**Workforce Needs Assessment**

***Chamber Education & Workforce Development Committee***

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| **Statement of Purpose:**  To access area industries’ staffing and skill set needs to better understand the growth and competition in our economic region:   * Hiring stats * Employment needs * Desired skill sets * Projected staffing needs | **Industry:**  **Company name:**  **HR contact:**  **(name/position/phone #)**  **Total # of employees(direct):**  **Competitors:** |
|  | |
| **Workforce statistics**  Average retirement age:  Average years of service:  Demographics:   * % of Females * % of Males * % of Minorities   Average salary:  Attrition: | **Workforce Planning Strategies**  Sourcing resources used:  % of contractors employed:  Major impediments to recruiting staff: |
| **Hot jobs** | |
| **Position:**  **Job description:** | Desired skill set: |

Company name:

HR contact:

(name/position)

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| |  |  | | --- | --- | | **Hot jobs** | | | **Position:**  **Job description:** | **Desired skill set:** | |  |
|  | |
| **Requireme**   |  |  | | --- | --- | | **Hot jobs** | | | **Position:**  **Job description:** | **Desired skill set:** | |  |
|  | |
| **Scope:** |  |
|  | |
| **Topics:** | **List the topics that you would like to be covered:** |
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| **Audience Notes:** | **What are the required prerequisites for the audience?** |