

Company Name	Company Contact	Interviewer	Date																		
Job Category LEVEL: (Circle One) ADVANCED INTERMEDIATE BASIC Employment Data for level: # Mfg workers _____ Full-time _____ Part-time _____ Temporary _____ Pay Range \$ _____/hr	Education Required (Check all that apply) <table border="0"> <tr> <td></td> <td>Preferred</td> <td>Required</td> </tr> <tr> <td>GED</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>HS Diploma</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>HS Voc Ed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2-yr degree</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4-yr degree</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Certificate/training: On the job <input type="checkbox"/> Co. specific <input type="checkbox"/> Vendor <input type="checkbox"/> Adult Ed <input type="checkbox"/> Nat. Cert. <input type="checkbox"/> Other <input type="checkbox"/> Define Other: _____		Preferred	Required	GED	<input type="checkbox"/>	<input type="checkbox"/>	HS Diploma	<input type="checkbox"/>	<input type="checkbox"/>	HS Voc Ed	<input type="checkbox"/>	<input type="checkbox"/>	2-yr degree	<input type="checkbox"/>	<input type="checkbox"/>	4-yr degree	<input type="checkbox"/>	<input type="checkbox"/>	Skill Sets by Job Category For each listed skill, check the first box for preferred &/or required skills at this level and check the second box if that particular skill is a lacking or problem skill area at this level.	
	Preferred	Required																			
GED	<input type="checkbox"/>	<input type="checkbox"/>																			
HS Diploma	<input type="checkbox"/>	<input type="checkbox"/>																			
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4-yr degree	<input type="checkbox"/>	<input type="checkbox"/>																			
WFD Questions: Do you need more employees at this level? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, describe type, number, and time: <input type="checkbox"/> Replacement No. _____, by when? _____ (months) <input type="checkbox"/> New No. _____, by when? _____ (months) Difficult to find people at this level? <input type="checkbox"/> yes <input type="checkbox"/> no Difficult to find training for this level? <input type="checkbox"/> yes <input type="checkbox"/> no Do you promote internally into this position? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> sometimes Interested in co-ops or student internships at this level? <input type="checkbox"/> yes <input type="checkbox"/> no Special Notes:	Process Control/Improvement Awareness of: <input type="checkbox"/> / <input type="checkbox"/> Contribution to profit/loss <input type="checkbox"/> / <input type="checkbox"/> Impact to customer satisfaction Ability to: <input type="checkbox"/> / <input type="checkbox"/> Interpret & use production flow charts <input type="checkbox"/> / <input type="checkbox"/> Interpret test data per stated specifications <input type="checkbox"/> / <input type="checkbox"/> Commit to continuous improvement <input type="checkbox"/> / <input type="checkbox"/> Perform SPC <input type="checkbox"/> / <input type="checkbox"/> Perform quality audits or inspections <input type="checkbox"/> / <input type="checkbox"/> Determine root causes of problems Manufacturing skills Ability to: <input type="checkbox"/> / <input type="checkbox"/> Identify & know use of basic hand tools <input type="checkbox"/> / <input type="checkbox"/> Identify & know use of power tools <input type="checkbox"/> / <input type="checkbox"/> Identify & know use of basic manual machine tools (i.e. drill press, band saw) <input type="checkbox"/> / <input type="checkbox"/> Identify & know use of advanced manual machine tools (i.e. mill, lathe, surface grinder) <input type="checkbox"/> / <input type="checkbox"/> Understand production materials <input type="checkbox"/> / <input type="checkbox"/> Understand manufacturing process flow <input type="checkbox"/> / <input type="checkbox"/> Use & interpret blueprints <input type="checkbox"/> / <input type="checkbox"/> Read & interpret equipment or process gauges <input type="checkbox"/> / <input type="checkbox"/> Use production fixturing devices <input type="checkbox"/> / <input type="checkbox"/> Design production fixturing devices <input type="checkbox"/> / <input type="checkbox"/> Operate, start & stop production equipment <input type="checkbox"/> / <input type="checkbox"/> Perform equipment calibration & inspection <input type="checkbox"/> / <input type="checkbox"/> Diagnose & describe equipment malfunctions <input type="checkbox"/> / <input type="checkbox"/> Trouble shoot & repair equipment <input type="checkbox"/> / <input type="checkbox"/> Understand & use production delivery/scheduling requirements <input type="checkbox"/> / <input type="checkbox"/> Operate manual mtrl handling equipment (manual hi-lift, crane, pulley) <input type="checkbox"/> / <input type="checkbox"/> Operate automated/fuel powered mtrl handling equipment (powered hi-lift) Perform advanced manufacturing functions using: <input type="checkbox"/> / <input type="checkbox"/> CAM systems <input type="checkbox"/> / <input type="checkbox"/> CNC mill or lathe for interfacing <input type="checkbox"/> / <input type="checkbox"/> CNC mill or lathe for programming <input type="checkbox"/> / <input type="checkbox"/> PLC's for interfacing <input type="checkbox"/> / <input type="checkbox"/> PLC's for programming <input type="checkbox"/> / <input type="checkbox"/> Lasers <input type="checkbox"/> / <input type="checkbox"/> Welders <input type="checkbox"/> / <input type="checkbox"/> Robotics (production or mtrl. handling) <input type="checkbox"/> / <input type="checkbox"/> Electronic gauges, meters or instruments <input type="checkbox"/> / <input type="checkbox"/> Instrumentation installation <input type="checkbox"/> / <input type="checkbox"/> Instrumentation troubleshooting <input type="checkbox"/> / <input type="checkbox"/> Computer Networking <input type="checkbox"/> / <input type="checkbox"/> Computer Programming	Management/Supervision Ability to: <input type="checkbox"/> / <input type="checkbox"/> Perform employee evaluations <input type="checkbox"/> / <input type="checkbox"/> Manage multiple mfg functions or operations <input type="checkbox"/> / <input type="checkbox"/> Manage multiple mfg personnel <input type="checkbox"/> / <input type="checkbox"/> Maintain budget control <input type="checkbox"/> / <input type="checkbox"/> Perform cost-benefit analysis <input type="checkbox"/> / <input type="checkbox"/> Understand industrial ergonomics Safety/Health Ability to: <input type="checkbox"/> / <input type="checkbox"/> Perform First-Aid <input type="checkbox"/> / <input type="checkbox"/> Perform LOTO <input type="checkbox"/> / <input type="checkbox"/> Use equipment safely <input type="checkbox"/> / <input type="checkbox"/> Keep workplace clean <input type="checkbox"/> / <input type="checkbox"/> Interpret & use MSDS information <input type="checkbox"/> / <input type="checkbox"/> Identify unsafe work practices/situations <input type="checkbox"/> / <input type="checkbox"/> Conduct safety audit Workplace Skills Must be: <input type="checkbox"/> / <input type="checkbox"/> Punctual/Reliable (attendance) <input type="checkbox"/> / <input type="checkbox"/> Appropriately dressed and practice good hygiene <input type="checkbox"/> / <input type="checkbox"/> Polite & respectful <input type="checkbox"/> / <input type="checkbox"/> Able to complete tasks on time & accurately <input type="checkbox"/> / <input type="checkbox"/> Able to follow directions & procedures <input type="checkbox"/> / <input type="checkbox"/> Able to accept constructive criticism <input type="checkbox"/> / <input type="checkbox"/> Truthful & honest <input type="checkbox"/> / <input type="checkbox"/> Able to plan & organize w/o supervision <input type="checkbox"/> / <input type="checkbox"/> Capable of learning new skills <input type="checkbox"/> / <input type="checkbox"/> Enthusiastic in attitude toward work <input type="checkbox"/> / <input type="checkbox"/> Capable of moderate lifting (25# or ↓) <input type="checkbox"/> / <input type="checkbox"/> Capable of heavy lifting (↑ 25#) <input type="checkbox"/> / <input type="checkbox"/> Manually dexterous <input type="checkbox"/> / <input type="checkbox"/> Able to keep accurate time & job accounting records	Math/Measurement Ability to perform: <input type="checkbox"/> / <input type="checkbox"/> Graph interpretation <input type="checkbox"/> / <input type="checkbox"/> Selection of measurement tools <input type="checkbox"/> / <input type="checkbox"/> Precise measurement <input type="checkbox"/> / <input type="checkbox"/> Calculation with calculator <input type="checkbox"/> / <input type="checkbox"/> Calculation without calculator <input type="checkbox"/> / <input type="checkbox"/> US metric conversions/calculation <input type="checkbox"/> / <input type="checkbox"/> Fractional & decimal conversions/calculations <input type="checkbox"/> / <input type="checkbox"/> %, rate, & ratio conversions/calculations Computer Skills Ability to use: <input type="checkbox"/> / <input type="checkbox"/> Windows XP, 2000, etc... <input type="checkbox"/> / <input type="checkbox"/> Word-processing software (i.e. Word) <input type="checkbox"/> / <input type="checkbox"/> Spreadsheet software (i.e. Excel) <input type="checkbox"/> / <input type="checkbox"/> Database software (i.e. Access) <input type="checkbox"/> / <input type="checkbox"/> Computer network design software (i.e. Visio, etc.) <input type="checkbox"/> / <input type="checkbox"/> Company specific software /programs (ie. Inventory, Maint. scheduling, etc...) Communication/Teamwork Skill with: <input type="checkbox"/> / <input type="checkbox"/> Verbal communication internally <input type="checkbox"/> / <input type="checkbox"/> Verbal communication with customers <input type="checkbox"/> / <input type="checkbox"/> Written communication internally <input type="checkbox"/> / <input type="checkbox"/> Written communication with customers Ability to: <input type="checkbox"/> / <input type="checkbox"/> Read for advanced comprehension <input type="checkbox"/> / <input type="checkbox"/> Be a team participant <input type="checkbox"/> / <input type="checkbox"/> Be team leader <input type="checkbox"/> / <input type="checkbox"/> Facilitate team meetings <input type="checkbox"/> / <input type="checkbox"/> Interpret & use internal/external technical documents <input type="checkbox"/> / <input type="checkbox"/> Create technical documentation <input type="checkbox"/> / <input type="checkbox"/> Provide superior customer service Other <input type="checkbox"/> / <input type="checkbox"/> _____ <input type="checkbox"/> / <input type="checkbox"/> _____																		
Last Modified: June 18, 2007 Created by David J. Brown Rhodes State College																					