

Employer Questions to Determine Specific Foundation Skills Needs

INTRODUCTORY QUESTIONS

Name of Company:

Individual(s) interviewed:

Type of service or product produced:

Which workers are you thinking about training?

Titles of Workers

Number of Workers

What would you like these workers do differently after the training?

How will you be able to tell if they are performing differently?

BASIC WORKPLACE SKILLS

How well are these workers able to locate and use the resources required to do their work?

Do these workers need to use technology / computers to do their jobs?

- If yes, what kind and how?
-

Is reading required in their work?

- If yes, what do they have to read?
 - What issues occur because of low level reading abilities?
-

Is writing required in their work?

- If yes, what do these workers have to write?
 - What issues occur because of low level writing abilities?
-

Is clear speech and communication required in their work?

- If yes, how do these workers need to speak clearly or communicate?
 - What issues occur because of an inability to communicate clearly?
-

Is listening required in their work?

- If yes, what do these workers need to listen for?
 - What issues occur because of a failure to listen?
-

Is critical observation required in their work?

- If yes, what do these workers need to observe critically?
 - What issues occur because they do not critically observe?
-

Do these workers need to apply math skills in their work?

- If yes, what kind of math must they be proficient in (addition, multiplication, division, fractions, decimals, percents, measurement)?
 - What issues occur because of an inability to correctly apply math in their work?
-

BASIC EMPLOYABILITY SKILLS

Is it important for these workers to demonstrate effective interpersonal relations in their work?

- If yes, What issues occur because they do not demonstrate effective interpersonal relations in their work?
-

Is it important for these workers to demonstrate an ability to manage their time and activity at work?

- If yes, what issues occur because they do not demonstrate an ability to manage their time and activity at work?
-

Do these workers work in a team environment?

- If yes, what issues that occur because they are not able to work effectively in a team environment?
-

Is it important for these workers to be able to do problem solving in their work?

- If yes, what issues occur because of an inability to perform problem solving in their work?
-

Is it important for these workers to make decisions in their work?

- If yes, what issues occur because these workers display difficulty in making decisions in their work?
-

BASIC WORKPLACE KNOWLEDGE

What health and safety concepts do these workers need to apply in their work?

- If yes, what issues occur because of difficulty in applying health and safety concepts?
-

Do these workers need to understand the process and product of your business?

- If yes, what issues occur because of a lack of understanding of process and product?
-

Is it important for these workers to demonstrate quality consciousness?

- If yes, what issues occur because of a lack of quality consciousness?
-

Is it important for these employees to understand basic financial concepts of your business?

- If yes, what issues occur because of a lack of understanding of these basic financial concepts?
-

Is it important for these employees to be able to work within your organizational structure and culture?

- If yes, what issues occur because of an inability to work within your structure and culture?
-

LIFELONG LEARNING SKILLS

Is it important for these workers to be able to set educational goals and seek opportunities to update skills?

- If yes, why is it important?
-

Is it important for these workers to be able to identify learning strengths and weaknesses?

- If yes, explain.
-

Is it important for these workers to make the connection between their education/training and employment?

- If yes, how so?
-

Is the need for training based on a change in the work environment?

- If yes, describe.
-