

# University Of Houston Job Analysis Questionnaire

## PURPOSE AND INSTRUCTIONS

The purpose of the study is to obtain current information on your job based on a review of job duties and responsibilities.

Because you know your duties and responsibilities better than anyone else, we need *your* help to get an accurate description of your job. We are asking you to complete this questionnaire that asks for information about your job duties. The questionnaire does not ask about your job performance; only what your job requires you to do.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal to your current job, not special projects or temporary assignment duties, unless these tasks are a regular part of your job. This questionnaire needs to cover many jobs, so the questions are not specifically about your job. However, you should be able to compare your job duties to the examples given. If two answers seem to fit your situation, just check the one that works best. When answering the questions, imagine you are describing what you do to a neighbor, friend or to someone just hired for your position.

Your supervisor and manager will also be asked about your job, but they will not be allowed to change *your* answers. We appreciate your active participation in this important study. If you have questions, please feel free to ask your supervisor or division administrator.

**Please return this questionnaire to your supervisor.**

### A. EMPLOYEE DATA (PLEASE PRINT):

Your Name: \_\_\_\_\_ Division or College: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Job Code: \_\_\_\_\_

How long have you been in your current position: \_\_\_\_\_ years \_\_\_\_\_ months

Work Telephone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

## B. GENERAL PURPOSE OF POSITION

Indicate in one or two sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

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## C. SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific job responsibilities/duties, listing the most important first. Use a separate statement for each responsibility. Most positions can be described in **6-8 major responsibility areas**. Combine minor or occasional duties in one last statement. Give a best estimate of average percentage of time each responsibility takes; however, do not include a duty which occupies 5% or less of your time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb. **A list of action verbs is attached for reference but feel free to use other action verbs if they are more appropriate.** The box below shows an example.

--EXAMPLE--		Percent (%) of Time
<b>Secretary</b>		
1.	Performs a variety of typing duties including standard letters, reports and forms.	25%
2.	Takes and transcribes dictation. Composes letters and memos as directed.	25%
3.	Maintains departmental files; ensures that all records are updated and modified as necessary.	20%
4.	Answers the telephone and greets visitors.	20%
5.	Makes travel arrangements.	10%
		100%
LIST MOST IMPORTANT DUTIES FIRST		Percent (%) of Time
1.	<hr/> <hr/>	
2.	<hr/> <hr/>	
3.	<hr/> <hr/>	
4.	<hr/> <hr/>	

5.

6.

7.

8.

9. Perform other job-related duties as assigned.

<b>100%</b>

For the remainder of the questionnaire, most of the questions require that you check the box or list information. Guidelines for completing these sections are as follows: 1) read each definition carefully before answering, 2) consider the job, not yourself, 3) answer based on the job as it currently exists, 4) select the most appropriate answer(s) for each question.

### General Education & Experience

**D. EDUCATION:** Check the box that best indicates the minimum training/education requirements of this job. (Not necessarily your education, but the requirements for the job).

- | <u>Minimum Requirement</u>                                    |  |
|---|--|
| <input type="checkbox"/> Up to 8 years of education           | <input type="checkbox"/> Some College/Associate's Degree |
| <input type="checkbox"/> 9 to 11 years of education           | <input type="checkbox"/> Bachelor's Degree               |
| <input type="checkbox"/> High School Diploma or GED           | <input type="checkbox"/> Master's Degree                 |
| <input type="checkbox"/> Vocational/Technical/Business School | <input type="checkbox"/> Doctorate Degree                |

### E. EXPERIENCE

**TYPE OF EXPERIENCE NEEDED:** Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

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Check the box which best indicates the minimum amount of experience described above. (Not necessarily your years of experience, but the requirements for the job.)

- |  |  |
|--|--|
| <input type="checkbox"/> Less than 6 months            | <input type="checkbox"/> 3 but less than 5 years |
| <input type="checkbox"/> 6 months but less than 1 year | <input type="checkbox"/> 5 but less than 7 years |
| <input type="checkbox"/> 1 year but less than 3 years  | <input type="checkbox"/> 7 years plus            |

### F. TYPE OF SKILLS AND/OR LICENSING/CERTIFICATION REQUIRED:

Please indicate all specific skills and/or licensing/certification required (not preferred) to do this job. For example, spreadsheet software proficiency may be a requirement for a secretarial job; journey license may be required for an electrician.

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## G. SUPERVISORY RESPONSIBILITIES

**SUPERVISORY NATURE:** What is the nature of the direct supervisory responsibility your job has? Check **one** answer.

- No supervisory responsibility.
- Work leadership of one or more employees.
- Supervisor over a section of a department.
- Assistant Manager over supervisors or a small department.
- Manager of one department.
- Manager of more than one department.
- Director, through managers, of a single department.
- Director, through managers, of multiple departments.

How many positions report directly to you?

- None**     **1**     **2-3**     **4-6**     **7 or more**

List the title(s) of employee(s) whom you directly supervise:

<b>Title</b>	<b>Grade/Level</b>	<b>Number of Positions</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

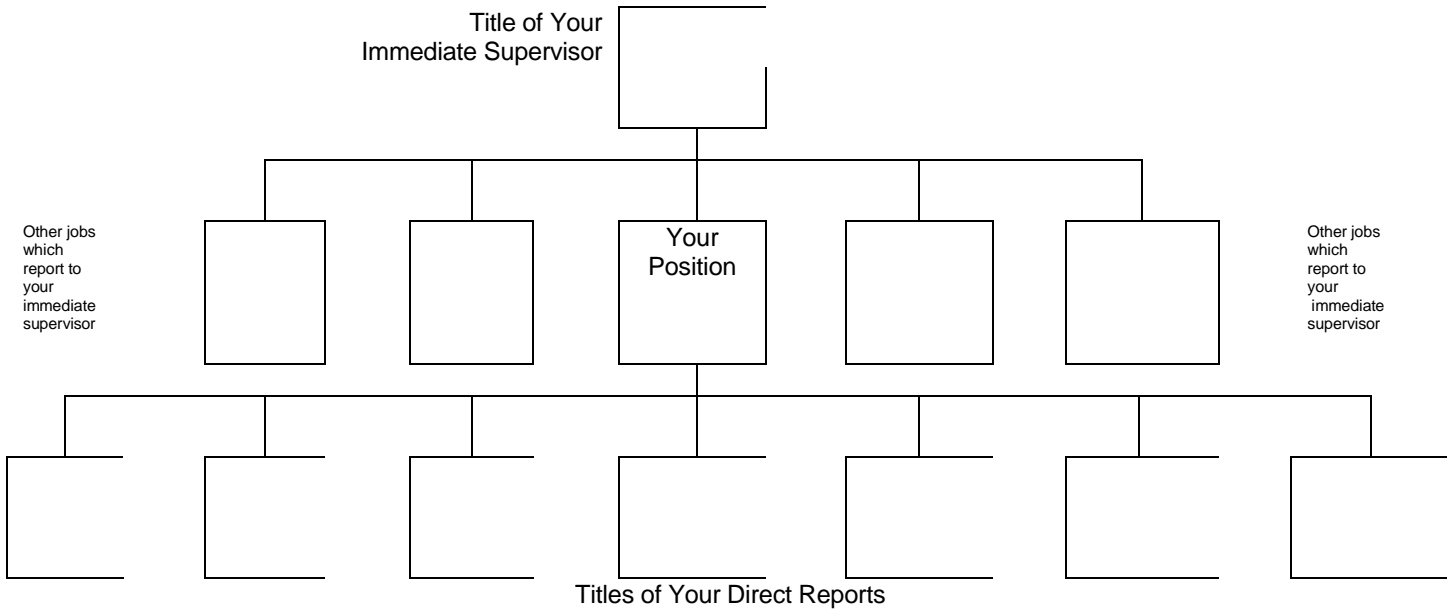
Indicate the total number of employees you indirectly supervise **through supervisors or managers:**

- None     1-5     6-10     11-20     21-50     51-100     100 +

Does this position require functional supervision of positions that do not report directly to you?

- Yes     No

**Please complete organization chart below:**



**H. PHYSICAL DEMANDS AND WORKING CONDITIONS**

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

**C=Constantly** (5-8 hrs./shift)      **F=Frequently** (2-5 hrs./shift)      **O=Occasionally** (Up to 2 hrs./shift)      **R=Rarely** (Does not exist as regular part of job)

**Physical Demands**

- Standing \_\_\_\_\_
- Walking \_\_\_\_\_
- Sitting \_\_\_\_\_
- Lifting \_\_\_\_\_
- Carrying \_\_\_\_\_
- Pushing \_\_\_\_\_
- Pulling \_\_\_\_\_
- Climbing \_\_\_\_\_
- Balancing \_\_\_\_\_
- Stooping \_\_\_\_\_
- Kneeling \_\_\_\_\_
- Crouching \_\_\_\_\_
- Crawling \_\_\_\_\_
- Reaching \_\_\_\_\_
- Handling \_\_\_\_\_
- Grasping \_\_\_\_\_
- Feeling \_\_\_\_\_
- Talking \_\_\_\_\_
- Hearing \_\_\_\_\_
- Repetitive Motions \_\_\_\_\_
- Eye/Hand/Foot Coordination \_\_\_\_\_

**Environmental Conditions**

- Extreme Cold \_\_\_\_\_
- Extreme Heat \_\_\_\_\_
- Temperature Changes \_\_\_\_\_
- Wet \_\_\_\_\_
- Humid \_\_\_\_\_
- Noise \_\_\_\_\_
- Vibration \_\_\_\_\_
- Hazards \_\_\_\_\_
- Atmospheric Conditions \_\_\_\_\_
- Other (define): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Physical Strength**

- Little Physical Effort \_\_\_\_\_
- Light Work \_\_\_\_\_
- Medium Work \_\_\_\_\_
- Heavy Work \_\_\_\_\_
- Very Heavy Work \_\_\_\_\_

**I. GENERAL EMPLOYEE COMMENTS**

Because no single questionnaire can cover every part of a job, can you think of any other information that would be important understanding your job? If so, please give us your comments below.

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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## J. SUPERVISOR'S REVIEW SECTION

Based on your understanding of the job as it currently exists, please review the employee's response and provide your own comment in the space provided below. **Please do not change the employee's responses.**

The questionnaire is intended to analyze the job as it is currently being done and not how it might be done in the future. **THE employee's level of performance in the job is not part of this review and is not to be considered.**

<i>Section</i>	<i>Remarks</i>
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## K. REVIEWING OFFICIAL'S REVIEW SECTION

Based on your understanding of the job as it currently exists, please review the employee's response and provide your own comment in the space provided below. **Please do not change the employee's or supervisor's responses.**

The questionnaire is intended to analyze the job as it is currently being done and not how it might be done in the future. **THE employee's level of performance in the job is not part of this review and is not to be considered.**

<i>Section</i>	<i>Remarks</i>
_____	_____
_____	_____
_____	_____
_____	_____

Reviewing Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reviewing Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This questionnaire is to be forwarded next to your division administrator.

Division administrator, please initial to indicate review \_\_\_\_\_.

(Attach additional page(s) for clarifying comments, as necessary.)



**ACTION VERBS**  
**ATTACHMENT**

This list of action verbs should be used to assist you in completing the Summary of Responsibilities section. These verbs are useful in identifying and defining job functions. Although many of the terms may seem obvious, definitions are provided in the interest of consistency.

Administer—Manage or direct the execution of affairs.

Adopt—Take up and practice as one's own.

Advise—Recommend a course of action; offer an informed opinion based on specialized knowledge

Analyze—Separate into elements and critically examine.

Anticipate—Foresee and deal with in advance.

Appraise—Give an expert judgement of worth or merit.

Approve—Accept as satisfactory; exercise final authority with regard to commitment of resources.

Arrange—Make preparation for an event; put in proper order.

Assemble—Collect or gather together in a predetermined order from various sources.

Assign—Specify or designate tasks or duties to be performed by others.

Assume—Undertake; take for granted.

Assure—Give confidence; make certain of.

Authorize—Approve; empower through vested authority.

Calculate—Make a mathematical computation.

Circulate—Pass from person to person or place to place.

Clean—To remove dirt or make tidy.

Clear—Gain approval of others.

Collaborate—Work jointly with; cooperate with others.

Collect—Gather.

Compile—Put together information; collect from other documents.

Concur—Agree with a position, statement, action, or opinion.

Conduct—Carry on; direct the execution of.

Confer—Consult with others to compare views.

Consolidate—Bring together.

Construct—Build, make or modify.

Consult—Seek the advice of others.

Control—Measure, interpret, and evaluate actions for conformance with plans or desired results.

Coordinate—Regulate, adjust, or combine the actions of others to attain harmony.

Correlate—Establish a reciprocal relationship.

Correspond—Communicate with.

Debug—To detect, locate and remove mistakes from a routine of malfunctions from a computer.

Delegate—Commission another to perform tasks or duties that may carry specific degrees of accountability.

Deliver—Carry to intended destination.

Design—Conceive, create, and execute according to plan.

Determine—Resolve; fix conclusively.

Develop—Disclose, discover, perfect, or unfold a plan or idea.

Devise—Come up with something new, perhaps by combining or applying known ideas or principles.

Direct—Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.

Discuss—Exchange views for the purpose of arriving at a conclusion.

Dispose—Get rid of.

Disseminate—Spread or disperse information.

Distribute—Deliver to proper destinations.

Draft—Prepare papers or documents in preliminary form.

Endorse—Support or recommend.

Establish—Bring into existence.

Estimate—Forecast future requirements.

Evaluate—Determine or fix the value of.

Execute—Put into effect or carry out.

Exercise—Exert.

Expedite—Accelerate the process or progress of.

Formulate—Develop or devise.

Furnish—Provide with what is needed; supply.

Implement—Carry out; execute a plan or program.

Improve—Make something better.

Initiate—Start or introduce.

Inspect—Critically examine for suitability.

Install—To set up for use.

Interpret—Explain something to others.

Investigate—Study through close examination and systematic inquiry.

Issue—Put forth or to distribute officially.

Maintain—Keep in an existing state.

Monitor—Watch, observe, or check with an eye to reaching agreement.

Notify—Make known to.

Operate—Perform an activity or series of activities.

Participate—Take part in.

Perform—Fulfill or carry out some action.

Place—Locate and choose position for.

Plan—Devise or project the realization of a course of action.

Practice—Perform work repeatedly in order to gain proficiency.

Prepare—Make ready for a particular purpose.

Proceed—Begin to carry out an action.

Process—Subject something to special treatment; handle in accordance with prescribed procedure.

Promote—Advance to a higher level or position.

Propose—Declare a plan or intention.

Provide—Supply what is needed; furnish.

Recommend—Advise or counsel a course of action; offer or suggest for adoption.

Repair—Fix or make usable.

Represent—Act in the place of or for.

Report—Give an account of; furnish information or data.

Research—Inquire into a specific matter from several sources.

Review—Examine or re-examine.

Revise—Rework in order to correct or improve.

Schedule—Plan a timetable.

Secure—Gain possession of; make safe.

Select—Choose the best suited.

Sign—Formally approve a document by affixing a signature.

Sort—To separate or arrange according to a plan.

Specify—State precisely in detail or name explicitly.

Stimulate—Excite to activity; urge.

Submit—Yield or present for the discretion or judgement of others.

Supervise—Personally oversee, direct, inspect, or guide the work of others with responsibility for meeting standards of performance.

Train—Teach or guide others in order to bring up to a predetermined standard.

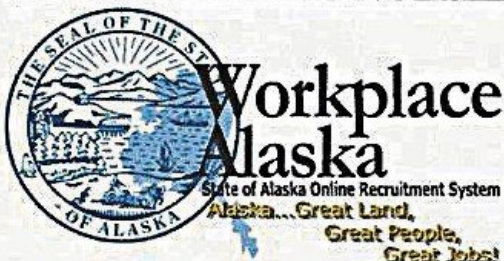
Transcribe—Transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data.

Verify—Confirm or establish authenticity; substantiate.

Write—To compose or draft.

**Module 04 Recruitment, Unit 02 Law and Recruitment,  
Sample Job Description**

Server time: 01/17/2011 07:36:25 AM	Recruitment period ends: 01/24/2011 05:00 PM	This position closes in <b>7 days, 9 hours and 24 minutes</b>
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**Recruitment Bulletin**  
**Systems Programmer I/II**  
Alias:  
Position ID Number: 08-1116

<b>Application Period:</b> 01/03/2011 through 01/24/2011	<b>Position open to:</b> All Applicants
<b>Department:</b> Commerce Community & Economic Development	<b>Division:</b> Administrative Services
<b>Location:</b> Juneau	<b>Region:</b> Southeast
<b>Salary:</b> \$5,026.00 Range 20 \$5,745.00 Range 22 Monthly	<b>Range:</b> 20/22
<b>Job Status:</b> Full-Time	<b>Bargaining Unit:</b> GG

**Job Description:**

The Department of Commerce, Community and Economic Development (CCED) is seeking a technically skilled individual to fill a key Systems Programmer position. This position supports all aspects of the department's imaging and document repository infrastructure. The position is responsible for administering the imaging environment, including software and hardware installation, configuration, security and providing programming support to Analyst/Programmers coding applications that access and manipulate images.

Commerce's imaging environment utilizes Oracle Content Management and .Net applications. The successful candidate should be technically skilled and motivated to learn new technologies and processes.

**Key responsibilities include:**

- Administer all aspects of the department's Oracle UCM (Universal Content Management) servers and Kofax environment.
- Code custom image access and manipulation services using WSDL (web service definition language) and .Net.
- Configure, modify and update Adobe Capture and UCM inbound refinery. Develop batch classes and custom validation and release scripts.
- Install, configure and maintain high speed and flatbed scanner equipment.
- Work with users and programming staff to develop efficient physical paper workflows and practical scanning processes.
- Develop relevant scan workflows and required hardware for a variety of media such as envelopes, plain paper, and odd sizes.
- Monitor production system CPU, disk space, network utilization and error logs and make appropriate configuration changes and updates

## Module 04 Recruitment, Unit 02 Law and Recruitment, The US I-9 Employment Eligibility form

OMB No. 1115-0136

U.S. Department of Justice  
Immigration and Naturalization Service

### Employment Eligibility Verification

**Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.**

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address (Street Name and Number) \_\_\_\_\_ Apt. # \_\_\_\_\_ Date of Birth (month/day/year) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Security # \_\_\_\_\_

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A Lawful Permanent Resident (Alien # A \_\_\_\_\_)

An alien authorized to work until \_\_\_/\_\_\_/\_\_\_ (Alien # or Admission #) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address (Street Name and Number, City, State, Zip Code) \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		___/___/___		___/___/___
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		_____		_____

**CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_/\_\_\_/\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_

Business or Organization Name \_\_\_\_\_ Address (Street Name and Number, City, State, Zip Code) \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable) \_\_\_\_\_ B. Date of rehire (month/day/year) (if applicable) \_\_\_\_\_

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_/\_\_\_/\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

Form I-9 (Rev. 11-21-91)N Page 2

### LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
<b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>Documents that Establish Identity</b>	<b>Documents that Establish Employment Eligibility</b>
<b>OR</b>	<b>AND</b>	
<ol style="list-style-type: none"> <li>U.S. Passport (unexpired or expired)</li> <li>Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li>Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</li> <li>Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)</li> <li>Unexpired Temporary Resident Card (INS Form I-688)</li> <li>Unexpired Employment Authorization Card (INS Form I-688A)</li> <li>Unexpired Reentry Permit (INS Form I-327)</li> <li>Unexpired Refugee Travel Document (INS Form I-571)</li> <li>Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)</li> </ol>	<ol style="list-style-type: none"> <li>Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>School ID card with a photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's license issued by a Canadian government authority</li> <li>For persons under age 18 who are unable to present a document listed above:</li> <li>School record or report card</li> <li>Clinic, doctor or hospital record</li> <li>Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card (INS Form I-197)</li> <li>ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> <li>Unexpired employment authorization document issued by the INS (other than those listed under List A)</li> </ol>
Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)		

Form I-9 (Rev. 10/4/00)Y Page 3

**Module 04 Recruitment, Unit 03 Recruitment Strategies,  
Advantages and Disadvantages of Recruiting Methods**

<b>Recruitment Method</b>	<b>Advantages</b>	<b>Disadvantages</b>
Outside recruiters, executive search firms, and temporary employment agencies	Can be time saving	Expensive
		Less control over final candidates to be interviewed
Campus recruiting/educational institutions	Can hire people to grow with the organization	Time consuming
	Plentiful source of talent	Only appropriate for certain types of experience levels
Professional organizations and associations	Industry Specific	May be a fee to place an ad
	Networking	May be time-consuming to network
Websites/Internet recruiting	Diversity friendly	Could be too broad
	Low cost, quick	Be prepared to deal with hundreds of résumés
Social media	Inexpensive	Time consuming
		Overwhelming response
Events	Access to specific target markets of candidates	Can be expensive
		May not be the right target market
SIG	Industry specific	Research required for specific SIGS tied to jobs
Referrals	Higher quality people	Concern for lack of diversity
	Retention	Nepotism
Unsolicited résumés and applications	Inexpensive, especially with time-saving keyword résumé search software	Time consuming
Internet and/or traditional advertisements	Can target a specific audience	Can be expensive
Employee leasing	For smaller organizations, it means someone does not have to administer compensation and benefits, as this is handled by leasing company	Possible costs
	Can be a good alternative to temporary employment if the job is permanent	Less control of who interviews for the position
Public employment agencies	The potential ability to recruit a more diverse workforce	May receive many résumés, which can be time-consuming
	No cost, since it's a government agency	
	2,300 points of service nationwide	
Labor unions	Access to specialized skills	May not apply to some jobs or industries
		Builds relationship with the union