

Department of Employment Job Skills Survey – Fax to 1-877-827-9511
or 307-473-3829

Rev. 9/2010

Survey Date: July 2010

Please return form by August 9, 2011

We expect this form to take approximately
10-15 minutes to complete
[ID]



Wyoming Department of Employment
Research & Planning
P.O. Box 2760
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<http://doe.state.wy.us/LMI/>

All data collected by Research & Planning must, by the Workforce Investment Act (see: 29 USC sec. 491-2 (a)(2)) and the Wyoming Employment Security Law (section 27-3-603), be held in the strictest confidence, with results published only as summary statistics.

Employee holding this job: [J. Jones]

This is a request for information about this job: work, pay, and benefits

1. Our records indicate the above-named individual was an employee of your business during the reference period of October, November, or December, 2010. Is this correct? (Please select one response)

- Yes (if yes, please continue) No (If no, STOP. Please return this form in the enclosed self-addressed stamped envelope or fax it to one of the numbers above. Thank you.)

2a. What was the rate of pay for this job during the reference period of October, November, or December, 2010? \$ _____ . ____ per (check one)

Please include base rate of pay, tips, commissions, and other monetary compensation.

Hour
 Week
 2 Weeks
 Month
 Other (specify: e.g. supplemental insurance)

2b. On average, how many hours were worked in this job each week at that time? _____ Hours

3. Were any of the following benefits offered for the job? (Please check all that apply)

- Health insurance Retirement plan Paid time off
 Other (specify): _____ No benefits offered

Type of Work

4a. During the reference period, what was the job title for this job? (For example, secretary, accountant, personnel manager. Please print in the space provided.)

4b. During the reference period, what were most important activities or duties of this job? (For example, typing and filing, reconciling financial records, directing hiring policies. Please print in the space provided.)

4c. What percent of the time was this job involved in activities and duties related to increasing energy efficiency, utilizing or developing renewable energy resources, or preserving and/or restoring the environment (Please select one of the following)

- None of the time Less than 50% of the time More than 50% of the time Don't know

(Over Please)
Confidential

Employee Qualifications and Skills

[ID]

We are seeking information about the qualifications required for this job and the importance of the following skills for the job in which the worker was employed during the **reference period** of October, November, or December, 2010. Skills are defined as the capacity to carry out the tasks required to accomplish the activities and duties of this job.

When possible, we request that someone with knowledge about this job complete all parts of questions 6 through 12. **Please use a scale of 1 to 3 where 1 means Unimportant and 3 means Important. Please circle or check the most appropriate response for this job. Thank you.**

Qualifications

5. Check the qualifications required for the type of work described in questions 4a and 4b. **(Please check all that apply)**

- | | | |
|---|---|---|
| <input type="checkbox"/> On-the-job training | <input type="checkbox"/> Associate's degree | <input type="checkbox"/> None required |
| <input type="checkbox"/> Postsecondary technical training | <input type="checkbox"/> Bachelor's degree or greater | <input type="checkbox"/> Other (specify; for example, a course in medical terminology) |
| <input type="checkbox"/> Work experience in related occupations | <input type="checkbox"/> Licensure or certification | |

Skills

6. How would you rate the level of importance for **service orientation** for this job? (Involves actively looking for ways to help people.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unimportant
1 | Neither Important nor Unimportant
2 | Important
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

7. How would you rate the level of importance for **critical thinking** for this job? (Involves using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unimportant
1 | Neither Important nor Unimportant
2 | Important
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

8. How would you rate the level of importance of **reading comprehension** for this job? (Involves understanding written sentences and paragraphs in work related documents.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unimportant
1 | Neither Important nor Unimportant
2 | Important
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

9. How would you rate the level of importance of **technology design** for this job? (Involves generating or adapting equipment and technology to serve user needs.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unimportant
1 | Neither Important nor Unimportant
2 | Important
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

10. How would you rate the level of importance of **operation and control** for this job? (Involves controlling operations of equipment or systems.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unimportant
1 | Neither Important nor Unimportant
2 | Important
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

11. In your opinion, what one skill is **most** important to accomplishing the activities and duties of this job? It could be one of the above or it could be another skill. **(Please print in the space provided)**

12. How would you rate your overall satisfaction with this employee's **work skills**? (for example, cooking, customer service skills, welding, teaching skills, heavy lifting skills.)

- | | | | |
|------------------|--|----------------|-------------------------------------|
| Unsatisfied
1 | Neither Satisfied nor Unsatisfied
2 | Satisfied
3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

13. Is this person still employed at your firm? Yes No

14. Contact person name and title **(Please print)**

First _____ Last _____ Title _____

Phone number **(Please include area code)** _____

Email address _____

15. Would you like to receive a copy of the statistical report compiled from all of the questionnaire results?

- Yes No

Thank You!