



# APPENDIX C. EMPLOYER SCAN – QUESTIONNAIRE

Harper College Community Survey

## Harper-Employer

### SECTION A. EMPLOYER BARRIERS

\* Interviewer:

\* For classification purposes, what is your current number of employees?

- Less than 25 employees
- 25 or more employees - Number?

## Harper-Employer

\* What is the biggest challenge you face today as an employer?

\* I am going to read a list of potential barriers to continued growth for a business. Please tell me which ones you see as a barrier to growth for your firm. (READ CHOICES – MARK YES OR NO)

	Yes	No
Inadequate facilities	<input type="radio"/>	<input type="radio"/>
Access to capital	<input type="radio"/>	<input type="radio"/>
Current employee skill level	<input type="radio"/>	<input type="radio"/>
Government regulations	<input type="radio"/>	<input type="radio"/>
Slow research developments	<input type="radio"/>	<input type="radio"/>
Lack of technological innovations	<input type="radio"/>	<input type="radio"/>
Lack of local suppliers	<input type="radio"/>	<input type="radio"/>
Inadequate transportation	<input type="radio"/>	<input type="radio"/>
Availability of workforce/ Qualified employees	<input type="radio"/>	<input type="radio"/>

## Harper-Employer

### SECTION B. HIRING DIFFICULTIES

\* Over the past 12 months, has your company had any difficulty filling vacant positions?

No

Yes

## Harper-Employer

\* Which of the following are reasons you are having hiring difficulties? (READ EACH YES/ NO)

	Yes	No
Applicants Lack Relevant Work Experience	<input type="radio"/>	<input type="radio"/>
Applicants Lack Educational Credentials	<input type="radio"/>	<input type="radio"/>
Applicants Lack Technical Or Occupational Skills	<input type="radio"/>	<input type="radio"/>
Low Number Of Applicants	<input type="radio"/>	<input type="radio"/>
Applicants Lack Soft Skills	<input type="radio"/>	<input type="radio"/>
Applicants Unwilling To Accept Offered Wages	<input type="radio"/>	<input type="radio"/>
Applicants Have A Criminal Record (Cannot Pass Background Check)	<input type="radio"/>	<input type="radio"/>
Commuting Distance	<input type="radio"/>	<input type="radio"/>
Applicants Have Difficulty Passing Drug Test	<input type="radio"/>	<input type="radio"/>
Applicants Unwilling To Accept Work Conditions	<input type="radio"/>	<input type="radio"/>

Any other reasons

No

Yes

## Harper-Employer

\* Have you had any difficulty filling positions in:  
IT (Information Technology)/ Technical Services

Yes

No

## Harper-Employer

IT

**What occupations are needed in IT (INFORMATION TECHNOLOGY)?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q9].

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

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Please tell me the number of vacancies you have had in the last year for [Q10].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q11].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q12].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3



What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q13].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Management

Yes

No

## Harper-Employer

Management

**What occupations are needed in MANAGEMENT?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q40].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q41].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q42].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q43].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q44].

- No job above
- Number of vacancies



What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Business or Finance

Yes

No

## Harper-Employer

Business or Finance

**What occupations are needed in BUSINESS OR FINANCE?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q71].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q72].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q73].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q74].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1	<input type="text"/>
Credential 2	<input type="text"/>
Credential 3	<input type="text"/>

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q75].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**



\* Have you had any difficulty filling positions in:

Sales

Yes

No

**Harper-Employer**

Sales

**What occupations are needed in SALES?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

**Harper-Employer**

Please tell me the number of vacancies you have had in the last year for [Q102].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q103].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q104].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q105].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q106].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:

Office And Administration

Yes

No

## Harper-Employer

Office and Administration

**What occupations are needed in OFFICE AND ADMINISTRATION?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer



Please tell me the number of vacancies you have had in the last year for [Q133].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q134].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q135].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q136].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q137].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Health Care

Yes

No

## Harper-Employer

Health Care

**What occupations are needed in HEALTH CARE?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q164].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know



Please tell me the number of vacancies you have had in the last year for [Q165].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q166].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q167].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q168].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Transportation or Logistics

Yes

No

## Harper-Employer

Transportation/ Logistics

**What occupations are needed in TRANSPORTATION OR LOGISTICS?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q195].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q196].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know



What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q197].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q198].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1	<input type="text"/>
Credential 2	<input type="text"/>
Credential 3	<input type="text"/>

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q199].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Manufacturing, Maintenance, Repair

Yes

No

## Harper-Employer

Manufacturing, Maintenance, Repair

**What occupations are needed in MANUFACTURING, MAINTENANCE, OR REPAIR?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q226].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q227].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q228].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3



Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q229].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q230].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Food Service, Hospitality, or Tourism

Yes

No

## Harper-Employer

Food Service, Hospitality, Tourism

**What occupations are needed in FOOD SERVICE, HOSPITALITY, OR TOURISM?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q257].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q258].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q259].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q260].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1	<input type="text"/>
Credential 2	<input type="text"/>
Credential 3	<input type="text"/>



What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q261].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Professional or Scientific jobs

Yes

No

## Harper-Employer

### Professional or Scientific

**What occupations are needed in PROFESSIONAL OR SCIENTIFIC jobs?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q288].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q289].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q290].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q291].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q292].

- No job above
- Number of vacancies



What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

\* Have you had any difficulty filling positions in:  
Arts, Entertainment, And Recreation

Yes

No

## Harper-Employer

Arts, Entertainment, Recreation

**What occupations are needed in ARTS, ENTERTAINMENT, or RECREATION?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q319].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q320].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q321].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q322].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q323].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**



\* Have you had any difficulty filling positions in:  
Government/ Public Administration

Yes

No

## Harper-Employer

Government/ Public Administration

**What occupations are needed in GOVERNMENT/ PUBLIC ADMINISTRATION?**

**Please be specific about the job title.**

**(IF TITLE IS NOT KNOWN, please provide 1-3 words describing the job function.)**

Job 1

Job 2

Job 3

Job 4

Job 5

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q350].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

Please tell me the number of vacancies you have had in the last year for [Q351].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q352].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q353].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1	<input type="text"/>
Credential 2	<input type="text"/>
Credential 3	<input type="text"/>

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

## Harper-Employer

Please tell me the number of vacancies you have had in the last year for [Q354].

- No job above
- Number of vacancies

What credentials are needed for this job?

Credential 1

Credential 2

Credential 3

What skills are needed for this job?

Skill 1

Skill 2

Skill 3

Is this job needed due to: (READ CHOICES - MARK ALL THAT APPLY)

- Business growth/ Expansion (adding new personnel)
- Replacing retiring workers
- Turnover (replacing workers who left/ Were let go)
- Do not know

What educational level is required for this job?

- No formal education required
- High school education/ GED
- Technical certificate
- Certification/ Credential
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree (Ph.D., law, medicine, etc.)
- Do not know

**Harper-Employer**

**SECTION C. TRAINING**

\* Are there any jobs at your company for which employees have to participate in annual continuing education or obtain CEU's to stay employed in the field?

Yes

No

**Harper-Employer**

CEUs

\* What areas?

**Harper-Employer**

\* Do you provide training to your employees?

Yes

No

**Harper-Employer**

\* Do you ever use outside vendors for training your employees?

Yes

No

**Harper-Employer**



\* Who do you consider as your major training partner?

- No one
- LIST WHO?

## Harper-Employer

\* Why not?

## Harper-Employer

### Do Not Train

\* Why not?

- No budget
- Corporate does it/ In-house only
- On-the-job training only
- No need/ Not required
- No one to do training
- Other Reason Cited - LIST

## Harper-Employer

How does your company meet the skill needs of your employees? Do you use: (READ CHOICES)

	Yes	No
In House Trainers/ On-The-Job Training	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Seminars Or Conferences	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Online Training/ Webinars	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Four-Year Colleges And Universities	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Community College Non-Degree Training Programs	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Community College Degree Programs	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Community College Training Programs	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Commercial Training Provider/ Company	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Vendor/ Equipment Manufacturer	<input type="radio"/>	<input type="radio"/>
Why do you use that method?	<input type="text"/>	
Apprenticeship Programs	<input type="radio"/>	<input type="radio"/>

Yes

No

Why do you use that method?

## Harper-Employer

\* What were the top three training programs you offered to employees in the last year?

1.

2.

3.

Would you consider offering employees the opportunity to enroll in a community college class or degree during work hours rather than doing in-house training to improve employee skills?

Yes

No - Why not?

## Harper-Employer

### SECTION D. PROGRAM KNOWLEDGE

\* Please tell me how familiar you are with the following programs and services offered by Harper College, using the scale of 5 = Very familiar to 1 = Not at all familiar.

Then let me know if you would like additional information about any of the programs from the College. (MARK RED COLUMN)

	5 = Very Familiar	4	3	2	1 = Not At All	Do not know	Other Information Wanted
Training services customized for your business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free posting of your job opportunities on our electronic job board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earn and Learn Program – Apprenticeships where entry-level employees sponsored by the Company attend Harper classes leading to a degree and apply that knowledge in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promise Program – Scholarship program that builds workforce skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hosting job fairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harper College Mobile Unit (state of the art computer training room on wheels that can come to your business)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Business Development Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Edvantage Program – offers in-district tuition rates to all of your employees whether they live in-district or not	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wojcik Conference Center that can host meetings and events for 5 to 250 people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Certification Center - Local certification testing center for national certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Harper-Employer

### SECTION E. USE OF HARPER COLLEGE

\* Have you ever sent employees to classes at Harper College?

- Yes
- No - Why not?

## Harper-Employer

\* Did you pay for the classes?

- Yes
- No
- Do not know

\* Were you and your employees Satisfied or Dissatisfied with the classes?

- Do not know
- Satisfied
- Dissatisfied - Why?

## Harper-Employer

\* Have you ever had training provided to your employees by Harper College?

- Yes
- No - Why not?

## Harper-Employer

\* What training was offered?

\* Was it offered at Harper College or at your place of business?

- Harper College
- On-site at business
- Both
- Do not know

\* Were you and your employees Satisfied or Dissatisfied with the training program?

- Do not know
- Satisfied
- Dissatisfied - Why?

## Harper-Employer

\* Have you ever recruited graduates or students from Harper College for employment at your firm?

- Yes
- No

## Harper-Employer

\* Did you post the job on Harper College's website?

- Yes
- No
- Did not know about it

\* Did you hire the graduate or student?

Yes

No - Why not?

## Harper-Employer

\* How satisfied were you with that individual as an employee?

Do not know

Satisfied

Dissatisfied - Why?

## Harper-Employer

### Not Recruited From Harper

\* Would you be interested in posting jobs on Harper College's website?

Yes

No

Do not know

## Harper-Employer

\* At what level would you be willing to partner with Harper College to assist students in gaining real work experience? Would you be willing to:

	Yes	No	Do not know
Allow students to job shadow your employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You or your employees make presentations to middle school, high school, and college students about job requirements and general career field information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give presentations to students on skills needed in the work force, resume building, and interview skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide internships to students

- Yes
- No
- Do not know

## Harper-Employer

Paid internships, unpaid, or both

- Paid
- Unpaid
- Both

## Harper-Employer

### SECTION F. EMPLOYER SUPPORT OF EDUCATION

Examining your current employees and their educational backgrounds, is there a need for any of your employees to further their education and work on any of the following college degrees?

\* Associate Degrees?

- Yes
- No
- Do not know



**Harper-Employer**

**Assoc. Degree**

\* How many?

\* What areas?

**Harper-Employer**

\* Bachelor's Degrees?

Yes

No

Do not know

**Harper-Employer**

**Bachelor's Degree**

\* How many?

\* What areas?

**Harper-Employer**

\* Master's Degrees?

- Yes
- No
- Do not know

**Harper-Employer**

**Master's Degree**

\* How many?

\* What areas?

**Harper-Employer**

\* Doctoral Degrees?

- Yes
- No
- Do not know

**Harper-Employer**

**Doctoral Degree**

\* How many?

\* What areas?

## Harper-Employer

\* Professional Degrees?

Yes

No

Do not know

## Harper-Employer

### Professional Degree

\* How many?

\* What areas?

## Harper-Employer

\* Colleges can deliver degrees in various ways to make it more convenient for your employees to earn degrees. For each I read, please tell me if you believe your employees would be more likely or less likely to enroll in a degree if this format was available. (Coding: 1 = Likely, 2 = Unlikely, 3 = Do Not Know)

	Likely	Unlikely	Do Not Know
Accelerated degree programs – less than half the time of the traditional degree program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online degree programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree programs meeting locally once a month with online work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree programs offered on Friday, Saturday, Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree programs with a class offered the same night each week for a year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Harper-Employer

\* Do you have any employees attending college classes at this time?

- Do Not Know
- No
- Yes

## Harper-Employer

\* What colleges are they attending?

College 1	<input type="text"/>
College 2	<input type="text"/>
College 3	<input type="text"/>
College 4	<input type="text"/>
College 5	<input type="text"/>

\* Are they taking any courses online?

- Yes
- No
- Do not know

## Harper-Employer

\* Do you offer any of the following incentives to employees to pursue education and training?

	Yes	No
Tuition reimbursement for credit classes	<input type="radio"/>	<input type="radio"/>
Pay for books for credit classes	<input type="radio"/>	<input type="radio"/>
Pay for noncredit training classes	<input type="radio"/>	<input type="radio"/>
Pay for certification and testing	<input type="radio"/>	<input type="radio"/>
Pay for CEUs (continuing education units)	<input type="radio"/>	<input type="radio"/>
Allow flexible schedules for employees to attend college classes	<input type="radio"/>	<input type="radio"/>
Paid release time for employees to attend college classes	<input type="radio"/>	<input type="radio"/>
College classes held on-site at your business	<input type="radio"/>	<input type="radio"/>

## Harper-Employer

\* Are your employees aware that Harper has a program where they can attend at in-district tuition rates if they live outside of the district?

- Yes, employees are aware
- No, they are not aware

## Harper-Employer

\* Would you be willing to work with Harper College to inform your employees about the program?

- Yes
- No
- Do not know/ Not sure

## Harper-Employer

### SECTION G. BUSINESS INFORMATION

**Now we are almost finished with the survey. Your answers to this section will be strictly confidential.**

\* Is your business a sole proprietorship, partnership, or a corporation?

- Non-profit
- Government
- Sole Proprietorship
- Partnership
- Corporation

## Harper-Employer

\* Are you privately owned or publically traded?

- Privately owned
- Publically traded
- Do not know

## Harper-Employer

\* Are you a C Corporation, LLC or Sub S?

- C
- LLC
- Sub S
- Do not know

## Harper-Employer

\* Do you plan on increasing or decreasing your employees in the next year?

- Increasing - **NUMBER**
- Decreasing - **NUMBER**
- Stay the same

\* NUMBER

(STAY SAME AND DO NOT KNOW = 0)

## Harper-Employer

\* What would be the best way for Harper College to keep you informed of upcoming programs?

(DO NOT READ: FIRST RESPONSE ONLY)

- Email
- Mail
- Telephone
- Website
- Do Not Send
- Other (please specify)

\* Thank you for your time and help.

Would you be interested in Harper College contacting you about their educational, training, and consulting opportunities?

Would you like a summary copy of the survey results when available in Fall 2016?

- Yes, contact only
- Yes, survey results only
- Yes, both
- No, neither

**ADD NAME IF THEY WANT INFORMATION SENT**

**Name Of Person**

**Email Address**

**Company Information**

**READ COMPANY INFO FROM SHEET - CORRECT IF NOT RIGHT WHEN VERIFIED**

**INPUT CITY AND ZIP FOR ALL SURVEYS**

**Company**

**Address**

**City/Town**

**State/Province**

**ZIP/Postal Code**

**Phone Number**

**Completed Survey Number**

**Harper-Employer**

**Registration Page**

\* SIC Code Group



\* Specific SIC CODE

\* SIC Description

\* Employee Size From Sheet

COMMENTS FOR HARPER COLLEGE

COMMENTS FOR CLARUS