

# Ad Hoc Workforce Analysis

The ad hoc workforce analysis form is designed to help institutions demonstrate the alignment between proposed or existing academic programs and current workforce needs. Its purpose is to provide evidence-based justification for program development, modification, or continuation by leveraging labor market information to determine employer demand, job availability, and projected employment trends within the relevant field. This form ensures that institutional planning supports state and regional economic priorities, promotes efficient use of resources, and prepares students for meaningful, high-demand careers.

## Institution:

Name of Provost/Chief Academic Officer

Signature

Date

Contact Person:

Contact Information:

Please complete the information below to request workforce analysis not associated with a Letter of Intent. Institutions may use the results for any purpose they consider appropriate.

Labor Market Information	
Possible Program Title(s) or Keyword(s):	
<u>Relevant CIP Code(s):</u>	
<u>Relevant SOC Code(s):</u>	
<u>Relevant NAICS Code(s):</u>	
Possible Occupation Title(s):	
<b>Employment Region(s):</b> <i>Indicate counties, states, regions, metropolitan areas, or drive-time where graduates are most likely to work.</i>	
<b>In the space below, describe any existing data, characteristics (program or institutional), or anecdotes that would be helpful in conducting a workforce analysis.</b>	

Please save and email this form to Tracy Harrell ([tracy.harrell@adhe.edu](mailto:tracy.harrell@adhe.edu))