

BSW RFP (provided by Boston PIC)

Questions for Participating Employers: Proposal Development Phase

Incumbent Workers

1. Which positions do you want to target with this grant? Which positions do you anticipate targeting for actual training? Which higher level positions do you anticipate needing to fill with trained incumbent workers?
2. What do you know about the skill and education levels of the incumbent workers you anticipate training?
3. What is the approximate number of employees you anticipate being able to train with this grant?
4. What is the entry wage or wage range for these positions?
5. What are the job responsibilities and job descriptions for these positions?
6. Based on the job descriptions, what skill sets or competencies do you want to improve through training?
7. What are the literacy, numeracy and English-language skill requirements for each of these positions? Please give examples of how these skills relate to the job function. In other words, how do workers in these positions use math, reading, writing, and communication on the job?
8. Do your current workers in each of these positions have these skills? Are they able to perform their job requirements? If not, which skills are they lacking? Please estimate how many employees fit this category. How does this impact your ability to meet production, customer service or quality goals?
9. What are the job titles and responsibilities of the positions just above entry-level? What is the entry wage or wage range for these positions?
10. Are you having difficulty filling any of these positions? Which ones?
11. What would an entry-level worker require (higher levels of literacy/numeracy, specific skills training, certification), to advance to each of these positions? Do you have current employees who could, with additional training, fill these positions? If so, what skills are they lacking?
12. How long have you had difficulty filling these positions? How long do you anticipate this hiring challenge to continue? How many vacancies in this area do you have right now?

13. Are you currently providing any literacy, numeracy or English as a second language programs to your employees? If so, where are the programs offered (at the work site or another location)? Who (your own staff or a contractor) is delivering the program?
14. Do you have tuition reimbursement benefits? What is the policy (what does it cover, how much is available for an employee, are there grade requirements)?
15. Are there any other issues to be taken into account regarding collective bargaining agreements etc.?
16. Is the employer willing to have employees' skill and academic levels assessed prior to the start of training?
17. Are there logistical issues we should be aware of? Where do targeted employees work? How many different worksites will offer classes on site? Is classroom space available at the worksite?

New Hires

1. What positions would you want to target to fill by participating in this grant?
2. What skills/competencies/certifications are necessary to have in order to meet the minimum qualifications for this job?
3. What is the hiring process for getting new employees into these jobs?
4. Are there issues regarding hiring and promotions (i.e. collective bargaining agreements) that need to be taken into account?
5. Are there any pre-hiring employability screens that we should be aware of (i.e. CORI, credit check, physical tests)?