



Employee Needs Assessment

Concerns and Perspectives

1. How often do you feel you are successfully balancing work/family commitments? (Please circle the appropriate response).

a. Always b. Most of the time c. Some of the time d. Rarely e. Never

2. To what extent do you believe your ability to balance your work/family responsibilities affects the following work issues? (Please circle the appropriate response following each issue).

a.	Punctuality	Very little	1	2	3	4	5	Very much
b.	Productivity	Very little	1	2	3	4	5	Very much
c.	Morale	Very little	1	2	3	4	5	Very much
d.	Absenteeism	Very little	1	2	3	4	5	Very much
e.	Quality of work	Very little	1	2	3	4	5	Very much
f.	Likelihood of quitting job	Very little	1	2	3	4	5	Very much
g.	Likelihood of being fired	Very little	1	2	3	4	5	Very much
h.	Other, please explain							

3. Does your current work environment have a positive, negative, or neutral impact on your ability to balance work/family responsibilities? (Please, circle the appropriate response).

a. Positive b. Negative c. Neutral

4. Do you believe that your employer is aware of your needs when it comes to work/family concerns? (Please circle the appropriate response).

a. Yes b. No

Child Care Issues

If you do not currently have any children 18 years or younger, skip to question 24.

5. How many children do you currently have in the following age groups?

of children

a.	_____	Infants (newborn – 18 months)
b.	_____	Toddlers (18 months – 3 years)
c.	_____	Preschool (3 years – 5 years)
d.	_____	Kindergarten (5 years – 6 years)
e.	_____	Elementary (6 years – 12 years)
f.	_____	Teenagers (13-18 years)

20. Listed below are a number of ways that businesses can help employees with their child care problems. Check all options that you think this business should consider.

- Free lunch-time seminars on parenting and child care
- Provide information on local child care homes and centers
- Job sharing – two employees “share” a full time position
- Allow employees time off from work following childbirth
- Flex-time – adjusted arrival and departure times to meet family’s schedule
- Allow employees to use paid sick leave to care for sick children
- Child care program for children who are mildly ill or recovering from an illness
- Child care center for children of employees at or near your work site
- Financial support for child care as part of the benefits package
- IRS-approved plan to pay for child care with pre-tax dollars
- Child care program before and after school hours and on school holidays and vacations
- Spaces reserved in a child care center or home for employees’ children
- Employees receive a discount on the regular fee charged for child care at a center or home

21. Which of the above three child care options are the most important to you?

1. _____
2. _____
3. _____

Demographics

22. Age _____

23. Gender _____

24. Zip Code of home address _____

25. Marital Status (Circle your response).

- | | |
|-------------------------------|-----------------------|
| a. Married or living together | b. Divorced/separated |
| c. Single | d. Widowed |

26. Total Family Income _____

27. Please list any other concerns or comments about child care.