary for each category of employees currently working. Please remember that all information provided is confidential.

Employee Group	Current Wage/Salary	Please indicate if this is hourly, salary, etc.	Comments
Senior Executive	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	
Director	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	
Manager / Professional	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	
Supervisor	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	
Coordinator	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	
Associate / Line Worker	\$	<input type="checkbox"/> ₁ Hourly Wage <input type="checkbox"/> ₂ Annual Salary <input type="checkbox"/> ₃ Other _____	

G. In the next five (5) years, do you expect the number of employees in each category to increase, remain stable, or decrease?

Employee Group	Increase Decrease	Stay the Same	Please indicate the key reason(s) for your answer.
Senior Executive	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>
Director	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>
Manager / Professional	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>
Supervisor	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>
Coordinator	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>
Associate / Line Worker	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/>

H. How confident are you in those employment projections indicated in the previous question (Question G)?

Please check one	Comments
Extremely Confident <input type="checkbox"/> ₅	
Very Confident <input type="checkbox"/> ₄	
Somewhat Confident <input type="checkbox"/> ₃	
Very Confident <input type="checkbox"/> ₂	
Not At All Confident <input type="checkbox"/> ₁	

Please turn the page and continue →

Skills Needed for Current Jobs

In this section of the questionnaire, we'd like you to consider what skills are needed for the positions you currently have in your organization. In the lists below, simply check those skills that are **most critical** to you when hiring an employee in that category. If a particular skill is not important (or not a priority) for that category of employee, simply leave it unchecked. If you have a question about a particular skill, please refer to the *Glossary*. If none of the skills fit an employee category, skip it and move to the next section.

This first category is **Physical Skills / Primarily Using Tools**. This section addresses skills defined as the ability to work easily with tools, equipment, and using physical strength.

Complete only the columns for the positions currently offered by your company.

Select the <i>Most Critical Skills</i>	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
100 Physical Skills / Primarily Using Tools						
101 Physical stamina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102 Carry or lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103 Work in closed spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104 Agility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105 Strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106 Manual dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107 Build	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
108 Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109 Fine motor coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110 Cultivate plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111 Mechanical abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112 Produce handmade crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mental Skills / Primarily Using Ideas. This section addresses skills defined as the ability to engage in mental activities that require critical thinking and reason.

Complete only the columns for the positions currently offered by your company.

Select the <i>Most Critical Skills</i>	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
200 Mental Skills / Primarily Using Ideas						
201 Mathematical computation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
202 Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
203 Critical thinking ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
204 Multicultural Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
205 Scientific analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

206 Abstract thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207 Conducting research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
208 Analytical skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
209 Understand theoretical concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
210 Spatial visualization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
211 Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
212 Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
213 Generate ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
214 Develop concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
215 Artistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please turn the page and continue →

Social Skills / Primarily Using Relational Abilities This section addresses skills defined as the ability to get along with others and develop regard for team dynamics.

Complete only the columns for the positions currently offered by your company.

Select the <i>Most Critical Skills</i>	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
300 Social Skills / Primarily Using Relational Abilities						
301 Verbal ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
302 Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
303 Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
304 Instruct/Teach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
305 Explain a concept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
306 Help others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
307 Attentive Listener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
308 Delegate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
309 Sell a product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
310 Direct a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
311 Reach goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
312 Negotiate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
313 Persuade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
314 Evaluate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
315 Works well within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Traditional Workplace Skills / Primarily Using Data & Information This section addresses skills defined as the ability to use information to make decisions, plan, and carry out projects.

Complete only the columns for the positions currently offered by your company.

Select the <i>Most Critical Skills</i>	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
400 Traditional Workplace Skills / Primarily Using Data & Information						
401 Reading Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
402 Monitor Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
403 Probing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

404 Computer/Technical literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
405 Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
406 Collecting data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
407 Interpret data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
408 Make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
409 Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
410 Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
411 Detail-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
412 Work with computer software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
413 Keep records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
414 Financial analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
415 Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
416 Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
417 Follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please turn the page and continue →

Please list any other important skills not listed in the four categories above.

OTHER Skills	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Traits Needed for Current Jobs

Next, please consider personality and character traits required for employees at the various levels in your company.

In the lists below, check the three (3) most important traits when hiring an employee in that category. Be sure to prioritize for each category of employee and just choose the top three for each employee group in each of the four categories of traits.

Choose the 3 Most Critical **Personal Character Traits** --These are intrinsic qualities that exemplify positive attributes.

Complete only the columns for the positions currently offered by your company.

Select the 3 Most Critical Traits	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
500 Personal Character Traits	Select 3	Select 3	Select 3	Select 3	Select 3	Select 3
501 Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
502 Methodical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
503 Strong work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
504 Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
505 Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
506 Dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
507 Focused on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
508 Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
509 Adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
510 Respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
511 Role model for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose the 3 Most Critical **Motivation Traits** --These are instinctive qualities that engage an individual to set and accomplish goals.

currently offered by your company.

Complete only the columns for the positions

Select the 3 Most Critical Traits	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
600 Motivation Traits	Select 3	Select 3	Select 3	Select 3	Select 3	Select 3
601 Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
602 Industrious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
603 Challenge status quo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
604 Success driven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
605 Continuous improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
606 Ambitious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
607 Self management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
608 Achieves goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
609 Informed risk-taker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
610 Take the initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
611 Inspires others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please turn the page and continue →

Choose the 3 Most Critical **Social Traits** --These are internal qualities that enable an individual to relate easily with others including teams.
 Complete only the columns for the positions currently offered by your company.

Select the 3 Most Critical Traits	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
700 Social Traits	Select 3	Select 3	Select 3	Select 3	Select 3	Select 3
701 Resolves conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
702 Cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
703 Team-player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
704 Compassionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
705 Caring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
706 Tactful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
707 Seeks feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
708 Courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
709 Persuasive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
710 Clearly expresses ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
711 Fosters Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
712 Likable Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
713 Open to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose the 3 Most Critical **Intellectual Traits** --These are innate qualities that enhance an individual's capacity for knowledge and understanding.

Complete only the columns for the positions currently offered by your company.

Select the 3 Most Critical Traits	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
800 Intellectual Traits	Select 3	Select 3	Select 3	Select 3	Select 3	Select 3
801 Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
802 Inquiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
803 Rational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
804 Effective problem-solver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
805 Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
806 Decision-maker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
807 Deductive reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
808 Willingness to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
809 Forward Thinking (to future)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other Important Traits not listed above

Complete only the columns for the positions currently offered by your company.

Traits	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
Other						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational Attainment Needed for Current Jobs

Next, please consider the level of education needed for employees at the various levels in your company.

Complete only the columns for the positions currently offered by your company.

	Sr Exec	Director	Manager / Professional	Supervisor	Coordinator	Associate / Line Worker
High School diploma or GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocational School/Technical Certification or training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHD/Doctoral degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other(Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the end of this questionnaire. Please hold onto this survey until your meeting with our interviewer.

Thank you!

Reminder: We hold all responses in strict confidence. Survey responses will be reviewed on a group basis only. Individual responses will not be released to any outside party. If you have any questions, please contact us at the number listed on the cover page.

