



Workplace Needs Assessment

The **Essential Skills For Atlantic Fisheries** (ESAF) project seeks to identify an innovative LES Training Model for the fisheries sector and to use this model to train unemployed or underemployed to fill vacancies in the industry. The purpose of the Workplace Needs Assessment is to better understand the needs of the employer to incorporate those needs in the LES Training Model to ensure the project is filling the gaps identified and meeting the needs of the industry.

Company and Contact Information:			
Company Name:		Full Address:	
Name:		Email:	
Title:		Phone:	
Name:		Email:	
Title:		Phone:	
Company Profile			
1. Briefly describe the primary business of the company: type of product produced and seasonal or year-round.			
2. Number of employees in how many locations:			
3. Number of vacant entry level positions:			
4. Job titles of vacant positions:			
Company Background			
1. What is the company's current strength?			
2. What is the company's current weakness?			

3. What is the biggest barrier the company faces in filling it's vacant positions?	
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Workplace Documents

1. Does your company have Job Descriptions for the vacant positions?	
2. Has the company submitted workplace documents assessed for training use?	
3. Has Essential Skill Profiles been identified for the company?	
4. Does the company have workplace policies and procedures in place?	

Training Opportunities

1. What is the key challenge or opportunity that your organization would like to see addressed with training?	
2. Briefly describe the employability skills gap you would like to see incorporated in the training.	
3. Please describe any other content that you hope to see added in the training content.	
4. Do you currently have a New Employee Orientation in place for new hires?	

5. If you have a New Employee Orientation in place, does it entail first aid, WHMIS and Safety Training?	
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Commitment to Training

1. Has the company signed the Memorandum of Understanding for the ESAF project?	
2. Has the company committed to Mentors/Supervisors involvement to the ESAF training before, during and/or after the training?	
3. What is the skill level of current Mentors / Supervisor? Experienced, New to Industry, Fluent in Industry but new to Supervisor role?	
4. Are there any potential barriers that could prevent you from following through with the commitment to the ESAF project?	
5. Is the employer committed to providing feedback related to training success by participating in ongoing discussions with the Project Coordinator and post project evaluation?	
6. Is it important to receive a certificate, credentials, or other forms of recognition as a result of completing the training?	

Recommendations

Findings and other observations are consolidated here with recommendations for ESAF training.	
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Assessment Information

Date of Assessment:	
How was the assessment conducted? (phone, in-person or combination)	
Conducted by: (names and titles)	