

PROGRAM NEEDS ASSESSMENT
Lamar County High School
2019-20

Sharonda Bostic

Business Administration and Management Pathway

SURVEY RESULTS

AUGUST-ROTARY CLUB MEETING

Technical Job Skills most critical (in order of importance)

Software Proficiency

Common Operating Systems (windows, google etc.)

Data Analysts

Project Management

Technical Writing

None of the above (Written response)

Employment Tests-Hiring

15 out of 26 companies use Employment Testing

(Written Responses in addition to questions)

CDL

Drug

Heavy Lifting

Character

Customer Service Interview

Physical Endurance

Common Knowledge

Use of a shovel (Written response)

Types of Software used in your business

Word Processing
 Accounts Software
 Billing Software
 Asset Management Software
 Payroll Software
 Desktop Publishing
 Programming software
 None of the above (written response)

Types of Entry-Level Jobs available in your community (circle all apply)

Customer Service Rep/Client Coordinator	11
Heavy Machinery/CDL	9
School System Bus Drivers	15
Construction	8
Restaurant	8
Warehouse	7
Lifting/Labor	4
Farming	8
Campaign/Event Coordinator	4
Advertising/Sales	4
CNC Operator (written)	1

Job skills essential to an employee's success (Rating by importance)

Strong work ethic	12
Positive attitude	10
Acting as a team player	8
Working under pressure	8
Problem Solving	6
Good communication skills	6

- Time management 4
- Willingness to accept criticism 3
- Self-confidence 2
- Flexibility/Adaptability 2
- Work for low pay (written response) 1



SAMPLE SURVEY BELOW

Sharonika Rostic Business Education Teacher
Lamar County High School

Program Needs Assessment for
Business Administration and Management Pathway
Barnesville Marble Company

1. What types of software are used in your business? Circle all that apply

- A. word processing programs
- B. accounts software
- C. billing software
- D. payroll software
- E. database software
- F. asset management software
- G. desktop publishing programs
- H. *None of the Above*

2. Do you use employment tests for entry-level positions?

Yes No

3. What types of employment tests are required in your business?

Can you use a shovel?

4. What soft skills are essential to employee success? Rate them from 1-10

- Strong Work Ethic
- Positive Attitude
- Good Communication Skills
- Time Management
- Problem solving skills
- Acting as a team player
- Self-confidence
- Willingness to accept criticism
- Flexibility/Adaptability
- Working under Pressure

work for low pay

Sharonika Rostic Business Education Teacher
Lamar County High School

5. What technical skills are critical to success of entry level workers? Circle all that apply

- Programming languages
- Common operating systems
- Software proficiency
- Technical writing
- Project management
- Data analysis

6. What types of "entry level" job positions are available in your community? Circle all that apply. Feel free to complete other if there is one not listed.

- Customer Service Representative
- Entry Level Sales
- Heavy Machinery
- CDL required positions
- Automotive Mechanic/Sales
- School System Bus Drivers
- Advertising/Sales
- Client Coordinator
- Campaign/Event Coordinator
- Construction crew member/general labor
- Farming/Agriculture
- Restaurant/Cashier/Crew Member
- Warehouse workers
- Other _____

Thank you for completing this survey. This survey will generate insights about employees, customers, and markets, and align PR, advertising, and other business communications with Georgia Performance Standards taught within the Business Pathway that need more of a concentrated focus to insure students are more college and career ready as they enter the workforce.

