

FITC Institute Final Report Appendix A

A SURVEY ABOUT INFORMATION TECHNOLOGY EMPLOYEE COMPETENCY

FSU Behavioral Consent Form

Florida IT Career Alliance, State University System of Florida, Board of Governors, Targeted Educational Attainment (TEAm) Grant

You are invited to be in a research study to help identify the skills required of new information technology (IT) professionals working for employers in Northwest Florida. You were selected as a possible participant because you are an employer participating in the job fair. We ask that you read this form and ask any questions you may have before agreeing to be in the study.

This is a five-year project that aims to examine the Florida State University (FSU), Florida A&M University (FAMU), Tallahassee Community College (TCC), Florida State College at Jacksonville (FSCJ) and select north Florida high schools' information technology (IT) and computing programs' ability to meet student, employer and faculty/administrator needs and expectations to support recruiting, retaining and placing qualified graduates in IT and computing professions.

If you agree to be in this study, we would ask you to do the following things: read the informed consent information, sign and date the form, and answer the questionnaire. There will be no video or audio taping and no assignment to a group. The questionnaire should take you no more than 15 minutes.

The study poses no foreseeable risks or discomforts to myself if I agree to participate in this survey.

There are no direct benefits for participation to you. However, results of the research efforts of this study will identify the roles of information technology (IT) technicians, the education needed to develop the skills to be successful in these roles, and the process by which to sustain long-lasting partnerships that can benefit educational and industry stakeholders.

If I choose not to participate there will be no penalty or loss of benefits to me. I also understand that I can discontinue participation at any time without penalty.

You will not receive payment or other compensation for your participation.

The records of this study will be kept private and confidential to the extent permitted by law. In any sort of report we might publish, we will not include any information that will make it possible to identify a subject. My identity will not be associated with the data collected. Research records will be stored securely and only researchers will have access to the records. The records will be destroyed by November 1, 2018.

Participation in this study is voluntary. Your decision whether or not to participate will not affect your current or future relations with the University. If you decide to participate, you are free to not answer any question or withdraw at any time without affecting those relationships.

This study is being conducted by Charles R. McClure, PhD, Director, Information Institute (<http://www.ii.fsu.edu>), Francis Eppes Professor, College of Communication and Information, Room 226 Louis Shores Building, Florida State University, Tallahassee, Florida 32306. Phone: 850.566.4784 Fax: 850.644.4522. Email: cmclure@lis.fsu.edu

You may ask any questions you have now. If you have a question later, you are encouraged to contact Dr. McClure.

If you have any questions or concerns regarding this study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU IRB at 2010 Levy Street, Research Building B, Suite 276, Tallahassee, FL 32306-2742, or 850-644-8633, or by email at humansubjects@fsu.edu

You will be given a copy of this information to keep for your records.

Statement of Consent:

I have read the above information. I have asked questions and have received answers. I consent to participate in the study.

Signature _____

Date _____

Signature of Investigator _____

Date _____

A SURVEY ABOUT INFORMATION TECHNOLOGY EMPLOYEE COMPETENCY

Thank you for taking the time to complete this survey. Please answer the following questions to the best of your ability.

1. Can you tell me a little about yourself?

- a. Job Title: _____
- b. Time with the Current Employer: Years _____ Months _____
- c. Work experience and educational background: _____

- d. Are you a member of any professional associations related to information technology (IT) and/or human resources (HR):
 - Yes, If Yes, please list the name of associations: _____
 - No

2. Can you tell me a little about your organization?

- a. Public/private status:
 - Public
 - Private
 - Non-profit
 - Hybrid
 - Government
- b. Products and services your organization offers: _____
- c. Numbers of employees: _____
- d. Numbers of locations where your organization has offices: _____
- e. IT position types within your organization (e.g., entry-level, manager):

- f. How are IT needs met?
 - Internal
 - ExternalIf external, please describe: _____

3. How do you recruit entry-level IT employees? (Check all that apply)

- Advertise on the organization website
- Attend campus job fair
- Hire third party recruiting services
- In-person networking
- Use internal recruiting
- Use online social network, e.g., LinkedIn
- Work with campus career center
- Others, please specify: _____

4. Who writes the advertisement for your job postings? (Check all that apply)

- HR hiring manager
- IT hiring department manager
- IT Supervisor

Others, please specify: _____

5. If any, please select major sources where you advertise your job postings (Check all that apply)

- College career center
- Professional or association job websites (e.g., ACM Career & Job Center, IEEE Computer Society Job Board)
- Social networking (e.g., LinkedIn)
- The organization website
- Third party recruitment
- Others, please specify: _____

6. What kind of educational credential do you look for in a candidate? (Check all that apply)

EDUCATIONAL CREDENTIAL	REQUIRED	PREFERRED
2 year degree in IT related major	<input type="checkbox"/>	<input type="checkbox"/>
4 year degree in IT related major	<input type="checkbox"/>	<input type="checkbox"/>
Professional or Industry IT certifications (e.g., Cisco Certified Design Professional CCDP)	<input type="checkbox"/>	<input type="checkbox"/>
Others, please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

7. What kind of work experience do you look for in a candidate? (Check all that apply)

WORK EXPERIENCE	REQUIRED	PREFERRED
IT Internship or Co-op experience	<input type="checkbox"/>	<input type="checkbox"/>
IT course-related hands-on project	<input type="checkbox"/>	<input type="checkbox"/>
Others, please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

8. According to the importance in the hiring decision, please rank the four groups of competencies individually by marking those competencies with 1 as being the most important, 2 as being the next most important, etc.

8.1 Personal Effectiveness Competencies: (1-7)

- Interpersonal skills and teamwork
- Integrity
- Professionalism
- Ethics
- Adaptability & flexibility
- Dependability & reliability

Lifelong learning

8.2 Academic Competencies: (1-7)

- Reading
- Writing
- Mathematics
- Science
- Communication-listening and speaking
- Critical & analytical thinking
- Basic computer skills

8.3 Workplace Competencies: (1-6)

- Collaboration
- Planning & organizing
- Innovative thinking
- Problem solving and decision making
- Working with tools & technology
- Business fundamentals

8.4 Industry-Wide Technical Competencies: (1-8)

- Principles of information technology
- Information management
- Networks & mobility
- Software development
- User customer support
- Digital media
- Compliance
- Security and data integrity

9. We would like to conduct a phone interview with you for further discussion regarding employee competencies. If you are available for further discussion with us, please write your contact information and best available date and time.

a. Email: _____

b. Phone: _____

c. Date and Time: _____

THANK YOU VERY MUCH FOR YOUR PARTICIPATION!