

Rapid Response Survey

Company Name:
Address:
City/State/ZIP:

Date:
Time:
Staff Completing Form:

1. How many workers are impacted by this event? _____
2. What shifts do the impacted workers work? _____
3. Are workers represented by one or more Unions? Yes No

3.a.	Union Name:	
<i>Union 1</i>	Contact Person:	
 	Union Name:	
<i>Union 2</i>	Contact Person:	

- 3.b. How many impacted workers are union? _____
- 3.c. How many impacted workers are non-union? _____
4. How many impacted workers are management? _____
5. Will this layoff be in mass or incremental? Mass Incremental
 - 5.a. When will this layoff begin? _____
 - 5.b. What is the layoff schedule? _____
6. Is production being transferred to another plant/facility? Yes No
 - 6.a. Is it being transferred offshore? Yes No
7. What is the wage range of the impacted workers? _____
8. What is the average wage of the impacted workers? _____
9. What is the average age of the workers? _____
10. What is the male to female ratio? _____ Male _____ Female
11. What is the average tenure of the workforce? _____
12. What are the top 5 job titles of the impacted workers, by order of number of workers?

1. _____ Workers: _____
2. _____ Workers: _____
3. _____ Workers: _____
4. _____ Workers: _____
5. _____ Workers: _____

13. Are any of the impacted workers currently in any type of training program, either on or off site?
 Yes No

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13.a. What type of training programs are they currently enrolled in?

1. _____
2. _____
3. _____

14. What does the benefit package include for the impacted workers?

- Health Vision Retirement
 Dental Paid Leave

15. Does the employer contribute to the employee's retirement package? Yes No

16. Is there a severance package? Yes No

17. Is there a bonus package? Yes No

18. Are there "stay pay" stipulations? Yes No

19. How will impacted workers be paid their earned vacation?

- Lump Sum Pro-Rated None

20. Are/will there be affiliated companies (security, trucking, janitorial, etc.) affected by this layoff?

- Yes No

20.a. What are the affiliated companies?

1. _____
2. _____
3. _____

21. Does this company require its employees to have a High School Diploma/GED?

- Yes No

22. Do any of the impacted workers use a primary language other than English?

- Yes No

22.a. What other primary languages are used?

1. _____ 2. _____ 3. _____

23. Do any of the impacted workers require assistive technology because of hearing or sight impairment?

- Yes No

24. Are there facilities on site to conduct meetings? Yes No

25. If individuals at this meeting are contacted by the media, who shall they say is the contact person for the company?

Contact Person:	_____
Phone Number:	_____