

Interview Date: _____

Lancaster Business Retention and Expansion Interview Guide

(This section to be completed prior to visit if possible)

Business/Industry Name: _____

Physical Address: _____

Contact Name: _____

Phone Number _____

Fax Number _____

E-mail Address _____

Web Address _____

Chamber Member Y___ N___

Chamber Member Since _____

General Characteristics:

Nature of Business: _____

Number of Employees: _____ Annual Payroll: _____

Estimated number of Employees living in Lancaster (i.e., 75134, 75146 zip) _____

Size of Facility (Acres or Square Feet): _____

Status of Local Operation: _____

Have you identified a five-year objective for this facility? _____

What local assistance is needed to help meet your five-year objective? _____

Supplier Support Needed in Lancaster: _____

Workforce Requirements:

Highly Skilled # _____ Semi-Skilled # _____ Unskilled # _____

Additional Skills Needed: _____

Comments: _____

Interview Follow-Up:

Recommendations: _____

Action: _____

Referred to: _____

Follow-up Date: _____

Comments: _____

Prepared by: _____ Date: _____

Retention Team Members Present:

City _____

EDC _____

Chamber _____

Other _____