***SHRM Preparing for an Aging Workforce Survey***

SHRM is providing this short survey for SHRM chapter and state council use only. For best results, we recommend using these questions to create your own online survey in SurveyMonkey or a similar online survey tool.

*Message to survey participants:*

The XXX chapter is working with the Society for Human Resource Management (SHRM) to conduct a CONFIDENTIAL poll of HR professionals about the aging workforce. Your responses to this poll will be kept strictly confidential. Responses from all participants will be combined, analyzed, and the findings reported only in their aggregate form.

**Please participate in this poll by answering the following questions and clicking the “submit” button at the end of the survey no later than XXX. This survey should take no more than XXX minutes to complete.**

If you have any questions, please contact XXX by telephone at (XXX) XXX-XXXX or by e-mail at XXX@XXX.org. Thank you in advance for sharing your time and knowledge. Your insight and experiences as an HR professional are invaluable to us in this effort.

Please visit the SHRM’s website at <http://www.shrm.org/aging>workforce to access SHRM research data, reports, templates and tools on preparing for an Aging Workforce.

**Definition**

For the purpose of this survey, older workers are defined as employees at your organization who are 55 years of age or older.

**Questions**

1. To the best of your knowledge, what percent of the employees at your work location are 55 years of age or older? *Please include both full-time and part-time employees.*

None

1% to 19%

20% to 39%

40% to 59%

60% or more

1. According to the Bureau of Labor Statistics, workers 55 years of age and over are projected to make up approximately 26% of the labor force by the year 2022, compared to 21% in 2012 and 14% in 2002. As the proportion of older workers increases, the potential impact resulting from the loss of their knowledge and experience may become more substantial. Which of the following best describes your organization’s preparation for this change?

Not aware of this potential change

Just becoming aware of this potential change

Beginning to examine internal policies and management practices to address this change

Have proposed specific policy and management practice changes

* Have agreed on a plan to change policies and management practices

Have implemented specific policies and management practices

Have examined our workforce and determined that no changes in our policies and practices

are necessary

Don’t know

1. Overall, how would you describe the impact on your industry and your organization of the potential loss of talent as a result of older workers retiring or leaving their organizations for other reasons over the next…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | It is a crisis | It is a problem | It is a potential problem | It is not a problem | Don’t know |
| Impact on my **Industry** |  |  |  |  |  |
| 1-2 years? |  |  |  |  |  |
| 3-5 years? |  |  |  |  |  |
| 6-10 years? |  |  |  |  |  |
| 11-20 years? |  |  |  |  |  |
| Impact on my **Organization** |  |  |  |  |  |
| 1-2 years? |  |  |  |  |  |
| 3-5 years? |  |  |  |  |  |
| 6-10 years? |  |  |  |  |  |
| 11-20 years? |  |  |  |  |  |

1. Does your organization track the percentage of workers in your organization eligible to retire in the next…

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1-2 years? |  |  |
| 3-5 years? |  |  |
| 6-10 years? |  |  |
| 11-15 years? |  |  |

1. Strategic workforce planning is a process used to ensure an organization takes in account the future loss of knowledge through employee resignations/retirements and the projected knowledge/personnel resources required to achieve the organization’s goals. Has your organization conducted a strategic workforce planning assessment to…

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know |
| Analyze the impact of workers aged 55+ leaving your organization… | | | |
| Over the next 1-2 years |  |  |  |
| Over the next 3-5 years |  |  |  |
| Over the next 6-10 years |  |  |  |
| Identify your future workforce needs… | | | |
| Over the next 1-2 years |  |  |  |
| Over the next 3-5 years |  |  |  |
| Over the next 6-10 years |  |  |  |
| Identify your potential skills gaps…. | | | |
| Over the next 1-2 years |  |  |  |
| Over the next 3-5 years |  |  |  |
| Over the next 6-10 years |  |  |  |

1. In your professional opinion, to what extent has the increasing age of your organization’s workforce begun to prompt changes in…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | To a great extent | To some extent | To a small extent | Not at all | Not applicable |
| Recruiting practices? |  |  |  |  |  |
| Retention practices? |  |  |  |  |  |
| General management policy/practices? |  |  |  |  |  |

1. What recruiting methods does your organization use to directly target older workers? (Check all that apply.)

Specify that older workers are welcomed and encouraged to apply in job postings

Churches

Employee referrals

Employment agencies

Executive search firms

Government-based employment programs (e.g., AARP and State Agencies dedicated to

older workers)

Internet (e.g., websites geared towards older audience)

Networking

Newsletters (e.g., AARP Bulletin)

Older workers’ job fairs

Recruit through local senior citizen community groups

Retirement communities

Temporary firms

Social media

Use of current older workers as recruiters

Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We do not actively recruit older workers

SHRM Standard Demographic Questions – Industry, Size, Sector, Etc.