

**Workforce Planning Survey**

Rev. 02/2008



Wyoming Department of Employment  
 Research & Planning  
 P.O. Box 2760  
 Casper, WY 82602  
 Tel. (307) 473-3835 Fax (307) 473-3806  
<http://doe.state.wy.us/LMI/>

Survey Date: April 2008  
**Please mail form by May 15, 2008**

**We expect this form to take no more than 15 minutes to complete**

**All data collected by Research and Planning must, by the Workforce Investment Act (see: 29 USC sec. 491-2 (a)(2)), be held in the strictest confidence, with results published only as summary statistics. The information you provide to us will be held confidential to the extent permitted by law.**

**Section A**

Using the provided scale of 1 to 5, where 1 means that you **strongly disagree** and 5 means that you **strongly agree**, please circle **one response** that best describes your response to each of the following statements. Remember, there are no wrong answers and your responses will be kept confidential.

	1=Strongly Disagree	2=Disagree	3=Neither Agree Nor Disagree	4=Agree	5=Strongly Agree	DK=Don't Know
1. At my department my performance on the job is evaluated fairly.	1	2	3	4	5	DK
2. The mission/purpose of my department makes me feel my job is important.	1	2	3	4	5	DK
3. I have some control over what I am supposed to accomplish (my job objectives).	1	2	3	4	5	DK
4. My supervisor seems to care about me as a person.	1	2	3	4	5	DK
5. Someone other than my supervisor seems to care about me as a person.	1	2	3	4	5	DK
6. Compared to other people doing similar work <b>in my department</b> , I think I am paid fairly.	1	2	3	4	5	DK
7. Compared to other people doing similar work <b>outside my department</b> , I think I am paid fairly.	1	2	3	4	5	DK
8. My department does an adequate job of keeping employees informed about matters affecting us.	1	2	3	4	5	DK
9. In my department we can speak our minds without fear of reprisal.	1	2	3	4	5	DK
10. I am satisfied with the advancement or promotion opportunities within my department	1	2	3	4	5	DK
11. Overall, I am satisfied with my department as a place to work.	1	2	3	4	5	DK

**Section B**

	1=Strongly Disagree	2=Disagree	3=Neither Agree Nor Disagree	4=Agree	5=Strongly Agree	DK=Don't Know
12. I speak highly of this department to others.	1	2	3	4	5	DK
13. I am proud to tell others I am part of this department.	1	2	3	4	5	DK
14. This department inspires my best job performance.	1	2	3	4	5	DK
15. This department is a great place to work.	1	2	3	4	5	DK

**Section C**

For the following statements please rate how often you feel that each is true for your circumstances. Please use a scale of 1 to 5, where 1 means that you feel the statement is **never** true and 5 means that you feel the statement is **frequently** true.

	1=Never	2=Rarely	3=Occasionally	4=Sometimes	5=Frequently	DK=Don't Know
16. I have to do things that should be done differently.	1	2	3	4	5	DK

1=Never	2=Rarely	3=Occasionally	4=Sometimes	5=Frequently	DK=Don't Know				
17.	I work under incompatible policies and guidelines.			1	2	3	4	5	DK
18.	I have to buck a rule or policy in order to carry out an assignment.			1	2	3	4	5	DK
19.	I know exactly what is expected of me.			1	2	3	4	5	DK
20.	I receive incompatible requests from two or more people.			1	2	3	4	5	DK
21.	I work on unnecessary things.			1	2	3	4	5	DK
22.	I have to work under vague directives or orders.			1	2	3	4	5	DK
23.	I do not have enough time to get everything done at work.			1	2	3	4	5	DK
24.	My workload is too heavy.			1	2	3	4	5	DK

### Section D

For the following activities please rate how likely you would be, if given the opportunity, to participate using a scale of 1 to 5, where 1 means that you would be **very unlikely** and 5 means that you would be **very likely** to participate. Please circle **one** response.

1=Very Unlikely	2=Unlikely	3=Neither Likely Nor Unlikely	4=Likely	5=Very Likely	DK=Don't Know				
25.	Learn others' job duties.			1	2	3	4	5	DK
26.	Attend management or other training for your career advancement.			1	2	3	4	5	DK
27.	Participate in a career advancement program within my department if such a program were to exist.			1	2	3	4	5	DK
28.	Train co-workers for your job duties.			1	2	3	4	5	DK
29.	Train interns about your job duties.			1	2	3	4	5	DK

If you have **previously retired** from a position in state government but have returned, please mark the box and skip to question #39

If you have **never retired** from a position with the State of Wyoming, please *continue to question #30*.

### Section E

For the following questions, please place a mark next to the response you feel best describes your situation.

30. If you left your job tomorrow, someone in your unit could immediately take over (*please select one*):

- |  |  |
|--|--|
| <input type="checkbox"/> All of your job duties  | <input type="checkbox"/> None of your job duties |
| <input type="checkbox"/> Most of your job duties | <input type="checkbox"/> Don't know              |
| <input type="checkbox"/> Some of your job duties |  |

31. Do you plan to leave employment with your department within the next 12 months?

- Yes  
 No (*please skip to question #33*)

32. If you answered **YES** to question #31, what is your **primary** reason for leaving? (*Please select one*)

- |  |  |
|--|--|
| <input type="checkbox"/> Taking another job in state government                              | <input type="checkbox"/> Continuing education                            |
| <input type="checkbox"/> Taking another job outside state government                         | <input type="checkbox"/> Retiring ( <i>please skip to question #35</i> ) |
| <input type="checkbox"/> Family status change<br>(e.g., marriage, divorce, birth of a child) | <input type="checkbox"/> Other (specify: _____)                          |
| <input type="checkbox"/> Relocating  |  |

33. Do you plan to retire (*please select one*):
- In more than 1 year to less than 3 years
  - In more than 3 years to less than 5 years
  - In more than 5 years
  - Don't know
34. Even if you do not have definite plans for leaving your department, which of the following factors, if offered by a different employer, would lead you to take a job somewhere else? (*Please select all that apply*)
- Higher wages
  - Better benefits
  - Training opportunities/education
  - Flexible scheduling
  - More recognition
  - More respect from management
  - Fewer non-related job tasks
  - Better staffing
  - Opportunities for advancement
  - More autonomy
  - More personal interest in the work
  - Different location
  - Quality of work produced by agency
  - Other (specify: \_\_\_\_\_)
35. What do you feel is the usual retirement age for people who work with you or have the same type of job as you? (*Please select one*)
- \_\_\_\_\_ years of age  Don't know
36. How likely are you to work after retirement?
- Very likely
  - Likely
  - Neither likely nor unlikely
  - Unlikely
  - Very Unlikely
  - Don't know
  - Not at all (*skip to question #39*)
37. If you plan to work after retirement, in what type of work are you most likely to engage? (*Please select one*)
- Full-time work
  - Part-time work
  - Independent contracts
  - Occasional if needed
  - Other (specify: \_\_\_\_\_)
  - Don't know
38. Under what circumstance(s) after retirement might you be willing to return to work for the State of Wyoming? (*Please select all that apply*)
- As an independent contractor in my old position with my department
  - Different job assignment within my department
  - Employment in a different state government agency
  - Part-time employment
  - None
  - Other (specify: \_\_\_\_\_)
  - Don't know

**Section F**

39. Do you feel that at least one of the State of Wyoming's health insurance plans sufficiently meets your needs? *(Please select one)*

- Yes  No  Don't know

40. In which of the state's group health insurance plans do you participate? *(Please select one)*

- Individual coverage  
 Family coverage  
 Split coverage  
 None, I am covered by my spouse or another family member's insurance plan  
 None, I do not have health insurance coverage  
 Other (specify: \_\_\_\_\_)

41. Do you feel that the State of Wyoming's retirement program will sufficiently meet your retirement needs in the future? *(Please select one)*

- Yes  No  Don't know

42. What is your marital status? *(Please select one)*

- Married  Divorced  Cohabiting  
 Single  Widowed

43. Do you have dependents who are 26 years old or younger?

- Yes  
 No

44. What is the highest level of education you have completed? *(Please select one)*

- Less than high school degree  
 High school degree (includes equivalency)  
 Some college or associate's degree  
 Bachelor's degree  
 Graduate or professional degree  
 Other (specify: \_\_\_\_\_)

45. What was the combined total pre-tax income in your household in the past 12 months? *(Please select one)*

- |   |   |
|---|---|
| <input type="checkbox"/> Less than \$20,000   | <input type="checkbox"/> \$70,000 to \$79,999   |
| <input type="checkbox"/> \$20,000 to \$29,999 | <input type="checkbox"/> \$80,000 to \$99,999   |
| <input type="checkbox"/> \$30,000 to \$39,999 | <input type="checkbox"/> \$100,000 to \$124,999 |
| <input type="checkbox"/> \$40,000 to \$49,999 | <input type="checkbox"/> \$125,000 to \$149,999 |
| <input type="checkbox"/> \$50,000 to \$59,999 | <input type="checkbox"/> \$150,000 to \$199,999 |
| <input type="checkbox"/> \$60,000 to \$69,999 | <input type="checkbox"/> \$200,000 or more      |

46. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_