



**Mississippi Chapter**

**2018**

**ABC Mississippi  
Workforce Development  
Company Award Application**

## Application 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 Here**  
(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:**

ABC Mississippi  
Attn: Sherry Dunlap, Safety Director  
P.O. Box 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 ABC Mississippi)  
( ) Credit Card    \_\_\_ Visa    \_\_\_ MasterCard    \_\_\_ American Express  
Card# \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

**Awards:** Workforce Development Award Recognition Levels

- 1<sup>st</sup> Place Workforce Development Award of Excellence
- 2<sup>nd</sup> & 3<sup>rd</sup> Place Workforce Development Award of Achievement

**Deadline for entries is Thursday, October 25, 2018.**  
**Recipients to be recognized at the**  
**November 16, 2018 Merit 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 results, etc.?

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

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

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

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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 trainee's

b. Recognition for graduate's

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:

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- b. In the past year have you participated in Career Days/Job Fairs?   
Dates & Location:

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- c. Have you provided scholarships or reimbursement for craft training?   
Number & Location:

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- d. Do you provide craft apprenticeships/internships ?  
Number & Location:

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- e. Do you advertise for jobs in construction?

- f. Do you partner with or recruit from community colleges   
School Names:

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- g. Other (Please Specify)

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**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)

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