

**SOUTH DAKOTA  
GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT  
BUSINESS RETENTION & EXPANSION QUESTIONNAIRE**

**COMPANY PROFILE**

<b>Company Name:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b>	
<b>City / County:</b>		<b>Phone:</b>	
<b>Web Address (URL):</b>		<b>Fax:</b>	
<b>Industry:</b>		<b>NAICS Code:</b>	
<b>Contact Person:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

**GENERAL BUSINESS INFORMATION**

<b>Description Of Work Performed:</b>			
<b>Location Of Corporate Hdqts:</b>		<b>Year Started:</b>	
<b>Current No. - Full-Time Employees:</b>		<b>Part-Time Employees:</b>	
<b>Annual Payroll:</b>		<b>Annual Sales:</b>	
<b>In The Last Three Years, Have:</b>	<b>Increased</b>	<b>Decreased</b>	<b>Stayed The Same</b>
<b>Employees:</b>			
<b>Sales:</b>			
<b>Recent Sales Trend:</b>	<b>Increased</b>	<b>Decreased</b>	<b>Stayed The Same</b>
<b>Employees:</b>			
<b>Current Issues / Challenges Confronting The Business</b>			

Major Company Suppliers:	Name	Location	Products
1			
2			
3			
4			
5			

Major Company Subcontractors:	Name	Location	Products
1			
2			
3			
4			
5			

Major Company Competitors:	Name	Location	Products
1			
2			
3			
4			
5			

Major Company Customers:	Name	Location	Products
1			
2			
3			
4			
5			

**WORKFORCE INFORMATION**

**1. What Types Of Workers Do You Employ At This Facility? Examples: professional, managerial, sales, services, machine operators, production, technical, laborer, etc.**

Job Description	Number	Job Description	Number
Management		Sales	
Business/Financial Operations		Office/Administrative	
Computer/Mathematics		Maintenance/Repair	
Architecture/Engineering		Production	
Life/Physical/Social Sciences		Transport./Materials	

**2. What Types Of Job Training Do Employees Require Before They Start Work? In General, Are New Entry-Level Employees Adequately Trained To Meet Company Needs?**


**3. Does The Company Conduct On-Going Job Training? Will Employees Require Additional Job Training In The Coming Year?**


**4. From Where Does The Company Recruit Employees? Examples: Communities, Other States, High Schools, Tech Schools, Colleges, Military, Newspapers, Internet Job Fairs, SD Dept. Labor, Etc.**


**5. Is The Company Currently Experiencing A Shortage Of Labor? If So, In Which Fields?**


**6. Is Employee Retention A Problem? If So, Please Explain.**


**COMMUNITY / STATE RESOURCES**

**1. Does The Company Have Any Concerns Regarding Community Services That Might Significantly Impact Operations? Examples: Police, Fire, Water, Sewer, Zoning, Etc.**


**2. Does The Company Have Any Concerns Regarding State Regulations/Programs That Might Significantly Impact Operations? Examples, Depts. Of - DENR, DOT, Revenue, Etc.**


**3. How Does The Company Transport Its Products (If Applicable)? Examples: Truck, UPS, Rail, Air, Etc.**


**4. Is The Company Involved In International Exporting And/Or Importing? If So, What Kind Of Products?**


**EXPANSION / RETENTION OPPORTUNITIES**

**1. Does The Company Have Room To Expand At Its Present Location?**

**2. Does The Company Lease Or Own Its Present Location? If Leased, Expiration Date?**

**3. What Is The Total Square Footage Of The Company's Operating Facility At This Location?**

**4. Does The Company Have Excess Space That It Would Be Willing To Lease Out?**

**5. Briefly Describe Changes That Are Planned/Being Considered In The Next Three Years.**

<b>Employment:</b>	
<b>Facility:</b>	
<b>Ownership:</b>	
<b>Production:</b>	
<b>Other:</b>	

**6. If Changes Are Occurring, Which Of The Following Factors Will Influence Decisions?**

<b>Transportation:</b>	
<b>Labor:</b>	
<b>Land/Site Costs:</b>	
<b>Taxes:</b>	
<b>Education:</b>	
<b>Health Care:</b>	
<b>Quality Of Life:</b>	
<b>Recruitment/ Retention</b>	
<b>Proximity To Suppliers:</b>	
<b>Proximity To Customers:</b>	