



## EMPLOYEE INVESTMENT WORKSHEET

The plan offers investment options designed for plan participants who wish to choose a portfolio structure that is already built, and those who wish to determine their own portfolio structure. It is assumed that those who wish to build their own portfolios already have predetermined their objectives, time lines, and risk tolerances. This investment worksheet is designed primarily for those participants who wish to choose a portfolio that is already constructed, and who need to determine which portfolio best matches their lifestyle objectives.

This self-scoring, step-by-step worksheet will help you determine which model portfolio best suits your needs. This should not be taken as investment advice, and you do not have to select a portfolio based on your score. This worksheet is simply a guide to assist you in your decision-making process.

There are no right or wrong answers. Select the best available answer for each question and enter the corresponding point value at the right. At the end of the worksheet, follow the instructions on how to total your score and equate it to a portfolio selection.

For Question 1, examine the time frame for the investment you are planning to make because it is important to consider how long you have for your money to grow.

1. How many years do you expect to participate in this investment program?

- |                       |         |
|-----------------------|---------|
| A. 2 - 3 years        | 4 pts.  |
| B. 4 - 6 years        | 15 pts. |
| C. 7 - 10 years       | 40 pts. |
| D. 10 - 15 years      | 45 pts. |
| E. more than 15 years | 50 pts. |

Score \_\_\_\_\_

For Questions 2-4, examine how you have planned ahead because it is important to consider how prepared you are for immediate needs.

2. Do you expect to withdraw more than 1/3 of the money in this account for any reason (termination of employment, early retirement, hardship withdrawal)? Withdrawals may be necessary to cover an immediate and heavy financial need for reasons such as payment of medical expenses, purchase of principal residence and/or payment of tuition for college.

- |                         |         |
|-------------------------|---------|
| A. No                   | 50 pts. |
| B. Yes, in 2 - 3 years  | 4 pts.  |
| C. Yes, in 4 - 6 years  | 30 pts. |
| D. Yes, in 7 - 10 years | 45 pts. |

Score \_\_\_\_\_

3. Do you have an emergency fund? (Savings of at least six months' after-tax income)

- |  |        |
|--|--------|
| A. No, I do not have an emergency fund.                              | 2 pts. |
| B. I have an emergency fund, but it is less than six months' income. | 6 pts. |
| C. Yes, I have an adequate emergency fund.                           | 8 pts. |

Score \_\_\_\_\_



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4. Approximately what portion of your total net worth is in this investment account? Include your emergency fund, bank accounts, retirement accounts, CDs, mutual funds, cash value of life insurance, stocks or bonds, investment real estate, etc.

- A. Most of my savings is outside this portfolio 8 pts.
- B. Some savings besides this portfolio 3 pts.
- C. Almost no other savings 2 pts.

Score \_\_\_\_\_

For Questions 5 and 6, examine your current financial situation, because it is important to consider how your account fits your total financial picture.

5. Which ONE of the following describes your expected future earnings over the next five years? Assume inflation will average 4%.

- A. I expect my earnings will far out pace inflation. (Due to promotions, new job, etc) 5 pts.
- B. I expect my earnings increases to stay somewhat ahead of inflation. 3 pts.
- C. I expect my earnings increases to keep pace with inflation. 2 pts.
- D. I expect my future earnings to decrease. (Due to retirement, part-time work, depressed industry, etc.) 1 pt.

Score \_\_\_\_\_

6. How many dependents do you have? Include children you continue to support, elderly parents, etc.

- A. None 4 pts.
- B. 1 3 pts.
- C. 2 - 3 2 pts.
- D. more than 3 1 pt.

Score \_\_\_\_\_

For Questions 7-10, examine your attitudes toward investing, because it is important to consider how experienced you are with different investments and the level of risk (the possibility of negative returns) you are willing to take in exchange for seeking higher returns in the long run.

7. A. Have you ever invested in individual bonds or bond mutual funds?

- 1. No, and I would be uncomfortable with the risk if I did. 1 pt.
- 2. No, but I would be comfortable with the risk if I did. 9 pts.
- 3. Yes, but I was uncomfortable with the risk. 2 pts.
- 4. Yes, and I felt comfortable with the risk. 10 pts.

Score \_\_\_\_\_

B. Have you ever invested in individual stocks or stock mutual funds?

- 1. No, and I would be uncomfortable with the risk if I did. 1 pt.
- 2. No, but I would be comfortable with the risk if I did. 15 pts.
- 3. Yes, but I was uncomfortable with the risk. 3 pts.
- 4. Yes, and I felt comfortable with the risk. 16 pts.

Score \_\_\_\_\_



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8. When thinking about your investments, where would you place yourself on the following scale? (Circle one)

2	3	4	5	6	7	8
I want to minimize my losses and fluctuation as much as possible		I want to maintain a balanced savings mix with some fluctuation and growth			I want my money to grow as much as possible, regardless of risk or fluctuation	

9. Which ONE of the following statements describes your feelings toward choosing investment options for this account?

- A. I am not a risk taker at all and will sacrifice growth for the most safety. 1 pt.
  - B. I want low risk but desire some growth. 2 pts.
  - C. I want investment growth with lower risk. 4 pts.
  - D. Investment growth is a priority for me. 6 pts.
  - E. I am a risk taker desiring high investment returns. 8 pts.
- Score \_\_\_\_\_

10. If you could increase your chances of increasing your returns by taking more risk, would you:

- A. Be willing to take a lot more risk with all your money. 16 pts.
  - B. Be willing to take a little more risk with all your money. 10 pts.
  - C. Be willing to take a little more risk with some of your money. 5 pts.
  - D. Be unlikely to take much more risk. 2 pts.
- Score \_\_\_\_\_

### Score and Strategy

Add your total points from questions 1 through 10 and identify the appropriate strategy listed below.

<u>Points</u>	<u>Suggested Model Portfolio Strategy</u>
0 - 28	Stable Value Strategy
29 - 63	Income with Growth Strategy
64 - 119	Moderate Growth Strategy
120 - 150	Wealth Building Strategy
over 151	Aggressive Appreciation Strategy

Total Score: \_\_\_\_\_ Appropriate Strategy: \_\_\_\_\_

This worksheet is designed as a tool to estimate your retirement needs. These projections are estimates only. You should choose your own investments based on your particular objectives and situation. Remember, you may change how your account is invested. Be sure to review your decisions periodically to make sure they are still consistent with your goals. You should also consider any investments you may have outside the plan when making your investment choices.



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