

## 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.
-