

North Texas Area Employer Survey

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Just starting out.



Background Information

County:

City/Town:

Zip Code:

1. Please select the category that best describes your primary product or service:

 Business/professional services

Employment Profile

2. Please provide the following information:

<input type="text"/>	Current number of full-time employees	<input type="text"/>	Estimated full-time employees one year from now
<input type="text"/>	Current number of part-time employees	<input type="text"/>	How many shifts?
<input type="text"/>	Current number of temporary employees	<input type="text"/>	% Percentage of your company's labor force represented by one or more unions

3. What is your anticipated employment growth in the next 12 months?

Layoffs Less than 2% increase Between 2-5% Over 5%

Labor Force Characteristics

4. Please indicate your experience with recruiting workers from outside the area.

	Excellent			Impossible
Ease of relocating managers/professionals from outside area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employment opportunities for "trailing" spouses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of life as perceived by job candidates from outside area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of quality housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Labor Force Characteristics

Questions 5 and 6 contrast the workforce skills you need and the skills currently present in the workforce.

5. Please indicate the level of basic skills you generally **NEED** among job applicants.

	Highest Level			Lowest Level		Skill Not Needed
Keyboard skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading comprehension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arithmetic/Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal communication/comprehension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team and cooperative skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisory/Subordinate relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word processing/spreadsheet software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Please indicate the level of basic skill you **CURRENTLY SEE** among job applicants.

	Highest Level			Lowest Level	
Keyboard skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading comprehension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arithmetic/Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal communication/comprehension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team and cooperative skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisory/Subordinate relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word processing/spreadsheet software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Please indicate the value that best describes your experience with the work ethic and productivity seen in the local labor force.

	Excellent			Poor	
Work ethic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity compared to that of company's other sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to work overtime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall employer/employee relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Please rate the availability of **overqualified** job applicants

	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Large % or Applicants		No Applicants	

Employee Recruiting

9. Please indicate the **THREE** most frequently used recruiting methods employed by your company

<input type="checkbox"/> Walk-ins/unsolicited resumes	<input type="checkbox"/> Newspaper advertising
<input type="checkbox"/> Referrals	<input type="checkbox"/> Colleges/universities
<input type="checkbox"/> Employment agencies	<input type="checkbox"/> Tech schools
<input type="checkbox"/> Temp to perm agencies	<input type="checkbox"/> Internet
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> State employment office	<input type="checkbox"/> Other <input type="text"/>

Retiring Residents within the Workforce

10. Approximately what percent of your employees are eligible for retirement or will be eligible for retirement over the next three (3) years? %

In your company, what are the three most common A.

occupations held by employees that are either eligible for retirement or will be eligible for retirement over the next five years?

B.
C.

11. Are you confident you will be able to successfully hire new employees to fill those positions being vacated by retiring employees at competitive wages?

- Occupation A (from question above) Yes No Not sure
Occupation B (from question above) Yes No Not sure
Occupation C (from question above) Yes No Not sure

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The Wadley-Donovan
Group



North Texas Area Employer Survey



Improvements In Local Training

12. Are local education and training providers meeting your needs? Yes No

If not, please describe how they are not meeting your needs.

Employee Turnover And Absenteeism

13. Using the formula below (to help keep survey responses comparable), please select the number that best describes your experience with employee turnover and absenteeism. Do not include temporary employees in your calculations.

Turnover Rate Formula:

Absenteeism Rate Formula:

$$\frac{\text{Total Annual \# Employees Who Left Voluntary (excluding retirees)}}{\text{Total \# Employees for the Year}}$$

$$\frac{\text{\# Employees Absent from Total Payroll (for any reason)}}{\text{Total \# Employee Base}}$$

	Low				High
New-hire turnover rate (i.e. employed less than 1 year)	<input type="radio"/> 0-10%	<input type="radio"/> 11-20%	<input type="radio"/> 21-30%	<input type="radio"/> 31-40%	<input type="radio"/> Over 40%
Thereafter, average annual turnover rate	<input type="radio"/> 0-5%	<input type="radio"/> 6-9%	<input type="radio"/> 10-20%	<input type="radio"/> Over 20%	
Average daily absenteeism rate	<input type="radio"/> 0-5%	<input type="radio"/> 6-9%	<input type="radio"/> 10-20%	<input type="radio"/> Over 20%	

14-15. Please use the following definitions to complete the following question:

Availability: In the first column, please rate your experiences in recruiting qualified applicants from the local workforce during the past twelve months only for the occupations that apply. Please rate on a scale of one to five, where 5=Plentiful and 1=Unavailable

Cost: In the second column, please indicate the starting rate for the applicable positions.

You may enter rates in annual or hourly format. If you enter an hourly wage

Demand: In the two columns under 'DEMAND' please provide an estimated number of positions you will be seeking to fill.

IF AN OCCUPATION DOES NOT APPLY TO YOUR COMPANY, PLEASE LEAVE THE SPACES BLANK; IT IS NOT NECESSARY TO FILL A COLUMN WITH ZEROS, DASHES, ARROWS, LINES, OR "N/A."

Occupation	Availability	Cost	Demand		
	Experience Recruiting Quality Applicants 5=plentiful 1=unavailable	Annual Starting Rate Annual = (Hr*2080)	# Currently Needed	# Needed in 1 Year	# Needed in 3 Years
General Business and Office Support					
Accounting clerks/bookkeepers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative assistants	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Claims processing clerks (Insurance)	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical workers with advanced computer skills (Microsoft Office)	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer services representatives (including call center agents)	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data entry	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office clerks	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Management

Corporate trainer		\$			
Manager, Frontline, Non-Retail		\$			
Manager, Frontline, Retail		\$			
Manager, Frontline, Production		\$			
Management, entry-level		\$			
Management, experienced		\$			

Technical and Professional

Accountants		\$			
Biologists		\$			
CAD drafters		\$			
Chemists		\$			
Engineering technicians, electronic		\$			
Engineering technicians, mechanical		\$			
Engineers - Aerospace		\$			
Engineers - Civil		\$			
Engineers - Electrical/Electronic		\$			
Engineers - Industrial		\$			
Engineers - Mechanical		\$			
Financial analysts		\$			
Sales representatives		\$			
Technical writer		\$			

Production, Maintenance and Distribution

Aircraft mechanics		\$			
Automotive service technicians and mechanics		\$			
Avionics technicians		\$			
Bench assemblers		\$			
Electrical and electronic repairers		\$			
Electricians		\$			
Heavy-equipment operators		\$			
Machine operators, CNC		\$			
Machine operators, no setup		\$			
Machinists		\$			
Maintenance mechanics and electricians		\$			
Medical equipment repair		\$			
Truck drivers, Heavy/Tractor trailers		\$			
Unskilled production laborers		\$			
Welders - Arc, wire-feed, gas, mobile		\$			

Computer and Information Systems

Computer operators		\$			
Computer security specialists		\$			
Computer support specialists, technicians		\$			
Computer Programmers/Analysts		\$			
Database administrators		\$			
Multimedia specialists		\$			
Network systems administrators		\$			
Network technicians		\$			
Systems analysts		\$			
Webmasters (web developers, administrators)		\$			

Medical - Professional/Technical

EMTs/Paramedics		\$			
Home Health Aides		\$			
Lab technicians		\$			
Medical Assistants		\$			
Nurses, licensed practical/vocational		\$			
Nurses, registered		\$			
Nursing Aides/Orderlies/Attendants		\$			
Pharmacy technicians		\$			

Physical therapists	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physicians	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiological technologists	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Respiratory Therapists	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Education - Other Services					
Childcare workers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Correctional officers/Jailers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elementary Education Teachers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle School Teachers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Police and sheriff's patrol officers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pre-School teachers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary school teachers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special education teachers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher assistants/Teacher aides	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction					
Carpenters	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drywall installers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heating/Ventilation/Air Conditioning	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masons/Concrete Workers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plumbers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roofers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Miscellaneous General Labor					
Housekeeping	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail Clerks	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Landscapers	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Waiters/Waitress	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Compensation Policies & Practices

16. Do your employees participate in an incentive pay program? Yes No

17. If yes, what is the basis of the incentive: merit attendance both other

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Compensation Policies & Practices

For the following questions, please use the following definitions:

Exempt - Salaried employees exempt from overtime payment

Non-Exempt - Salaried employees not exempt from overtime payment

Hourly - hourly employees not exempt from overtime payment

18. Please indicate how much (in percentages) your range increased:

Percent Increase: Last Year %

Percent Increase: This Year %

19. How often do you adjust ranges?

annually semi-annually irregularly other

20. Please complete the following regarding overtime paid.

	Non-Exempt	Hourly
Total hours worked before overtime is paid:	<input type="text"/>	<input type="text"/>
Overtime rate for Saturday or 6th day (after 40 hrs)	<input type="text"/> times*	<input type="text"/> times*
Overtime rate for Sunday or 7th day (after 40 hrs)	<input type="text"/> times*	<input type="text"/> times*
Rate for holiday pay	<input type="text"/> times*	<input type="text"/> times*

*Please provide response in multiples of normal salary
i.e. 1.5 would indicate time and a half

21. If you use shifts, do you use:

Weekend Shifts Yes No
 Rotating Shifts Yes No
 Straight Shifts Yes No

22. If you provide differentials for shift work, please indicate the amount in cents-per-hour:

	Exempt	Non-Exempt	Hourly
Second Shift	\$0. <input type="text"/>	\$0. <input type="text"/>	\$0. <input type="text"/>
Third Shift	\$0. <input type="text"/>	\$0. <input type="text"/>	\$0. <input type="text"/>

23. Please indicate the number of years of service required to receive:

	Exempt	Non-Exempt	Hourly
One week vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two weeks vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Three weeks vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Four weeks vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Five weeks vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>

24. Please indicate the following about your company's policy regarding holidays and carry-over days.

How many carry over days do you permit?

How many paid holidays do you recognize?

How many paid sick days are provided in one year?

If you permit carry-over of sick leave, how many days?

How many days do you provide for bereavement?

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Almost there!!!



Benefits

25. What is your company benefit cost as a percent of payroll, excluding state and federally mandated benefits?

 %

26. Do you offer:

- Pension/401K plan Yes No
 Profit sharing plan Yes No

Do you match employee contributions to the pension/401(K) plan? Yes No

If yes, what percentage do you match employee's pension/401(K) plan? %

27. Does your company offer any of the following other benefit programs?

	Yes	No	% of Employee Contribution	% of Employer Contribution
Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Life Insurance	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Short-term Disability	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Long-term Disability	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Health Savings Account (HSA)	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Employee Assistance Program (EAP)	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Accidental Death & Dismemberment Coverage	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Wellness Program	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Flex Spending Account (FSA)	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Vision Care	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Dental Care	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
125 (Cafeteria) Plan	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Subsidized Child Care Plan	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %
Benefits for Part-time employees	<input type="radio"/>	<input type="radio"/>	<input type="text"/> %	<input type="text"/> %

28. What was the increase in total health care cost for your company over the past year? %

Comments

If you have any additional comments or detailed information, please add them here.

Respondent Information (For tracking purposes only)

Your Name:
 Title

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