

THE STATE



OF WYOMING

**MATTHEW H. MEAD  
GOVERNOR**

*Department of Employment*

**RESEARCH & PLANNING SECTION**

**P.O. BOX 2760  
CASPER, WY 82602**

**(307) 473-3807**

February 10, 2011  
[IDNum]

[Firm Name]  
[Firm Address Line 1]  
[Firm Address Line 2]  
[Firm City State Zip]

Dear Wyoming Employer:

Enclosed is/are # questionnaires regarding the skill requirements of jobs in your firm. To do this, we are focusing on jobs filled by your firm during the third quarter of 2010. The information gathered during this project will be used by educators, employment training organizations, and vocational counselors to identify what skills are most needed by employers in the state and develop curriculums emphasizing those skills. This will help you and employers like you access the skilled labor force essential to your businesses.

Positions from your company were randomly selected to represent many businesses so it is important that you complete the forms and return them as soon as possible. For your convenience, you may respond by any of the following methods:

- Completing the questionnaire and returning it in the stamped self-addressed return envelope.
- Faxing it to us at 307-473-3829 or 1-877-827-9511.
- Calling us toll free at 1-866-579-3873 and providing your responses to us over the phone.

Please respond to this questionnaire by February 28, 2011.

The results of this study will be published and distributed to those who are concerned with employee skills in order to encourage discussion. These results will also be posted on our website at <http://doe.state.wy.us/LMI> . All of the information provided by you will be kept confidential by law. For more information on our confidentiality policies or this study, please contact Lisa Knapp toll free at 1-866-579-3873 or [LKnapp@state.wy.us](mailto:LKnapp@state.wy.us) .

Sincerely,

A handwritten signature in black ink that reads "Tom Gallagher".

Tom Gallagher  
Manager, Research and Planning

Enclosures

Department of Employment Job Skills Survey – Fax to 1-877-827-9511  
or 307-473-3829

Rev. 9/2010

Survey Date: December 2010



Wyoming Department of Employment  
Research & Planning  
P.O. Box 2760  
Casper, WY 82602  
Tel. (866) 579-3873  
<http://doe.state.wy.us/LMI/>

**Please return form by February 28, 2011**

**We expect this form to take approximately  
10-15 minutes to complete**  
[ID]

**All data collected by Research & Planning must, by the Workforce Investment Act (see: 29 USC sec. 491-2 (a)(2)) and the Wyoming Employment Security Law (section 27-3-603), be held in the strictest confidence, with results published only as summary statistics.**

Employee holding this job: [J. Jones]

**This is a request for information about this job: work, pay, and benefits**

1. Our records indicate the above-named individual was an employee of your business during the **reference period** of April, May, or June, 2010. Is this correct? **(Please select one response)**

- Yes **(if yes, please continue)**       No **(If no, STOP. Please return this form in the enclosed self-addressed stamped envelope or fax it to one of the numbers above. Thank you.)**

2a. What was the rate of pay for this job during the **reference period** of \$ \_\_\_\_\_ . \_\_\_\_ per **(check one)**

Please include base rate of pay, tips, commissions, and other monetary compensation.

Hour  
 Week  
 2 Weeks  
 Month  
 Other **(specify: e.g. supplemental insurance)**  
\_\_\_\_\_

2b. On average, how many hours were worked in this job each week at that time? \_\_\_\_\_ Hours

3. Were any of the following benefits offered for the job? **(Please check all that apply)**

- Health insurance       Retirement plan       Paid time off  
 Other **(specify):** \_\_\_\_\_       No benefits offered

**Type of Work**

4a. During the **reference period**, what was the job title for this job? **(For example, secretary, accountant, personnel manager. Please print in the space provided.)**

\_\_\_\_\_

4b. During the **reference period**, what were most important *activities or duties* of this job? **(For example, typing and filing, reconciling financial records, directing hiring policies. Please print in the space provided.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4c. What percent of the time was this job involved in activities and duties related to increasing energy efficiency, utilizing or developing renewable energy resources, or preserving and/or restoring the environment **(Please select one of the following)**

- None of the time       Less than 50% of the time       More than 50% of the time       Don't know

**(Over Please)  
Confidential**

**Employee Qualifications and Skills**

[ID]

We are seeking information about the qualifications required for this job and the importance of the following skills for the job in which the worker was employed during the **reference period** of April, May, or June, 2010. Skills are defined as the capacity to carry out the tasks required to accomplish the activities and duties of this job.

When possible, we request that someone with knowledge about this job complete all parts of questions 6 through 12. **Please use a scale of 1 to 3 where 1 means Unimportant and 3 means Important. Please circle or check the most appropriate response for this job. Thank you.**

**Qualifications**

5. Check the qualifications required for the type of work described in questions 4a and 4b. **(Please check all that apply)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> On-the-job training                    | <input type="checkbox"/> Associate's degree           | <input type="checkbox"/> None required  |
| <input type="checkbox"/> Postsecondary technical training       | <input type="checkbox"/> Bachelor's degree or greater | <input type="checkbox"/> Other <b>(specify; for example, a course in medical terminology)</b> |
| <input type="checkbox"/> Work experience in related occupations | <input type="checkbox"/> Licensure or certification   |   |

**Skills**

6. How would you rate the level of importance for **service orientation** for this job? (Involves actively looking for ways to help people.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unimportant<br>1 | Neither Important nor Unimportant<br>2 | Important<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

7. How would you rate the level of importance for **critical thinking** for this job? (Involves using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unimportant<br>1 | Neither Important nor Unimportant<br>2 | Important<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

8. How would you rate the level of importance of **reading comprehension** for this job? (Involves understanding written sentences and paragraphs in work related documents.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unimportant<br>1 | Neither Important nor Unimportant<br>2 | Important<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

9. How would you rate the level of importance of **technology design** for this job? (Involves generating or adapting equipment and technology to serve user needs.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unimportant<br>1 | Neither Important nor Unimportant<br>2 | Important<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

10. How would you rate the level of importance of **operation and control** for this job? (Involves controlling operations of equipment or systems.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unimportant<br>1 | Neither Important nor Unimportant<br>2 | Important<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

11. In your opinion, what one skill is **most** important to accomplishing the activities and duties of this job? It could be one of the above or it could be another skill. **(Please print in the space provided)**

12. How would you rate your overall satisfaction with this employee's **work skills**? (for example, cooking, customer service skills, welding, teaching skills, heavy lifting skills.)

- |                  |  |                |                                     |
|------------------|--|----------------|-------------------------------------|
| Unsatisfied<br>1 | Neither Satisfied nor Unsatisfied<br>2 | Satisfied<br>3 | <input type="checkbox"/> Don't know |
|------------------|--|----------------|-------------------------------------|

13. Is this person still employed at your firm?  Yes  No

14. Contact person name and title **(Please print)**

First \_\_\_\_\_ Last \_\_\_\_\_ Title \_\_\_\_\_

Phone number **(Please include area code)** \_\_\_\_\_

Email address \_\_\_\_\_

15. Would you like to receive a copy of the statistical report compiled from all of the questionnaire results?

- Yes  No

**Thank You!**