

Local Hiring in B2Gnow

Employment Analyses

Once per contract, to project workforce needs

Where to find:

These are labeled employment analyses and are found in the **Reviews** section of contacts and your home page along with monthly employment reports. They should generally be completed with the guidance of the MOED local hiring coordinator, especially if you are unfamiliar with filling these documents out in the past.

Click “Edit,” under the actions, to complete.

Fields:

1. Total number of employees on payroll = what is your approximate company size by employee count? Rounding or estimations are acceptable.
2. Total number of workers required to complete this project for the Company/Contractor = For your company specifically, not including subcontractors, how many people are expected to be needed to complete the work on this city contract?
3. Total number of workers required to complete this project for the subcontractors = Put zero if you are not subcontracting work. The total number of workers expected to be needed to complete this project from subcontractors.
4. Does the company require recruitment for new hires on this project? = Will there be job openings related to this contract or is it being performed entirely by your existing workforce? If yes, how soon? If no, briefly in one sentence explain why not.
5. Does your company have other local openings in the Baltimore area? = Do you have other hiring opportunities in the Baltimore area that MOED could assist with recruiting for (for free!).
6. If you're subcontracting work on the project: Check the sub tab of your contract profile (save as draft and exit if necessary). Confirm that the list is accurate and then return to finish the subcontractor question.
7. Attachment: if you have openings to send to MOED, either for the contract or other openings in the Baltimore area, go ahead and download the hyperlinked MOED job posting template and attach that to the employment analysis here.

Additional Information

Attach a completed EB Ready to Work Job Posting Template if job posting services are needed with MOED.

Download the Template [here](#)

ATTACH FILE(S)

Attach File