

**Alaska Workforce Investment Board
Business and Industry Panel Questions
AWIB May 21-22, 2013 Meeting**

Thank you for agreeing to be on the Business and Industry Panel. The questions that are listed below are a guide as you prepare for your presentation. Also you have the option of having a document about your business/industry be included in the AWIB binder for the meeting. The documents should be sent to Jeff Selvey (jeff.selvey@alaska.gov) by May 9, 2013.

There are two categories; one is a concise summary and the other is more detailed. You may choose to answer from one category or from both.

Concise summary of intended presentation contents:

1. What does your industry/business do?
2. What are you already doing to recruit, train and retain employees? What are your current challenges?
3. What may the State of Alaska and other organizations do to assist you?

Detailed questions for panel presenters to answer:

1. Please provide a brief orientation to your organization and the current or projected staffing:
 - i. Number of full time, year-round employees. What occupations, skills, and/or credentials are associated with these positions?
 - ii. Number of part time, year-round employees.
 - iii. Number of seasonal employees (full time and part time).
 - iv. Number of nonresident hires.
2. Is your company planning any new investments or business expansion that will increase your workforce in number and/or require different knowledge, abilities, skills and credentials?
3. Are you aware of other potential public or private investments that will affect your business or increase your workforce?
4. Are you able to fill all of your job openings in a reasonable timeframe?
5. What are the most common skill gaps you find with new hires? Do you use employment screening tools such as WorkKeys?
6. What is the most productive and reliable source for recruiting new hires?
7. Have your recruitment practices changed over the past few years? If so, how?
8. Is your business engaged with the K-12 school systems, Regional Training Centers, apprenticeship programs, commercial training providers, or University of Alaska programs? If so, can you briefly explain or give examples?
9. Have you adopted in-house training, on the job training, or industry-generated training programs to improve your employee's knowledge, skills, or abilities?
10. Please share any other observations you have about challenges or opportunities for improving workforce recruitment and training.