

Please Read Before Completing the Survey.

On-line Survey Instructions

Welcome to the Study of the Workforce Training Needs for the Agribusiness Industry in Georgia!

Survey Completion:

1. If you are not the appropriate person to provide the responses to the survey, we ask that you please forward the survey information and links to the appropriate individual within your company who could best provide information about hiring, retention, recruitment, and future workforce needs.
2. When you are ready to complete the survey, you can enter the online survey via the following link: [Georgia Agribusiness Needs Assessment Survey](#).

For security purposes, you will need the password: **university**

Please note: If you are interrupted before pressing the SUBMIT BUTTON, your responses will be saved to allow you to return to the survey to complete or edit your responses. To save your responses, you must select "NEXT" to advance to the next page before exiting. Upon reentering the survey, be sure that you are at the secure link (https://www.surveymonkey.com/s.aspx?sm=w6UJVs_2bGpCYnkCnsFnTTAA_3d_3d). You will then be asked to reenter the password. To ensure your privacy, you must complete the entire online survey from the same computer to allow for re-entry to your copy of the survey.

3. To record your answers either click on a category (e.g., Yes or No), use the "drop down boxes" included to reduce the time necessary to enter your responses, or, as necessary, type your responses in the appropriate space.
4. At the end of each page you will need to select the "**NEXT**" button to move to the next survey page. If you wish to go backwards and change a previous response then you can use the "**Previous**" button at the bottom of each page. When you get to the end of the survey, select the "**SUBMIT**" button.
5. Only one survey should be submitted for each company/ legal entity but more than one person may contribute to the information you submit.

NOTE: Some individuals received multiple surveys because they were identified as executive officers for multiple legal entities. In such cases, multiple responses should be submitted, one for each legal entity as the workforce needs may be different for different types of businesses.

6. Please remember that the survey is available on-line until **June 29, 2008**.
7. If you experience any technical problems while taking the survey, please contact Jon Wong at Jon.wonguga@gmail.com or by telephone at 706-542-8927.
8. Please keep this letter for your records. Unfortunately, SurveyMonkey does not offer a print feature that maintains the confidentiality of respondents (it can only be done using a "shared responses" feature that does not protect each respondents' information). However, should you desire to have a printed copy of your responses for your records, you can use your browser's print feature to print each page as you go through completing the survey.

9. Questions or concerns about your rights as a research participant should be directed to The Chairperson, University of Georgia Institutional Review Board, 612 Boyd GSRC, Athens, Georgia 30602-7411; telephone (706) 542-3199; email address irb@uga.edu.
10. By completing and returning this questionnaire, you are agreeing to participate in the above described research project.
11. Questions about the survey instrument or your participation in the survey can be addressed to Marcia Jones at 706-583-0771 (email: gawork@uga.edu) or Sharon P Kane at 706-542-9069 (email: spkane@uga.edu).

On behalf of the Center for Agribusiness and Economic Development, we extend our sincere appreciation for your involvement in this important project. Thank you in advance for your participation.