

2018 APGA System Operational Achievement Recognition - Workforce Development

* 1. Do your utility's employees attend and participate in industry committees, conferences and workshops at the national, regional, state or local level?

- At All Levels of Employment (At Least One Employee From Each of the Following areas: General Workforce, Supervisory and Management)
- At Two Levels of Employment (At Least One Employee From Two of the Following areas: General Workforce, Supervisory and Management)
- At One Level of Employment (At Least One Employee From One of the Following areas: General Workforce, Supervisory and Management)
- No Industry Participation by Any of the Utility's Employees

2. Would you like to provide additional information for the SOAR reviewers to consider about your utility's participation in industry associations, conferences and meetings?

* 3. Does the utility provide opportunities for employees at all levels for certification, training and education (Select all that apply)?

- Opportunities are provided for employees to advance outside of their career path
- Opportunities are provided for employees to advance inside their career path
- Opportunities are provided for employees to receive training for their current position
- None is Provided

* 4. Have written job descriptions been developed for all positions, describing the duties, responsibilities, required skills, training, knowledge and abilities of each position?

- Written Job Descriptions for All Positions that Describe the Duties, Responsibilities, Required Skills, Training, Knowledge and Abilities of the Position.
- Written Job Descriptions that Do Not Fully Describe the Duties, Responsibilities, Required Skills, Training, Knowledge and Abilities of the Position or are Not Available for All Positions.
- No Written Job Descriptions

* 5. Does the utility have a written plan that describes the procedure for recruitment and retention?

- Plan covers retention
- Plan covers recruitment
- No plan

* 6. Does the utility have a written formal succession plan?

- Yes, covering all positions
- Yes covering some positions
- No written succession plan

* 7. When was the last time the succession plan was reviewed and, if necessary, updated?

- Within the last year
- Within the last 2 years
- Within the last 3 years
- Has not been updated in last 3 years
- Not applicable - we have no succession plan

* 8. Does the utility have a formal written process to evaluate and advise employees of their performance at least annually?

- Formal Written Performance Appraisals are Provided to the Employee on at least an Annual Basis
- Formal Written Performance Appraisals are Provided but on Less Than an Annual Basis
- Formal Written Performance Appraisals are Not Performed

9. Is there anything else that demonstrates your utility's commitment to operational excellence in the area of workforce development that you would like the SOAR reviewers to consider?

*** 10. System applying for SOAR**

System name

Street Address

City

State

Zip Code

*** 11. Person completing survey**

Name

Contact phone #

email address