



# Workplace Literacy Supervisor Questionnaire

## Contact Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In your department, how many Limited English Proficient (LEP) employees are there? \_\_\_\_\_

## What jobs do your Limited English Proficient (LEP) employees?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

## In these jobs, approximately how much English contact is required with:

	<u>Constant</u>	<u>Regular</u>	<u>Limited</u>	<u>None</u>
Supervisors:	_____	_____	_____	_____
Co-workers:	_____	_____	_____	_____
General public:	_____	_____	_____	_____

## Which of the following items pose difficulties for your LEP? (Please check)

	<u>Major Problem</u>	<u>Minor Problem</u>	<u>No Problem</u>
Understanding/Following:			
Shifts and Schedules	_____	_____	_____
Tardiness policy	_____	_____	_____
Overtime policy	_____	_____	_____
Break policy	_____	_____	_____
Sick days/calling in sick	_____	_____	_____
Company rules and policies	_____	_____	_____
Turnover (employees quit or are terminated)	_____	_____	_____
Gaining promotion	_____	_____	_____
Understanding safety procedures	_____	_____	_____
Giving and responding to warnings/cautions	_____	_____	_____
Vocabulary for tools, materials and equipment	_____	_____	_____
Time expressions	_____	_____	_____
Measurement expressions	_____	_____	_____
Numbers	_____	_____	_____
Requesting clarification of instructions	_____	_____	_____
Asking for help; stating needs	_____	_____	_____
Reporting problems	_____	_____	_____
Explaining/giving directions	_____	_____	_____
Describing/reporting work completed	_____	_____	_____
Telephone (answering, taking messages)	_____	_____	_____
Responding to general public questions	_____	_____	_____
Communicating with co-workers/"small talk"	_____	_____	_____
Communicating in group/team meetings	_____	_____	_____
Completing forms	_____	_____	_____
Understanding written notices, memo, manuals	_____	_____	_____

**Other comments:**