**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_**

***Face-to-Face contact:***

Number of employees? \_\_\_\_\_ Drug screening? \_\_\_\_\_ Background check? \_\_\_\_\_

Use applicant Tracking system? \_\_\_\_\_ Provide educational reimbursement? \_\_\_\_\_

Ability to rise within company? \_\_\_\_\_ Willing to work with other businesses? \_\_\_\_\_

Company wanting to expand? \_\_\_\_\_ Average age of workforce? \_\_\_\_\_

Where does talent come from? Do they know? \_\_\_\_\_ Certifications or Competency? \_\_\_\_\_

Interested in apprenticeships? \_\_\_\_\_ If yes, aware of tax credits? \_\_\_\_\_

Internal pipeline? \_\_\_ External pipeline? \_\_\_\_ Both? \_\_\_\_ Paid work exp. Youth? \_\_\_

Interested in OJT? \_\_\_\_\_ Interested in Internships? \_\_\_\_\_ Need on-site training? \_\_\_\_\_

Do exit interviews? \_\_\_\_\_ Aware of local high school vocational programs? \_\_\_\_\_

Reviewed job descriptions recently? \_\_\_\_\_ Aware of One-stop? \_\_\_\_\_

Aware of IJL? \_\_\_\_\_ For needed position, how much training after hire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Tour of Facility:***

Mechatronics/Robotics? \_\_\_\_\_ Level of use of technology? High \_\_\_ Medium \_\_\_ Low \_\_\_

Diversity of workers? High (75%) \_\_\_ Medium (50%) \_\_\_ Low (25%) \_\_\_

Types of Forklift? Sit-down? \_\_\_ Stand-up? \_\_\_\_ Deep reach? \_\_\_

Notes and observations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***© means information is confidential, information is only be shared with BST***