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

Research & Planning

Wyoming Department of Workforce Services

Research & Planning P.O. Box 2760 Casper, WY 82602 Tel (866) 579-3873

Survey Date: (Month, Year)

Rev.6/2012

Please return form by (Date)

We expect this form to take approximately 10-15 minutes to complete

Wyoming DWS Tel. (866) 579-3873	10-13 minutes to com					
http://doe.state.wy.us/LMI/						
All data collected by Research & Planning must, by the Workforce Investment Act (see: 29 USC sec. 49I-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: (First Initial, Last Name)						
This is a request for information about this job: work, pay, and benefits						
Our records indicate the above-named individual was an employee of your business during the reference period of						
(month, month, and/or month of year). Is this correct? (Please select one response)						
☐ Yes (if yes, please continue)						
	stamped env	elope or fax it to one of the numbers above. Thank you.)				
2a. What was the rate of pay for this job during the 2b. During (month, month, and/or month of year), was the						
reference period of (month, month, and/ or month of year)		job considered (please select one response):				
		☐ Full-Time				
Please include base rate of pay, tips, commissions, and other monetary compensation.		Part-Time				
		Volunteer				
		☐ Temporary/Substitute				
		If this job was considered <i>temporary/substitute</i> , how long was it filled by this employee?				
\$ per		long was it filled by this employee:				
	mple, hour, month, year)					
2c. On average, how many hours we	ere worked in this job e	ach week during the reference period? Hours				
3. Were any of the following benefits period)	s offered for the Job? (P	lease check all that apply even if there is a required waiting				
· _ ′						
☐ Health insurance	☐ Retirement plan/401	k plan Paid time off (including vacation, sick, holiday)				
☐ Other <i>(specify)</i> :	☐ No benefits offered	If benefits were offered, was there a waiting period to				
receive benefits?						
		☐ Yes ☐ No ☐ Don't Know				
Type of Work	anth month and/arms	anth of year) what was the ich title for this ich? (For everyle				
4a. During the reference period (month, month, and/or month of year), what was the job title for this job? (For example, high school teacher, civil engineer, personnel manager. Please print in the space provided.)						
mgn school teacher, civil engineer, personner manager. I lease print in the space provided.)						
4b. During the reference period , what were the typical <i>activities or duties</i> of this job? (For example, typing and filing,						
reconciling financial records, directing hiring policies. Please print in the space provided.)						
Employee Licensing and Certifica	etion					
5a. Does this job require a specialized license or certification? (For example, commercial driver's license, medical license, real estate license.)						
□ No □ Yes	If yes, please specify	y: □ Don't know				
(Over Please)						
Confidential						
Employee Training and Education		(ID NUMBER)				

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

 □ On-the-job training □ Postsecondary technical training □ Work experience in related occupations 	☐ Associate's degree☐ Bachelor's degree or greater	☐ None required ☐ Other (specify; for example, safety training, MSHA training)			
Employee Job Skills					
We are seeking information about the importance of the following skills for the job in which the worker was employed during the reference period of (month, month, and/or month of year). 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 the skills needed for 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.					
6 . How would you rate the level of importance for service orientation for this job? (Involves actively looking for ways to help people.)					
• • • •	r Important nor Unimportant 2	Important 3	☐ Don't know		
7. How would you rate the level of importance for <i>critical thinking</i> for this job? (Involves using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.)					
Unimportant Neither 1	r Important nor Unimportant 2	Important 3	☐ Don't know		
8. How would you rate the level of importance of <i>reading comprehension</i> for this job? (Involves understanding written sentences and paragraphs in work related documents.)					
Unimportant Neither 1	r Important nor Unimportant 2	Important 3	☐ Don't know		
9. How would you rate the level of importance of <i>technology design</i> for this job? (Involves generating or adapting equipment and technology to serve user needs.)					
Unimportant Neither 1	r Important nor Unimportant 2	Important 3	☐ 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 Neither 1	r Important nor Unimportant 2	Important 3	☐ 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. (<i>Please print in the space provided</i>)					
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 Neither 1	Satisfied nor Unsatisfied 2	Satisfied 3	☐ Don't know		
13. Is this person still employed at your firm					
14. Contact person name and title (Please)	,				
First La					
Phone number (Please include area code)					
Email address					
☐ Yes ☐ No					

Thank You!