

# ADDITIONAL RESOURCES

## Sample Agency Questionnaire

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### BACKGROUND

1. Agency Name:
- Website Address:
- Contact Person:

2. Describe your agency's mission and vision.

3. Describe how the agency is funded (e.g., private vs. public).

4. Does your organization have a disability employment and inclusion expert on staff (e.g., business liaison, business relationship manager) that works directly with employers?

Yes  No

### WORK OR WORK READINESS TRAINING

5. How is your agency responding to the new 503 Regulations to better serve employers?

6. How often does your agency meet with employers (e.g., weekly, monthly, quarterly)?

Yes  No

Briefly describe the purpose and agenda of these meetings.

7. How many employers are you currently working with in your community?

8. Describe the types of services you offer employers (training, job coaching, program development, etc.).

9. Describe the types of services you provide people with disabilities.

10. What is the average wage, hourly rate or annual salary of individuals placed?

### PLACEMENTS

11. How many people do you place in jobs per year?

12. How many clients do you currently serve?

13. What is the average tenure per placement?

14. How do you screen and assess candidates?

15. What is the average timeline for filling a job request?

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16. Please describe how your agency works with other disability organizations in your community (e.g., competitor or collaborator).

17. Is your agency comfortable reaching out to other disability organizations if your agency is not able to provide an adequate pipeline? (For example – employer X needs 50 new employees and you only have 10 that are job ready – what do you do?)

18. Describe your agency's relationship with VR, Developmental Disabilities agencies and the local one stops?

19. Are you willing and able to assign a staff member to work directly with a local employer?

Yes     No

20. Can you provide a list of business references?

Notes: