



Mississippi Chapter

**Mississippi Associated Builders & Contractors
Workforce Development Award Application
2008**

General Information

Construction Firm: _____
Address: _____
Phone: _____ Fax: _____
Annual Average Number of Employees: _____
Annual Total Hours Worked: _____

The following Evaluation is provided to help you assess your firm's workforce development program. Three vital areas are addressed. Each area contains questions that will help you describe your firm's performance. Mark (X) at each description that most accurately describes your company's efforts. After addressing all three areas total your marks in the space provided below. The total is part of your firm's workforce development performance score.

Please Enter Your Total Score
(Sum of all marked boxes)

Additional points will be awarded to your total score for providing the following documentation:

1. A copy of your current Workforce Development Plan/Policies
2. A copy of a best practice used in your company's workforce development program

Send completed application to:
Mississippi Associated Builders & Contractors
Attn: Jason Phelps, Director of Workforce Development
P.O. Drawer 16522
Jackson, MS 39236

There is a \$100 Application Processing Fee for the Workforce Development Awards Program.

() Please Bill Our Company
() Enclosed is a Check (Please make check payable to MABC)
() Credit Card ___ Visa ___ Mastercard ___ American Express
Card# _____ Expiration Date _____
Authorized Signature _____

Deadline for entries is September 26, 2008
Recipients to Be Recognized at the
November 7, 2008 Merit & Safety Awards Banquet

Management Commitment

Does your company have a written Workforce Development Program?

Does your program address the following key elements regarding Management Commitment?

a. Annual Workforce Development goals and objectives?

b. Supervisor's responsibilities include craft persons' skill development?

c. Identified workforce development representative?

Contact: _____ Email: _____

d. Record keeping system that tracks craft person's formal training, assessment, and skill upgrading?

e. Detailed record such as employee identification, date of training, training institution, evaluation result, etc.?

Does your entire organization support workforce development programs from the top down?

Name all training programs that your company participates in for crafts.

Name all training programs that your company participates in for management education or skill upgrading.

Have workforce development efforts (training, certification, and performance verification) improved?

a. Safety

b. Productivity

c. Quality/Work

d. Attendance

e. Absenteeism

f. Turnover

g. Other

Specify: _____

Does your company recognize employee feedback with respect to training and workforce development?

How? _____

In which of the following ways does your company recognize employees for training or workforce development accomplishments:

a. Recognition for trainees

b. Recognition for graduates

c. Other

Specify: _____

Include a written description of a Best Practice or innovation implemented that led to improvements in any facet of workforce development in the past year. **Included Not Included**

Recruitment

Does your Workforce Development program address the following key elements regarding recruitment?

a. Do you have a documented recruitment process?

b. Tools and equipment purchase program to help new craft persons secure requirements for their job?

What involvement does your company have in supporting efforts to recruit new craft workers?

a. Have you adopted or partnered with high schools?

School Names:

b. In the past year have you participated in Career Days/Job Fairs?

Dates & Location:

c. Have you provided scholarships or reimbursement for craft training?

Number & Location:

d. Do you provide craft apprenticeships/internships

Number & Location:

e. Do you advertise for jobs in construction?

f. Do you partner with or recruit from community colleges

School Names:

g. Other (Please Specify)

Training & Retention

Does your workforce development program address the following key elements regarding training?

- a. Employee access to formal craft training?
- b. Financial assistance or tuition reimbursement for formal training enrollment and course completions?
- c. Pay incentives for enrolling in training?
- d. Leadership training for supervisors. (Leadership, conflict resolution, etc.)
- e. Supervisory Skills Training (planning, scheduling, safety)

Number of craft persons enrolled in formal training. (apprenticeship, skill upgrade, etc.) _____

Percent of craft persons classified as trainees or apprentices. _____

Total number of craft persons that achieved journeyman status last year. _____

Total number of craft persons that achieved journeyman status the last 4 years. _____

Which of the following incentives are provided to encourage formal training, skill upgrade, and certification?

- f. Paid tuition for training at MCEF classes
- g. Paid Tuition for college classes
- h. On-site or In-house training
- i. Paid training time
- j. Pay raises or bonuses for training
- k. Pay raises or bonuses for certifications
- l. Other

Please Specify:

What is your turnover rate? (Quits & Terminations/ Average Workforce) _____

Has your workforce development plan improved your turnover rate?

What method does your company use that is essential to retaining craft workers and construction professionals? (Please provide examples)
