Job Placement Reporting

Each of the data input fields within the heading "Job Placement Impacts" should be completed as follows:

It is intended that each row (labeled "Industry 1", "Industry 2", etc.) contain the sum of data for all placements within that industry for the period being reported. In other words, you do not enter data on a person by person basis but for all persons placed within an industry classification.

The user should develop a weighted average for each industry where there is more than one placement. Users may use the "data collection worksheet.xls" and have the state coordinator weight and aggregate the data.

Name of Organization: Enter your organization's corporate name or home city.

Industry: Use the drop down list to select the appropriate industry classification for the group of individuals you are entering. The drop down list contains every standard industrial classification in the Department of Labor taxonomy. You must choose one of these industries for placement impacts data entry.

Placements should be categorized according to industry in which they are placed and not the type of job. For example, a person placed as a cook in a hospital would be classified in the "hospitals (622)" industry from the drop down list and not in the "Food, beverage and tobacco (311-312)" category.

Jobs: Enter the total number of persons placed by your organization for the time period being reported (full year 2010) within each industry. Include only those placements outside of Goodwill Industries.

Hourly/Annual: From the drop down list select either hourly or annual. If you have a mixture of hourly and salaried placements within an industry, convert so that all are expressed as either hourly or annual.

Hourly Rate/ Annual Wage: Enter the weighted hourly wage rate (if "hourly" is chosen in previous column) or weighted annual salary (if "annual" is chosen in previous column)

Hours/Week: Enter the weighted average hours per week.

Mos. Employed: If you do not have good data on how long the placements retain their jobs, the best solution is to enter "3" or "6" months (in order to be conservative).

Aggregate State-wide Reporting – Operations Impacts

It is intended that each row (labeled "Operation 1", "Operation 2", etc.) contain the sum of data for all employees within that industry for the period being reported (census as of year-end In other words, you do not enter data on an employee by employee basis but for all employees within an industry classification.

Placements within Goodwill will be counted in the "Operations" portion of the model, which utilizes an employee census. Thus, including them here will result in duplicate (and false) impacts. The decision was to include those placements in the Goodwill operations section rather than the community placements section because the impacts are greater.

The user should develop a weighted average for each industry where there is more than one employee. Users may use the "data collection worksheet.xls" and have the state coordinator weight and aggregate the data.

Organization: Enter your organization's corporate name or home city.

Industry: Use the drop down list to select the appropriate industry classification for the group of employees you are entering. The drop down list contains thirteen industry classifications. You must choose one of these industries for operations impacts data entry. The user should use the following guidelines in classifying employees.

- Use 45331 for all donated goods employees, except management and administrative
- Use 561110 for all administrative staff, including specific management staff within various functional areas (e.g. VP of Donated Goods)
- Use 5617 for all NISH custodial employees, except management and administrative
- Use 624110 for all technical and professional Mission Services staff, except management and administrative
- Use 337-339 for facility based contract employees and other miscellaneous production oriented jobs (e.g. Rappahannock Goodwill Industries classifies its commercial laundry employees here)
- Use the other categories as warranted according to the user's best judgment.

Jobs: Enter the total number of employees for the date being reported (end of year) within each industry.

Hourly/Annual: From the drop down list select either hourly or annual. If you have a mixture of hourly and salaried employees within an industry, convert so that all are expressed as either hourly or annual.

Hourly Rate/ Annual Wage: Enter the weighted hourly wage rate (if "hourly" is chosen in previous column) or weighted annual salary (if "annual" is chosen in previous column) (See End Note 4)

Hours/Week: Enter the weighted average hours per week.

Mos. Employed: Enter 12 (since the results represent the impact during the year) unless you are trying to calculate the impact of the company during a specific time period.