

INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION:

- a. The *“Total Job Openings”* column (demand) should be derived from Table 3.1.1 and Table 3.1.2 (if applicable). Put the figure(s) from the *“Total”* row from Table 3.1.1 and Table 3.1.2 into the *“Total Job Openings”* column in Table 3.1.4.
- b. The totals in the *“Most Recent Year”* and the *“5-year average...”* columns (supply) should be derived from Table 3.1.3. Put the figures from the *“Total”* row from Table 3.1.3 into the *“Most Recent Year”* and *“5-year average...”* columns in Table 3.1.4.
- c. The differences (range of estimated unmet need) should be derived from:
 - 1) subtracting the figure in the *“Most Recent Year”* column from the figure in the *“Total Job Openings”* column.
 - 2) subtracting the figure in the *“5-year average...”* column from the figure in the *“Total Job Openings”* column.