



**INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION:**

- a. The “*Total Job Openings*” column (demand) should be derived from Table 3.1.1. Put the figure(s) from the “*Total*” row from Table 3.1.1 into the “*Total Job Openings*” column in Table 3.1.3.
- b. The totals in the “*Most Recent Year*” and the “*5-year average...*” columns (supply) should be derived from Table 3.1.2. Put the figures from the “*Total*” row from Table 3.1.2 into the “*Most Recent Year*” and “*5-year average...*” columns in Table 3.1.3.
- 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.