

Date: _____ Interviewer(s): _____

Company Name: _____ Contact/Title: _____

Street Address & City: _____

Year Company was founded: _____

Corporate Structure: LLC C-Corp (privately held) C-Corp (publicly held) S-Corp Cooperative Professional Assn.
 Sole Proprietor Non Profit Partnership ESOP Public Benefit Corp.

Has this company's ownership or top management changed over the last year? Yes No

Is this business locally owned? Yes No

If No, where is the ownership or Headquarters located? _____

Which business life stage level represents your business?

Seed Stage Start-up Stage Growth Stage Established Stage Expansion Stage Decline Stage Exit Stage

Facility

- Is this facility owned or leased? Owned Leased
- Is there room for expansion at this site? Yes No
- Do you have other facilities in MN? Yes No

If YES, where? _____

Products & Services

▪ What are your major products/services & certifications? _____

- Have you introduced new products/services in past year? Yes No
- Do you plan to add new products/services in the next year? Yes No

Explain new products/services. _____

- New technologies added in past year?: Yes No
- Plans to add new technologies in the next year: Yes No

Explain new technologies. _____

- Are there any opportunities to add MN suppliers? *If so, please explain.* _____

Revenue & Expenses

- Change in total revenue over past year?: Increased Decreased Stable
- Expected change in revenue next year?: Increase Decrease Stable
- Change in total expenses over past year?: Increased Decreased Stable
- Expected change in expenses next year?: Increase Decrease Stable
- Fastest growing expenses?:

Wages Healthcare Other employee benefits Utilities Facility costs Transportation/Shipping costs
 Equipment Supplies/Inputs Government compliance Other

(Explain): _____

Workforce

▪ What is your total employment number? (Full time/Part time/& Seasonal) _____

- Change in total employment number over past year?: Increased Decreased Stable
- Expected change in employment number next year?: Increase Decrease Stable
- Are you having difficulty recruiting workers? Yes No

- What types of skills/workers are most difficult to recruit? *Explain.* _____

- What are your most successful strategies for finding workers?
Explain. _____

- In general, what is it about the applicants that make the openings hard to fill (check all that apply).
 Lack of basic education **Lack of technical skills** **Lack of candidates** **Poor work ethic**
Other: _____
- What is your biggest barrier to **increasing** your workforce? **(SELECT ONLY ONE!)**
 Insufficient demand (*Don't need employees right now*) **Lack of available workers** **Labor wage costs**
 Labor benefit costs **Cost of labor laws & regulations** **Lack of access to diverse populations** **Immigration laws**
 Other: _____
- In what ways do you engage with schools in workforce-related activities? *Check all that apply.*
 Apprenticeships **High School internships** **Youth employment programs** **High School job fairs** **College internships**
 College job fairs **Other:** _____

Market information

- In what **geographic** location/s are your **primary markets**?
 Local (w/in 50 mi) **Minnesota** **Midwest (includes MN)** **US** **International**
- In what **geographic** location/s are your **fastest growing markets**?
 Local (w/in 50 mi) **Minnesota** **Midwest (includes MN)** **US** **International**

Export activities

- Does your company export directly? **Yes** **No**
- *If YES, to what countries?* _____
- Change in total exports last year? **Increased** **Decreased** **Stable**
- Expected change in exports next year? **Increase** **Decrease** **Stable**

Investment plans

- Does company have plans for new investments? **Yes** **No**
- **If 'Yes', check all that apply:** **Invest in new facilities** **Make major equipment purchases**
 Renovate/Expand current facilities **Other:** _____
- What is the approximate date of this investment? **Within one year** **Within two years** **Within three years** **Unsure**
- Where will your investment occur?
 At current location **At another location-same community** **In another community in MN**
 In another state **In another country** **Unsure**

If in another community, state, or country – Top reason/s why? _____

- Will your expansion add jobs? **Yes** **No** **Unsure** **N/A** *If yes, number & types of jobs added?* _____

Public policy - What local/state/federal policies affect your business most?

Please Explain: _____

****For Interviewers ONLY: Does this company require follow-up?** **Yes** **No**

If yes, please explain: _____