**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:** |
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| **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:**  |

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| **Requireme**

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| **Hot jobs** |
| **Position:****Job description:** | **Desired skill set:**  |

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| **Scope:** |  |
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| **Topics:** | **List the topics that you would like to be covered:**1.
2.
3.
4.
5.
6.
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| **Audience Notes:** | **What are the required prerequisites for the audience?** |