

**EXECUTIVE SUMMARY**

**Human Resource Manager Survey:**

**A Brief Survey of High School Diploma Relevancy**

**Among San Gabriel Valley Employers**

Sponsored by:

San Gabriel Valley Economic Partnership

Citrus College

Conducted by:

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### **Summary of Findings**

This survey resulted in a 40% completion rate. A list of 183 businesses contacts in the San Gabriel Valley were attempted and 46 completed a brief survey concerning human resource managers' attitudes concerning the hiring of applicants without a high school diploma or G.E.D. When this convenience sample was provided with four alternative educational-certification scenarios, and asked if a high school diploma or G.E.D would still be required for employment, roughly 65% responded No if the applicant possessed some postsecondary education related to the job, 61% responded No if the applicant possessed an A.A degree from a community college, 59% responded No if the applicant possessed an Industry Recognized Certificate, and 44% responded No if the applicant possessed a Soft-Skill Certification as legitimate hiring pre-qualifications. Only 28% of respondents use an automated system for processing employment applications. Of those using an automated system, only 15% employ a filtering mechanism to screen applicants who do not have a high school diploma or G.E.D.

These survey results indicate that some postsecondary education related to the job is more desirable to employers than an A.A degree from a community college. The relevance of the Industry Recognized Certificates is close to that of the A.A Degree from a community college. And while employers may desire applicants with soft skills, a certificate in soft skills does not meet the desire for the high school diploma or G.E.D. Also, most of the employers are not using an automated filtering mechanism to prevent applicants that do not possess a high school diploma or G.E.D. from participation in the job application process.

**Purpose.** A brief, six question telephone survey was conducted with Human Resources Managers who represent businesses related to the engineering sector in the San Gabriel Valley. The six questions probed human resource hiring attitudes when a high school diploma or G.E.D. was not available to the applicant. All interviews were conducted during January, 2017.

**Sample.** A complete census of the data base was attempted. The original database contained 183 business phone numbers. Of this data base:

- 23 Phone numbers were out of service.
- 8 were duplicated
- 37 businesses refused to participate

This resulted in 115 unduplicated business phone numbers.

- 46 Surveys were completed, with up to five call-back attempts.
- This resulted in a completion rate of 40%.

1. “If a job applicant lacks a high school diploma or G.E.D. but has attained **an A.A degree from a community college**, would the applicant still be asked for a high school diploma/G.E.D. as a condition for hire with your firm/organization?”

	<u>Respondents</u>	<u>%</u>
Yes	18	39.1
No	28	60.9
Total	46	100.0

2. “If a job applicant lacks a high school diploma or G.E.D. but has attained an **Industry-Recognized Certificate related to the job/occupation**, would the applicant still be asked for a high school diploma/G.E.D. as a condition for hire with your firm/organization?”

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	<u>Respondents</u>	<u>%</u>
Yes	19	41.3
No	27	58.7
Total	46	100.0

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3. “If a job applicant lacks a high school diploma or G.E.D but has completed **some Postsecondary Education related to the job/ occupation** would the applicant still be asked for a high school diploma/ G.E.D as a condition for hire with your firm/ organization?”

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	<u>Respondents</u>	<u>%</u>
Yes	16	34.8
No	30	65.2
Total	46	100.0

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4. “If a job applicant lacks a high school diploma or G.E.D but has attained a **Soft Skill Certification (for example, punctuality, communication, collaboration, critical thinking, etc.)**, would the applicant still be asked for a high school diploma/ G.E.D as a condition for hire with your firm/ organization?”

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	<u>Respondents</u>	<u>%</u>
Yes	26	56.5
No	20	43.5
Total	46	100.0

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5. “Does your company/ organization use an automated system for applications?”

	<u>Respondents</u>	<u>%</u>
Yes	13	28.3
No	33	71.7
Total	46	100.0

6. (IF ‘YES’ TO Q.5): “Does the automated application system automatically filter and disqualify job applicants that do not possess a high school diploma or G.E.D?”

	<u>Respondents</u>	<u>%</u>
Yes	2	15.4
No	8	61.5
Depends on job/ position	3	23.1
Total	13	100.0
(Missing)	(33)	

**Summary Table % “No”  
Would Not Require a High School Diploma or G.E.D for Employment**

Q1 A.A Degree	Q2 Industry Certificate	Q3 Post Second Related to Job	Q4 Soft Skills Certificate
60.9%	58.7%	65.2%	43.5%

# Appendix A

## Completed Surveys

<u>Company/ Organization</u>	<u>Phone Number</u>	<u>HR Manager</u>
A&A Enterprises	818-957-8000	Kathy
Accu-Sembly Inc	626-357-3447	Ida Pedia
Alameda Corridor- East Constr	626-962-9292	Diana
Altec Industries Inc	707-693-2515	Debbie
A&M Engineering	626-813-2020	Stella
American Zinc Enterprises	909-594-2840	Alisha
Architectural Area Lighting	864-599-6000	Kathy
Brown United	626-357-1161	-----
Cephazone Pharma LLC	909-593-7845	-----
Chronomite Laboratories Inc	626-937-4270	David Bell
Composite Horizons Inc	626-331-0861	Vicky
Concorde Battery Corp	626-813-1234	Michelle
Construction Hardware Co	909-594-9093	Sarah
CW Driver	626-351-8800	Beth
Detoronics Corp	626-579-7130	Jamie
DTR Business Systems	909-598-5721	Renee
Everfocus Electronics Corp	626-844-8888	Bill Chin
Flexi-Liner	909-594-6810	Jay
Geo-Logic Associates Inc	714-630-5855	Linda
GM Sager Construction	909-620-9987	Janice
Haynes & Oakley	626-836-5820	-----
Hi Rel Connectors Inc	909-626-1820	Jenna
Hmc	909-989-9979	Stephanie
Leader Emergency Vehicles	626-575-0880	Boyd
Micro Analog Inc	909-392-8277	Loc

Micro Gage	626-443-1741	Kim
ITT Exelis	626-305-6100	Leslie
Ndc Infared Engineering USA	626-960-3300	Sharon
Parsons Infrastructure & Tech	626-390-9203	Andrea
PBS Engineers	619-237-2588	Thanya
Phaostron Instrument & Elect	626-969-6801	Amee Ulloa
Phenix Enterprises Inc	909-469-0411	Monique
Philips Machine & Welding	626-855-4600	McKenna
Pilot Group	626-599-9422	Janet
Post Alarm Systems	626-446-7159	Roy Blanco
PTB Sales	626-334-0500	Riley
Sailful Bouquet	626-304-2616	Andrea
Skylock Industries Inc	626-334-2391	Candy
Sollo Enterprise Corp	626-961-3591	Sherel
Southwest Plastic	626-963-6919	Dixie
SWA Architects	626-793-9805	Rose
Tandex Test Labs	626-962-7166	Ron Madrano
Technip USA Inc	909-447-3600	Suzie
Teknor Apex Co	626-698-4656	Armando
United Rotary Brush Corp	913-888-8450	-----
Willdan	562-692-1463	Gregg Smith