

Needs Assessment Worksheet

This worksheet is designed to help you assess your workplace caregiver and therapeutic nutrition needs. Please answer the following questions to determine your needs to support caregivers and mature workers in your workplace. In some cases you may need to contact your human resources department to collect this information.

Employee Data

Number of employees in your overall workforce	
Number of employed mature workers (≥ 55 years of age)	
Percent of mature workers in your overall workforce	
Number of hourly, nonexempt workforce	
Number of employed mature workers in hourly, nonexempt workforce	
Percent of mature workers in your hourly, nonexempt workforce	
Number of employees annually who take FMLA for reasons other than childbirth	
Number of mature workers annually who take FMLA for reasons other than childbirth	
Current rate of absenteeism among all workers	
Current rate of absenteeism among mature workers	

Company Policies

Are supervisors and human resources aware of all FMLA requirements?	
What existing company policies provide support for FMLA and caregivers?	
With whom do employees returning from FMLA address caregiver needs?	
What department or office could serve as an administrative home for a workplace therapeutic nutrition program?	
Is there room in the budget available to support a workplace caregiver and therapeutic nutrition program?	
Are employees able to discuss flexibility issues and their needs as caregivers with their supervisors and coworkers, so that schedules can be adjusted accordingly?	
What existing communications vehicles can be used to communicate your workplace caregiver and therapeutic nutrition program? (Newsletters, intranet, employee orientations, etc.)	

Employee Education and Resources

What materials or resources are available for employees who are caregivers? (Please refer to the Employer and Employee Resource Fliers in this toolkit.)	
Is employer-provided caregiver and therapeutic nutrition information available in your employees' primary language?	