



Employee education needs assessment

Invesco Plan*Forward* FoundationsSM

This assessment, which should be completed annually, is the foundation for developing an Education Plan Statement, the blueprint for a plan specific employee education program.

Contact information

Company name: _____

Contact name: _____

Address: _____

Telephone: _____ Email: _____

Employee demographics

Number of full-time employees: _____

Part-time employees (under 1,000 hours): ☐ Yes: _____ % ☐ No

Union employees: ☐ Yes: _____ % ☐ No

Gender: Men: _____ % Women: _____ %

Average tenure: _____ years

Average age: _____ years old

Age profile: 21-30: _____ % 31-40: _____ % 41-50: _____ %

51-60: _____ % 61+: _____ %

Languages spoken: English: _____ % Spanish: _____ %

Other: _____ %

Education level: High school: _____ % College degree: _____ %

Advanced degree: _____ %

Financial literacy level: Little to no investing knowledge: _____ %

Some investing knowledge: _____ %

Solid investing knowledge: _____ %

Workplace dress code: ☐ Business ☐ Business casual ☐ Uniform

Number of shifts: _____ Number of locations: _____

Employee demographics (cont.)

Location average deferral rates (if applicable):

Location: _____ Deferral rate: _____ %

Location: _____ Deferral rate: _____ %

Location: _____ Deferral rate: _____ %

Plan information

Participation rate: _____

Average deferral rate: _____ HCEs: _____ % NHCEs: _____ %

Median deferral rate: _____

Potential enrollment/education presentation dates: _____

Plan provisions

Eligibility: _____ Plan entry dates: _____

Deferral limits: _____

Match: _____ % On first: _____ % Safe harbor: _____ %

Profit sharing contribution: _____

- ☐ None ☐ Age-weighted
☐ Salary ratio ☐ New comparability
☐ Integrated

Vesting: ☐ Immediate
☐ 2/20 (year 2: 20%; year 3: 40%; year 4: 60%; year 5: 80%; year 6: 100%)
☐ 3-year cliff ☐ Safe harbor ☐ Other

Current asset allocation: Equity: _____ % Stable value/capital preservation: _____ %

Fixed income/Bonds: _____ % Balanced/asset allocation: _____ %

Target date: _____ % Target allocation: _____ %

Company stock: _____ % Cash: _____ %

Other: _____ % International/Global: _____ %

Does your plan have automatic enrollment? ☐ Yes ☐ No ☐ Auto-escalation of deferral percentages

Does your plan offer a QDIA? ☐ Yes ☐ No

If yes, what type of investment serves as your QDIA? _____

Plan provisions (cont.)

- | | | |
|---|------------------------------|-----------------------------|
| Does your plan permit loans? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your plan permit rollovers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your plan permit in-service or hardship withdrawals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Education program

General description: _____

Do you have an Education Plan Statement? ☐ Yes ☐ No

Do you have employee education meetings? ☐ Yes ☐ No

How frequently do you have meetings? _____

Who conducts the meetings? _____

Do you ask participants to evaluate the meetings? If so, do participants consider the meetings helpful? _____

Plan goals

- | | |
|---|---|
| <input type="checkbox"/> Increase participation | <input type="checkbox"/> Increase deferral rate |
| <input type="checkbox"/> Improve asset allocation/diversification | <input type="checkbox"/> 404(c) compliance |
| <input type="checkbox"/> Enhance communication with employees | |

Increase understanding of:

- | | |
|---|--|
| <input type="checkbox"/> Asset allocation | <input type="checkbox"/> Importance of long-term focus |
| <input type="checkbox"/> Mutual funds | <input type="checkbox"/> Retirement savings strategy |
| <input type="checkbox"/> Other investment options | <input type="checkbox"/> Income replacement |
| <input type="checkbox"/> Distribution planning | |

Other challenges: _____

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