

Employer Analysis Questions and Areas of Inquiry

1. Name of business
2. Type of business
3. # of employees
4. Describe the types of jobs/positions in the business
5. What are the key skills for these positions?
6. How are new employees trained?
7. What level of supervision do employees receive?
8. What level of independence/self-initiation is required?
9. What percent of employees work full-time vs. part-time?
10. Do you have seasonal variations in staff/seasonal layoffs?
11. What are the business hours?
12. Do people work different shifts?
13. Have you worked with a disability agency previously?
14. Describe what makes a successful employee.
15. Describe what makes a challenging employee.
16. What is the key to success in your business?
17. What is your turnover rate?
18. What is your job vacancy rate?
19. What are areas of growth for your business?
20. What is the biggest challenge of your business?
21. Are there areas where you would like to expand your business if you had the resources?
22. Transportation options: car pool, transit options