

Employer Needs Survey

Special Areas Regional Economic Development is conducting an Employer Needs Survey. Our findings will help drive a Workforce Development Strategy to address the availability of skilled and unskilled labour for our Region. Please help us by taking 15 minutes to complete these questions about your labour force needs.

ALL REPLIES ARE ANONYMOUS AND CONFIDENTIAL. To view our privacy policy, go to www.schollie.com/privacy.html

1. Where in the Region is your business primarily located?

- | | |
|--|--|
| <input type="radio"/> ₁ Acadia Valley | <input type="radio"/> ₅ Veteran |
| <input type="radio"/> ₂ Consort | <input type="radio"/> ₆ MD of Acadia |
| <input type="radio"/> ₃ Empress | <input type="radio"/> ₇ Special Areas 3 |
| <input type="radio"/> ₄ Oyen | <input type="radio"/> ₈ Special Areas 4 |
| | <input type="radio"/> ₉ Other, please specify _____ |

2. How many employees are at this location? _____

- How many full-time? _____
- How many part-time? _____
- Casual / Seasonal / Contract? _____

3. Is your organization currently trying to fill any positions or tried to fill any positions in the past 12 months?

- Yes** **No** [[Skip to Q9](#)] **Don't Know** [[Skip to Q9](#)]

4. Of the positions you tried to fill, how many required...

- Entry-level** (jobs usually requiring a high school diploma or less, such as cashiers, retail salespersons, cleaners, production workers, labourers) working experience?
_____ positions
- Mid-level** (jobs usually required a trades certificate or college diploma, such as skilled tradespersons, technicians, technologists, supervisors) working experience?
_____ positions
- Senior-level** (jobs usually requiring a university degree, such as managers, professionals, nurses, teachers) working experience? _____ positions

5. Over the past 12 months, has your organization had difficulty filling any positions?

- Yes** **No** [[Skip to Q9](#)] **Don't Know** [[Skip to Q9](#)]

6. In which occupations / positions does your organization face the most urgent labour / skills shortages?

- _____
- _____
- _____
- _____
- _____

7. Which of the following were reasons that these positions were difficult to fill? (select all that apply)

- 1 Applicants lacked necessary EDUCATION level, certification, or training [\[Skip to Q9\]](#)
- 2 Applicants lacked technical or occupation-based SKILLS [\[Go to Q8\]](#)
- 3 Applicants lacked EMPLOYABILITY (work ethic, professionalism, reliability, motivation) [\[Go to Q8\]](#)
- 4 Applicants lacked SOFT SKILLS (communication, teamwork, critical thinking, creativity) [\[Go to Q8\]](#)
- 5 Applicants lacked relevant WORK EXPERIENCE [\[Skip to Q9\]](#)
- 6 Applicants unwilling to accept offered PAY/COMPENSATION [\[Skip to Q9\]](#)
- 7 LOW NUMBER of applicants [\[Skip to Q9\]](#)
- 8 COMMUTING DISTANCE or other geographic issues [\[Skip to Q9\]](#)
- 9 Applicants had CRIMINAL RECORDS [\[Skip to Q9\]](#)
- 10 Applicants failed DRUG SCREENING [\[Skip to Q9\]](#)
- 11 No place for applicants to live in community [\[Skip to Q9\]](#)
- 12 Not full-time/permanent [\[Skip to Q9\]](#)
- 13 Poor terms and conditions (e.g. pay, hours) offered for the post [\[Skip to Q9\]](#)
- 13 Other (specify): _____

8. What skills do you find most lacking in new hires?

9. What is your biggest workforce challenge?

- 1 Not currently experiencing any major workforce challenges [\[Skip to Q11\]](#)
- 2 Finding job candidates
- 3 Finding qualified job candidates
- 4 Hiring
- 5 Staff development (Training workers)
- 6 Promotion / Advancement
- 7 Turnover
- 8 Other (specify): _____

10. In response to workforce challenges, has your establishment done any of the following?
(select all that apply)

- 1 Revise pay scale or benefits
- 2 Increased training
- 3 Used temporary employment services
- 4 Outsourced work or used a contracted service
- 5 Automated functions through new equipment or systems
- 6 Lowered requirements for jobs
- 7 Used workforce system resources like: Community Colleges
- 8 Turned down business opportunities
- 9 Reduced services / hours
- 10 Increased workload for current staff / overtime
- 11 Explored if there are new pools of skills that people could be recruited from
- 12 Other (specify): _____

11. Which skills and capabilities do you consider most important when hiring someone.
(Please check your top five)

- Basic business acumen
- Communication skills
- Creativity
- Critical thinking
- Customer handling skills
- Education, certification, or training
- Industry knowledge / experience
- Interpersonal skills
- Leadership
- Loyalty
- Motivation to work
- Numeracy and literacy skills
- Problem solving
- Professionalism
- Relevant work experience
- Reliability
- Resiliency
- Sales skills
- Stress Management
- Teamwork skills
- Technical skills
- Willingness to learn
- Work ethic
- Other (specify):_____

12. Do you predict your organization will be adding to or reducing your workforce over the next 3 years.....

- Adding to the workforce
- Predict workforce numbers to stay the same
- Reducing workforce
- Don't Know / I cannot predict at this time

13. How many positions do you expect to retire over the next 3 years? _____

14. If you have retirements, do you expect...

- 1 To phase out the position?
- 2 To hire a replacement?
- 3 To laterally move or promote someone from within the organization?
- 4 Have already hired a replacement?
- 5 Automate the function through new equipment or systems?
- 6 Other (specify):_____

15. Which positions do you expect to have the most openings in the next 3 years?

1.

2.

3.

4.

5.

16. What industry-specific degrees and credentials are sought for these positions? (e.g. Class 1A Drivers Licence, Food Safe Certificate, Journey person qualifications, Registered Nurse, etc.)

17. In your opinion, what are the top 3 areas in which you anticipate a skills shortage in the next three years?

18. Which of the following recruitment methods do you find most effective?
(Please check your top three)

- 1 Print (newspaper, bulletins, postings, magazines, publications)
- 2 Word-of-mouth/ referrals
- 3 Postings on job boards such as Indeed, Monster.com
- 4 www.jobbank.gc.ca (federal government's job bank website)
- 5 Online at your website
- 6 Social networking Websites such as Facebook, LinkedIn or Twitter
- 7 Private employment agencies
- 8 Government employment centres
- 9 Unsolicited resumes and applications
- 10 Job fairs or recruitment at schools
- 11 Executive search agencies
- 12 Help wanted / Sign in the window
- 13 Other (specify): _____

19. What resources does your organization use to meet the skill needs of your workforce?
(select all that apply)

- 1 None
- 2 Informal training on the job
- 3 Formal training customized by work
- 4 Apprenticeship programs
- 5 Self-study or online training
- 6 Seminars and conferences
- 7 Formal non-customized training
- 8 Other (specify): _____

20. Which category best describes the primary sector your business or organization operates in? (select one)

- 1 Agriculture (11)
- 2 Forestry, Fishing and Hunting (11)
- 3 Mining, Quarrying and Oil and Gas Extraction (21)
- 4 Utilities (22)
- 5 Construction (23)
- 6 Manufacturing (31-33)
- 7 Wholesale trade (41)
- 8 Retail Trade (44-45)
- 9 Transportation and Warehousing (48-49)
- 10 Information and Cultural Industries (51)
- 11 Finance and Insurance (52)
- 12 Real Estate and Rental and Leasing (53)
- 13 Professional, Scientific and Technical Services (54)
- 14 Management of Companies and Enterprises (55)
- 15 Administration and Support, Waste Management and Remediation Services (56)
- 16 Educational Services (61)
- 17 Healthcare and Social Assistance (62)
- 18 Arts, Entertainment and Recreation (71)
- 19 Accommodation and Food Services (72)
- 20 Other Services (except public administration) (81)
- 21 Public administration (91)
- 22 Other (please specify) _____

21. Is there anything else about your experience with the local labour force that you would like to share with us?

Thank you for your time. Your responses will help us understand the needs of employers in the Special Areas Region.

*Please return survey to Elan Buan elan@schollie.com or
Wanda Diakow Wanda.Diakow@specialareas.ab.ca*