City of Phoenix
Community & Economic Development Department
200 West Washington Street, 20th Floor
Phoenix, Arizona 85003

EMPLOYMENT PLAN GUIDE

_____Employment Plan is based on the following premise:
Company Name

Start Date of Plan _____To _____

Company:

Company description (i.e., manufacturer, products, product sources, foreign markets, etc.)

_____

_____

_____

_____

_____

Date formed: _____

Annual sales: _____

Employees:

Current number of employees _____

Current payroll _____

Projected number of new employees (over next 3 years) _____

Estimated timetable for filling new positions _____

Projected increase in payroll _____

Project/activities responsible for new growth _____

Affirmative Action Statement (see sample):

_____

_____

_____

_____

_____

_____

_____

_____

CEDD EMPLOYMENT PLAN GUIDE
PART II

Employment Breakdown

Please list the current and projected (1st, 2nd, and 3rd year) payroll and number of jobs for each category (feel free to change the job classifications to fit your company's configuration):

	Number of Current Jobs	Estimated Salary Range	Projected Number of New Jobs		
			First Year	Second Year	Third Year
Total Current Payroll					
White Collar Jobs:					
Officers & Managers					
Professionals					
Technicians					
Sales Workers					
Office & Clerical					
Subtotal					
Blue Collar Jobs:					
Craft Workers					
Operatives					
Laborers					
Service Workers					
Subtotal					
Temporary Jobs: (Created by construction and/or equipment installation)					
Total Temporary Payroll					

Job Skill Requirements

Please list any educational and/or minimum job requirements for your current and projected job classifications. (Note: The classification names should match those you listed in Part II of this Employment Plan Guide).

Job Classification	Job Skill Requirement
White Collar Jobs:	
Officers & Managers	
Professionals	
Technicians	
Sales Workers	
Office & Clerical	
Blue Collar Jobs:	
Craft Workers	
Operatives	
Laborers	
Service Workers	

CEDD EMPLOYMENT PLAN GUIDE

PART IV

Sample Affirmative Action Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ABC Company will be based on merit, qualifications, and abilities. ABC Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

ABC Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

ABC Company is an Equal Opportunity company and seeks to comply with Federal, State, and City of Phoenix Codes through its Affirmative Action Plan.