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|  |  | Synchronist Screening Survey 2 FORM *Information is confidential* |
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| --- | --- |
| company | City, State/zIP |
| Date of Visit (MM/DD/YY) | Lead Interviewer |
| Contact Name | Assisted by |
| Appointment | Other Participants |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1. What is the current status of your company's operations as a result of COVID-19 (all that apply)?* | | | | | | | |
| *Open - regular hours/normal operating level*  *Open - added hours of operation*  *Open- operating at \_\_\_\_\_\_\_% capacity/level of operation*  *Temporarily closed for \_\_\_\_\_ weeks*  *Closed permanently since \_\_\_\_\_\_\_\_\_\_\_\_\_(Date)*  *Comments:* | | | | | | | |
| *2. Has the company introduced new products/services/capabilities in the last three (3) years?* | | | | | *Yes  No* | | |
| *Comments:* | | | | | | | |
| 1. *Which of the following best describes your company's* ***primary market?****?* | | | | *Local  Regional  National*  *North American - Canada/Mexico  International* | | | |
| *4. Before COVID, did your company have plan to expand or modernize in the next three years?* | | | Expand  Modernize  None | | | | |
| *If yes, what is the status of the plans to expand or modernize?* | | | *Moving Forward  On hold temporarily*  *Cancelled  Uncertain* | | | | |
|  | *Approximate scope of the plans, estimated total investment* | *$* | | | | |  |
|  | *Approximate percentage equipment/technology* | *%* | | | | |  |
|  | *Approximate percentage real estate* | *%* | | | | |  |
|  | *Estimated number of jobs added or lost (-)* |  | | | | |  |
|  | *Estimated facility size increase* | *sq. ft.* | | | | |  |
|  | *Approximate date of expansion* | *(mm/yy)* | | | | |  |
| *Comments:* | | | | | | | |
| *5. Do you anticipate your real estate requirements changing as a result of COVID?* | | | | | | *Yes  No* | |
|  | *Office* | *Increasing  Stable  Decreasing* | | | | | |
|  | *Sales* | *Increasing  Stable  Decreasing* | | | | | |
|  | *Production* | *Increasing  Stable  Decreasing* | | | | | |
|  | *Wearhouse/Distribution* | *Increasing  Stable  Decreasing* | | | | | |
| *Comments:* | | | | | | | |
| 6. Which one of the following ownership types best describes your company? | | | | | | | |
|  | For Profit (check all that apply): | Publicly owned  Privately owned  Foreign owned  Family owned  Minority owned  Native American owned  Veteran owned  Woman owned  Employee owned  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | Non-Profit | Local  National  International | | | | | |
|  | Government | Local  State  Federal | | | | | |
| 1. How do you describe your company's primary product/service? | | | | | | | |
| Describe: | | | | | | | |
| 1. What is your company's primary 2/3-digit NAICS code / industry classification \_\_\_\_\_ or pick one. | | | | | | | |
| 1. *Has the company’s ownership changed in the last 18 months, or do you anticipate a change?* | | | *Changed  Change Pending  No* | | | | |
| *If changing, please explain:* | | | | | | | |
| *10. Has the company’s top management changed or is it expected to change in the next 18 months?* | | | *Changed  Change Pending  No* | | | | |
| *If changing, please explain:* | | | | | | | |
| *If private sector ownership, is there a* ***succession plan*** *in place for the business??* | | | *Yes  No  Unsure  Does not apply* | | | | |
| *Comments:* | | | | | | | |
| *11. What is your company's current total employee counts?* | | | *Full time \_\_\_\_\_\_ Part time \_\_\_\_\_\_\_ Contract \_\_\_\_\_\_\_* | | | | |
| *Is your current staffing level the same as pre COVID?* | | | *Yes  No* | | | | |
| *If no, previous employee counts?* | | | *Full time \_\_\_\_\_\_ Part time \_\_\_\_\_\_\_ Contract \_\_\_\_\_\_\_* | | | | |
| *Comments:* | | | | | | | |

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| --- | --- | --- | --- | --- |
| *12. Is the Company experiencing recruitment problems with any employee position or skills:* | | | | *Yes  No* |
| *If yes, what problems, positions, or skills?* | | | | |
|  | *Administrative/clerical* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | *Management/marketing/sales* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | *Scientific/Technical* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | *Skilled production worker* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | *Unskilled production worker* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | *Other* | *Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
| *13. Are there any reasons the community may not be considered for future expansion?* | | | | *Yes  No* |
| *If yes, please explain?* | | | | |
| *14. What are your company's greatest barriers for recovery? (Check all that apply)* | | | | |
|  | *Capital/Cash flow to continue operations* | | *Regaining customers* | |
|  | *Finding suppliers* | | *Finding employees* | |
|  | *Employee training* | | *Employee/Customer health and safety regulations* | |
|  | *Environmental regulations* | | *Economic uncertainty* | |
|  | *Access to information* | | *Not sure* | |
|  | *Other, please describe* | | *None of these* | |
| *Other and/or Comment:* | | | | |
| **Optional** | | | | |
| 15. Would you like someone to contact you **confidentially** about any of the barrier or other issues? | | | | |
| Describe: | | | | |
| Name: | | | | |
| Title: | | | | |
| Company: | | | | |
| Phone: | | | | |
| Email: | | | | |

**Thank you for sharing your thoughts and concerns with us. Your feedback will provide valuable insight on business in our community and identify support that can be provided.**

*Note: Questions in italics are shared with the full Synchronist Prime Interview tool.*