

Employer Information Worksheet/Survey

This worksheet was developed to assist you as you talk with employers in your area that you have identified as potential partners for this project.

Please fill out a **separate worksheet for each employer** and return to _____ by _____.

College: _____

Company Name _____

Background for talking with employer:

Our college is part of a consortium which is seeking major federal grant funds to help us develop courses and services to support workforce development. Your company is a key employer in our area, and we would like to invite you to partner with us in this project.

NOTE: Please inform the employer that he/she will be asked to provide a signed, dated memorandum of support within the next few weeks. *Neither this memorandum, nor any workforce estimates provided, will be binding on the employer.*

This project has two components:

(1)

(2)

Question: What types of positions within your business do you need to fill? Please be as comprehensive as possible.

Question: What training/education do you need the college to provide? (Use table below)

Company Name	Skills/Education/Training	Credentials (degree, certificate, etc.)	# of New Employees in the Next 4 years?

Contributed Resources: Use the table below to list existing partnerships/programs in your area which address the components of the project. Examples might include:

- Contributions by the institution: innovative approaches to developmental, online, special course modules developed, unique faculty development programs
- Contributions by employer partners: apprenticeships, co-op opportunities, internships, equipment resources, special technical expertise

Contributed by Your College	Contributed by Local Employer/Partner
<i>Example: Teaching and Learning Center</i>	<i>Examples: Internships with local industry</i>