

The Workplace Survey: Job Vacancies and Skills Shortages

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français veuillez composer le 1-877-992-3999.

If necessary, please make address label corrections in the boxes below (please print)

C0001 Legal Business Name

C0002 Operational Business Name
(if different from legal business name)

C0008 First Name of Contact

C0028 Last Name of Contact

C0004 Address (number and street)

C0005 City

C0006 Province/Territory C0007 Postal Code

C0009 Preferred Language of Correspondence
 English ² French

INTRODUCTION

This information is collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S-19. COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.*

Survey Objective

The Workplace Survey will provide valuable information on the best practices of businesses by looking at the characteristics that help firms succeed. It will collect information from Canadian employers on a range of workplace issues. Survey results will provide unique insights into the relationship between employment practices and labour demand, as well as information on job vacancy, skill shortages, training and human resource practices. You as the respondent will benefit from completing this questionnaire by having the ability to benchmark your company against other companies in the same industry.

Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information relating to any identifiable business without the previous written consent of that business. The data reported on this questionnaire will be treated in strict confidence. They will be used exclusively for statistical purposes and will be published in an aggregate form only.

Your Participation

The participation of your business in this survey is critical to ensure that the results are an accurate reflection of your industry, region and type of business. As with most business surveys conducted by Statistics Canada, **this survey is mandatory**. We thank you for your understanding and support.

Instructions

Please fill out this questionnaire and return it to Statistics Canada within the next 15 days using the self addressed envelope. If you have any difficulty answering specific questions, do not hesitate to phone 1-877-992-3999.

Coverage

Please complete this questionnaire for the business location appearing on the label of this questionnaire. For the purpose of this survey, "location" refers to the specific address appearing on the label of this questionnaire.

Record Linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

Need Help?

We would be happy to answer any questions you might have. The telephone number is: 1-877-992-3999.

You may also visit Statistics Canada's website at www.statcan.gc.ca for this questionnaire and FAQ's.

CONCEPTS AND DEFINITIONS FOR YOUR REFERENCE

Employee

Paid employees including full-time, part-time, permanent, non-permanent and seasonal employees, of this location receiving a T4 statement from Canada Revenue Agency who work on-site or off-site and employees who are on paid leave.

Please do not include employees who only receive a T4A statement.

Full-time employee: An employee working 30 or more hours per week.

Part-time employee: An employee working less than 30 hours per week.

Permanent employee: An employee who has no set termination date (include tenured teachers).

Non-permanent employee: An employee who has a set termination date or an agreement covering the period of employment (temporary, seasonal or casual).

Independent Contractor

A person providing products or services under contract at your location but for whom the completion of a Canada Revenue Agency T4 statement is not required. This person may be an employee of another business or a home worker (computer consultant, piecework seamstress, etc.). Some independent contractors may receive a T4A statement from your location.

Managers

Include: President(s), executives, senior managers and managers that receive a T4 statement.

Senior Managers

Include the most senior executive in the workplace and other senior managers whose responsibilities would normally span more than one internal department. Most small workplaces would only have one senior manager. Examples: president of single location company; retail store manager; plant manager; senior partners in business services firms; production superintendent; senior administrator in public services enterprise; as well as vice presidents, assistant directors, partners and assistant administrators whose responsibilities cover more than one domain.

Managers

Managers generally report to senior management and are responsible for a single domain or department. This category would normally include assistant directors or the equivalent in small workplaces. Examples: department heads or managers (engineering, accounting, R&D, personnel, computing, marketing, sales, etc.); heads or managers of specific product lines; junior partners or assistant administrators with responsibilities for a specific domain; and assistant directors in small locations (without an internal department structure).

Professionals

Employees whose duties would normally require at least an undergraduate university degree or the equivalent. Examples: medical doctors, lawyers, accountants, architects, engineers, economists, science professionals, psychologists, sociologists, registered nurses, marketing and market research professionals, nurse-practitioners and teaching professionals, professors and teaching assistants. Include computing professionals whose duties would normally require a minimum of an undergraduate degree in computer science. Include professional project managers and supervisors not included in senior managers and specialist managers.

The Workplace Survey

For the purpose of this survey, "location" refers to the specific address appearing on the label of this questionnaire. Please consult the label on the front page. Please report for only this address. Do not combine information with any other location. If there is a question you cannot answer for the specified address, please skip to the next one.

SECTION A: WORKFORCE CHARACTERISTICS

Demographics

This section includes questions relating to the characteristics of the employees at this location.

- A1.** Was this location in operation during the entire 12-month period between **January 1, 2010** and **December 31, 2010**?

1101011 1 Yes > **Go to Question A2**

3 No > **Specify period of operation:**

Year			Month			Day			Year			Month			Day		
1101012	From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1101013	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- A2.** In the last pay period of **December 2010** and **December 2009**, how many employees receiving a T4 statement were employed at this location?

Please see the definitions in the box below.

1102011 **December 2010** > **If your answer is zero, we thank you for your cooperation. Please return the questionnaire using the enclosed postage paid envelope.**

1102012 **December 2009**

Employee: Paid employees including full-time, part-time, permanent, non-permanent and seasonal employees, of this location receiving a T4 statement (but not a T4A statement) who work on-site or off-site and employees who are on paid leave.

Do not include independent contractors.

Independent Contractor: A person providing products or services under contract at your location but for whom the completion of a Canada Revenue Agency T4 statement is not required. This person may be an employee of another business or a home worker (computer consultant, piecework seamstress, etc.). Independent contractors should not be included in Questions A1 to A9. Independent contractors may receive a T4A statement from this location.

- A3.** Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were male and how many were female?

Please include only employees receiving a T4 statement from this location.

1103011 **Male**

1103012 **Female**

- A4.** Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were in the following categories?

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

	Male		Female		Total	
Under 25 years of age	1104011	<input type="text"/>	1104012	<input type="text"/>	1104013	<input type="text"/>
25 to 44 years of age	1104021	<input type="text"/>	1104022	<input type="text"/>	1104023	<input type="text"/>
45 to 54 years of age	1104031	<input type="text"/>	1104032	<input type="text"/>	1104033	<input type="text"/>
55 to 64 years of age	1104041	<input type="text"/>	1104042	<input type="text"/>	1104043	<input type="text"/>
65 to 69 years of age	1104051	<input type="text"/>	1104052	<input type="text"/>	1104053	<input type="text"/>
70 years of age and older	1104061	<input type="text"/>	1104062	<input type="text"/>	1104063	<input type="text"/>
All employees <i>Please make sure that the totals reported here agree with the totals reported in Questions A2 and A3.</i>	1104071	<input type="text"/>	1104072	<input type="text"/>	1104073	<input type="text"/>

- A5.** Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were in the following categories?

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

Full-time employee: An employee working 30 or more hours per week.

Part-time employee: An employee working less than 30 hours per week.

Permanent employee: An employee who has no set termination date (include tenured teachers).

Non-permanent employee: An employee who has a set termination date or an agreement covering the period of employment (temporary, seasonal or casual).

	Male		Female		Total	
Permanent employees						
Full-time	1105011	<input type="text"/>	1105012	<input type="text"/>	1105013	<input type="text"/>
Part-time	1105021	<input type="text"/>	1105022	<input type="text"/>	1105023	<input type="text"/>
Non-permanent employees						
Full-time	1105031	<input type="text"/>	1105032	<input type="text"/>	1105033	<input type="text"/>
Part-time	1105041	<input type="text"/>	1105042	<input type="text"/>	1105043	<input type="text"/>
All employees <i>Please make sure that the totals reported here agree with the totals reported in Questions A2 and A3.</i>	1105051	<input type="text"/>	1105052	<input type="text"/>	1105053	<input type="text"/>

A6. Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were in the following categories?

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

	Male	Female	Total
Managers	1106011 <input type="text"/>	1106012 <input type="text"/>	1106013 <input type="text"/>
Professionals	1106021 <input type="text"/>	1106022 <input type="text"/>	1106023 <input type="text"/>
Technical/Trades	1106031 <input type="text"/>	1106032 <input type="text"/>	1106033 <input type="text"/>
Sales/Marketing	1106041 <input type="text"/>	1106042 <input type="text"/>	1106043 <input type="text"/>
Administrative/Clerical	1106051 <input type="text"/>	1106052 <input type="text"/>	1106053 <input type="text"/>
Production or Service Workers with no Trade/Certification	1106061 <input type="text"/>	1106062 <input type="text"/>	1106063 <input type="text"/>
Other	1106071 <input type="text"/>	1106072 <input type="text"/>	1106073 <input type="text"/>
All employees <i>Please make sure that the totals reported here agree with the totals reported in Questions A2 and A3.</i>	1106081 <input type="text"/>	1106082 <input type="text"/>	1106083 <input type="text"/>

A7. Of the total number of employees in **December 2010**, as reported in **Question A2**, how many generally worked in the following categories:

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

	Male	Female	Total
On-site	1107011 <input type="text"/>	1107012 <input type="text"/>	1107013 <input type="text"/>
At home	1107021 <input type="text"/>	1107022 <input type="text"/>	1107023 <input type="text"/>
At another workplace (including travel for work)	1107031 <input type="text"/>	1107032 <input type="text"/>	1107033 <input type="text"/>
Other	1107041 <input type="text"/>	1107042 <input type="text"/>	1107043 <input type="text"/>

- A8.** Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were in the following categories?
Please include only employees receiving a T4 statement from this location.

Full-time employee: An employee working 30 or more hours per week.
Part-time employee: An employee working less than 30 hours per week.

	Covered by a collective agreement	Not covered by a collective agreement
Full-time	1108011 <input type="text"/>	1108012 <input type="text"/>
Part-time	1108021 <input type="text"/>	1108022 <input type="text"/>

If no employees were covered by a collective agreement > **Go to Question A10**
Otherwise, continue to **Question A9**.

- A9.** Of the employees covered by a collective agreement, as reported in **Question A8**, how many were in the following categories?
Please include only employees receiving a T4 statement from this location.

	Full-time	Part-time	Total
Managers	1109011 <input type="text"/>	1109012 <input type="text"/>	1109013 <input type="text"/>
Professionals	1109021 <input type="text"/>	1109022 <input type="text"/>	1109023 <input type="text"/>
Technical/Trades	1109031 <input type="text"/>	1109032 <input type="text"/>	1109033 <input type="text"/>
Sales/Marketing	1109041 <input type="text"/>	1109042 <input type="text"/>	1109043 <input type="text"/>
Administrative/Clerical	1109051 <input type="text"/>	1109052 <input type="text"/>	1109053 <input type="text"/>
Production or Service Workers with no Trade/Certification	1109061 <input type="text"/>	1109062 <input type="text"/>	1109063 <input type="text"/>
Other	1109071 <input type="text"/>	1109072 <input type="text"/>	1109073 <input type="text"/>

Temporary and Contractual Help

- A10.** In **December 2010**, did you have workers **who did not receive a T4 statement** from this location, such as employees from a temporary help agency or independent contractors?

1110011 1 Yes
3 No > **Go to Question A12**

A11. Of the workers **who did not receive a T4 statement** from this location, how many were in the following categories in **December 2010**?

Workers receiving a T4 statement from a temporary help agency.

1111011

Independent contractors

1111021

Volunteers

1111031

Other workers not receiving a T4 statement from this location

1111041

Independent Contractor: A person providing products or services under contract at your location but for whom the completion of a Canada Revenue Agency T4 statement is not required. This person may be an employee of another business or home worker (computer consultant, piecework seamstress, etc.).

A12. Of the total number of employees in **December 2010**, as reported in **Question A2**, how many were temporary foreign workers?

A temporary foreign worker is a foreign national working legally in Canada on a temporary work permit. If you do not have any temporary foreign workers, please report zero.

1112011 Number of temporary foreign workers

Seasonal Fluctuations

A13. In **2010**, did the number of employees at this location fluctuate due to the seasonal nature of its activities?

Please exclude hires to replace employees on vacation or other leave.

1113011 1 Yes

3 No > **Go to Question B1**

A14. If applicable, during which month(s) did the peak in employment occur?

Please check all that apply.

1114001 January

1114004 April

1114007 July

1114010 October

1114002 February

1114005 May

1114008 August

1114011 November

1114003 March

1114006 June

1114009 September

1114012 December

A15. What was the maximum number of employees at this location in **2010**?

1115011 Number of employees

SECTION B: JOB VACANCIES AND LABOUR TURNOVER**Job Vacancies**

B1. Please complete the table below.

	Include	Exclude
<p>Vacant positions on December 31, 2010</p> <p>1201011 <input type="text"/></p>	<p>A job is vacant if it meets all three conditions:</p> <ul style="list-style-type: none"> • A specific position exists • Work could start within 30 days • You are actively seeking workers from outside this location to fill the position <p>The position can be full-time or part-time, temporary, permanent, seasonal or on call, etc.</p>	<ul style="list-style-type: none"> • Positions to be filled by promotion/demotion, internal transfers or recall from layoffs • Positions with start dates more than 30 days in the future • Positions for which employees have been hired but the employees have not yet reported for work • Positions to be filled by employees of temporary help agencies, independent contractors or consultants
<p>Hires</p> <p>1201021 <input type="text"/></p>	<p>A hire is any addition to your payroll from January 1 to December 31, 2010 and includes:</p> <ul style="list-style-type: none"> • New hire or a previously separated hire • Permanent, short-term and seasonal employees • Recall from layoff • Full-time and part-time employees • On-call or intermittent employees who returned to work after having been formally separated • Workers who were hired and separated during the year • Transfers from other locations 	<ul style="list-style-type: none"> • Transfers or promotions within this location • Employees returning from a strike • Independent contractors or consultants • Employees of temporary help agencies
<p>Quits</p> <p>1201031 <input type="text"/></p>	<p>Voluntary separations from January 1 to December 31, 2010</p>	<ul style="list-style-type: none"> • Retirements • Transfers to other locations

Question B1 continues on the next page ➤

(Question B1 – Continued)

	Include	Exclude
Layoffs and dismissals 1201041 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Involuntary separations from January 1 to December 31, 2010 include:	
	<ul style="list-style-type: none"> • Layoffs with no intent to rehire (permanent) • Layoffs (employees expect to be recalled) • Dismissals/firings or other discharges for cause • Discharges resulting from mergers, downsizing or closings • Terminations of permanent, short-term, or seasonal employees 	
Retirements 1201051 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Retirements from January 1 to December 31, 2010	
Other separations 1201061 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Other separations from January 1 to December 31, 2010 and includes:	
	<ul style="list-style-type: none"> • Transfers to other locations • Employee disability (long term) • Deaths 	
Total separations 1201071 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Add number of quits, layoffs, dismissals, retirements and other separations reported above.	

Hires

B2. Of the total number of hires, at this location in **2010**, as reported in **Question B1**, how many were hired in the following categories?

	Permanent employees	Non-permanent employees
Full-time	1202011 <input type="text"/>	1202012 <input type="text"/>
Part-time	1202021 <input type="text"/>	1202022 <input type="text"/>
All hires	1202031 <input type="text"/>	1202032 <input type="text"/>

Permanent employee: An employee who has no set termination date (include tenured teachers).

Non-permanent employee: An employee who has a set termination date or an agreement covering the period of employment (temporary, seasonal or casual).

B3. Please provide the job titles as well as a description of the most important activities or duties for the four most recently hired employees in **2010**.

Job Title #1	Description #1
<i>(daycare provider, factory worker, forestry technician)</i>	<i>(caring for children, stamp press machine operator, forest examiner)</i>
1203011 <input type="text"/>	1203012 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #2	Description #2
1203021 <input type="text"/>	1203022 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #3	Description #3
1203031 <input type="text"/>	1203032 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #4	Description #4
1203041 <input type="text"/>	1203042 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Separations

- B4.** Of the total number of separations at this location in **2010**, as reported in **Question B1**, how many were in the following categories?

	Permanent employees	Non-permanent employees
Full-time	1204011 <input type="text"/>	1204012 <input type="text"/>
Part-time	1204021 <input type="text"/>	1204022 <input type="text"/>
All separations	1204031 <input type="text"/>	1204032 <input type="text"/>

- B5.** Please provide the job titles as well as a description of the most important activities or duties for the four most recent separations, which are positions where an employee left your location in **2010** due to a quit, dismissal, layoff (permanent or temporary), retirement, death, or leave (disability, parental, etc).

Job Title #1	Description #1
<i>(daycare provider, factory worker, forestry technician)</i>	<i>(caring for children, stamp press machine operator, forest examiner)</i>
1205011 <input type="text"/>	1205012 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #2	Description #2
1205021 <input type="text"/>	1205022 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #3	Description #3
1205031 <input type="text"/>	1205032 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Job Title #4	Description #4
1205041 <input type="text"/>	1205042 <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SECTION C: HOURS OF WORK

C1. In a usual work week in 2010, how many male and female employees were in the following categories?

Please exclude overtime hours.

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

	Male	Female	Total
No hours worked (employees on leave or layoff)	1301011 <input type="text"/>	1301012 <input type="text"/>	1301013 <input type="text"/>
Less than 15 hours worked	1301021 <input type="text"/>	1301022 <input type="text"/>	1301023 <input type="text"/>
15 to 29 hours worked	1301031 <input type="text"/>	1301032 <input type="text"/>	1301033 <input type="text"/>
30 to 34 hours worked	1301041 <input type="text"/>	1301042 <input type="text"/>	1301043 <input type="text"/>
35 to 40 hours worked	1301051 <input type="text"/>	1301052 <input type="text"/>	1301053 <input type="text"/>
Over 40 hours worked	1301061 <input type="text"/>	1301062 <input type="text"/>	1301063 <input type="text"/>
All employees	1301071 <input type="text"/>	1301072 <input type="text"/>	1301073 <input type="text"/>

If you did not have any full-time employees in **December 2010** > **Go to Question C5**

C2. In a usual work week in 2010, how many hours did full-time employees in the following categories work?

	Regular hours	Total hours (including overtime)
Managers	1302011 <input type="text"/>	1302012 <input type="text"/>
Professionals	1302021 <input type="text"/>	1302022 <input type="text"/>
Technical/Trades	1302031 <input type="text"/>	1302032 <input type="text"/>
Sales/Marketing	1302041 <input type="text"/>	1302042 <input type="text"/>
Administrative/Clerical	1302051 <input type="text"/>	1302052 <input type="text"/>
Production or Service Workers with no Trade/Certification	1302061 <input type="text"/>	1302062 <input type="text"/>
Other	1302071 <input type="text"/>	1302072 <input type="text"/>

C3. In a usual work week in 2010, how often did full-time employees in the following categories work overtime hours?

		Never	Rarely	Sometimes	Often	Always
		1	2	3	4	5
Managers	1303011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionals	1303021	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical/Trades	1303031	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales/Marketing	1303041	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative/Clerical	1303051	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Production and Service Workers with no Trade/Certification	1303061	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	1303071	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C4. For full-time employees in the following categories in 2010, what was the most common method of compensation for overtime hours?

		Hourly overtime premiums	Regular pay rate	Compensatory time off	Not compensated	Not applicable (no overtime)
		1	2	3	4	5
Managers	1304011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionals	1304021	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical/Trades	1304031	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales/Marketing	1304041	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative/Clerical	1304051	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Production and Service Workers with no Trade/Certification	1304061	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	1304071	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C5. In 2010 how many work days were lost at this location for the following reasons?

Please exclude paid vacation leave, maternity/parental leave, employees away on secondment or courses.

If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Please include only employees receiving a T4 statement from this location.

	Male	Female	Total
Paid personal sickness or disability leave	1305011 <input type="text"/>	1305012 <input type="text"/>	1305013 <input type="text"/>
Paid family related leave	1305021 <input type="text"/>	1305022 <input type="text"/>	1305023 <input type="text"/>
Unpaid leave	1305031 <input type="text"/>	1305032 <input type="text"/>	1305033 <input type="text"/>
Labour dispute (strike or lockout)	1305041 <input type="text"/>	1305042 <input type="text"/>	1305043 <input type="text"/>

C6. Which level of government oversees the prevention and inspection of accidents and injuries of the employees in your workplace?

- 1306011 1 The federal government
 2 The provincial government
 3 Don't know

SECTION D: LABOUR COMPENSATION

The following questions relate to items on your financial statements.

D1. What was the gross payroll for all employees at this location in 2010?

Gross payroll is the total remuneration paid to employees before deductions. The amount should be equivalent to the sum of the taxable employment income reported in box 14 of the T4 statement and on the Canada Revenue Agency "Remittance Form for Current Source Deductions."

Financial amounts should be rounded to the nearest dollar.

1401011 \$, , , . **00**

D2. What was the number of permanent (full-time and part-time) employees in the following annual earnings categories? If you are unable to provide an actual gender breakdown, your best estimate is acceptable.

Basic annual rate categories	Male	Female	Total
\$20,000 and below	1402011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402012 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402013 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$20,001 - \$40,000	1402021 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402022 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402023 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$40,001 - \$60,000	1402031 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402032 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402033 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$60,001 - \$80,000	1402041 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402042 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402043 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$80,001 - \$100,000	1402051 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402052 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402053 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$100,001 - \$120,000	1402061 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402062 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402063 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
\$120,001 and above	1402071 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402072 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1402073 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

D3. For employees in the following categories, what was the minimum and the maximum annual salary?

	Minimum	Maximum
Managers	1403011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403012 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Professionals	1403021 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403022 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Technical/Trades	1403031 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403032 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sales/Marketing	1403041 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403042 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Administrative/Clerical	1403051 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403052 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Production or Service Workers with no Trade/Certification	1403061 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403062 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	1403071 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403072 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Overall	1403081 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1403082 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

D4. Of the total number of employees in **December 2010**, as reported in **Question A2**, how many employees were earning the **legal** minimum wage?

If not applicable for your company, please report zero.

1404011

Number of employees earning legal minimum wage.

For information on minimum wage rates, please consult the Human Resources and Skills Development Canada web page at www.hrsdc.gc.ca/en/lp/spila/minwage.shtml.

D5. What was the total expenditure on non-wage benefits at this location in **2010**?

Non-wage benefits include but are not limited to health related benefits (dental care, life insurance), pay related benefits (severance, supplements to E.I.) or pension related benefits (pension plans, group RRSPs).

Include	Exclude
<ul style="list-style-type: none"> • employer's contributions to pension plans and group RRSPs • employer's contributions to non-wage benefits • severance pay • compensation in kind other than stock plans • non-taxable allowances and benefits • recreational facilities provided by the employer • moving expenses paid by the employer • employee counselling services 	<ul style="list-style-type: none"> • contribution to CPP/QPP • contribution to Employment Insurance • provincial health taxes • worker's compensation • regular wages and salaries, commissions, overtime pay • stock plans (purchase or ownership plans or stock options) • paid leave • piecework payments and special payments

Financial amounts should be rounded to the nearest dollar.

1405011

\$, , .

D6. What was the total training expenditure at this location, in **2010**?

Include	Exclude
<ul style="list-style-type: none"> • trainers' salaries • contracts to vendors • tuition paid to schools or training institutions • training materials • travel or living costs for trainees and trainers • overhead or office costs for training 	<ul style="list-style-type: none"> • salary of the employees that were on training

Financial amounts should be rounded to the nearest dollar.

1406011

\$, , .

Reminder: Please report for this location only.

SECTION E: JOB VACANCIES

A job is vacant if it meets all three conditions:

- A specific position exists
- Work could start within 30 days
- You are actively seeking workers from outside this location to fill the position

The position can be full-time or part-time, temporary, permanent, seasonal or on call, etc.

If there were no job vacancies at this location on 31 December 2010, as reported in Question B1 ► **Go to Question F1.**

E1. Of the total vacant positions at this location, as reported in **Question B1**, how many were in the following categories and of those, how many were hard-to-fill?

	Number of job vacancies		Number of vacancies which were hard-to-fill	
Managers	2101011	<input type="text"/>	2101012	<input type="text"/>
Professionals	2101021	<input type="text"/>	2101022	<input type="text"/>
Technical/Trades	2101031	<input type="text"/>	2101032	<input type="text"/>
Sales/Marketing	2101041	<input type="text"/>	2101042	<input type="text"/>
Administrative/Clerical	2101051	<input type="text"/>	2101052	<input type="text"/>
Production or Service Workers with no Trade/Certification	2101061	<input type="text"/>	2101062	<input type="text"/>
Other	2101071	<input type="text"/>	2101072	<input type="text"/>
All job vacancies	2101081	<input type="text"/>	2101082	<input type="text"/>

If you did not have any hard-to-fill vacancies, ► **go to Question E5.**

E2. What percentage of the hard-to-fill vacancies indicated in **Question E1** were due to skills shortages?

Skills Shortages exist when employers are unable to fill or have considerable difficulty in filling vacancies for an occupation, or if there are specialised skill needs within that occupation, at current levels of remuneration and conditions of employment, and a reasonably accessible location.

2102011 %

If you did not have any hard-to-fill vacancies due to skills shortages, please report **0** (zero), then ► **go to Question E5.**

E3. Please provide the job titles as well as a description of the most important activities or duties for three vacant positions that have been hard-to-fill because of skills shortages.

Job Title #1		Description #1	
<i>(daycare provider, factory worker, forestry technician)</i>		<i>(caring for children, stamp press machine operator, forest examiner)</i>	
2103011		2103012	
Job Title #2		Description #2	
2103021		2103022	
Job Title #3		Description #3	
2103031		2103032	

E4. For the hard-to-fill vacancies identified in E1, what were the impacts?

Please check all that apply.

- 2104011 Lose business to competitors
- 2104021 Delay developing new products or services
- 2104031 Have difficulties meeting quality standards
- 2104041 Increase operating costs
- 2104051 Have difficulties introducing new work practices
- 2104061 Increase workload for other staff
- 2104071 Outsource work or contract out
- 2104081 Decrease productivity

E5. For the vacant positions at this location in **2010**, reported in **Question B1**, please provide the following information for four vacant positions beginning with the most recent vacancy.

JOB #1

JOB #2

JOB #3

JOB #4

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2105111

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2105112

C. On December 31, 2010, how long had this job been vacant?

2105113

 days

D. Why was this position vacant? Please check the most appropriate answer.

2105114

- 1 Quit
- 2 Layoff or dismissal
- 3 Retirement
- 4 Firm growth (new position(s) similar to existing ones)
- 5 Technological or organizational change (new position(s) with new skills required)
- 6 Other > **Please specify:**

E. Is/was this job hard-to-fill?

2105116

- 1 Yes 3 No > **Go to E6**

F. Why was this job hard-to-fill? Please check all that apply.

2105121

- Not enough applicants

Applicants not meeting the following requirements:

2105122

- Qualifications (education level/credentials)

2105124

- Work experience

2105123

- Skills

2105125

- Motivation, attitude, or interpersonal skills

Inability to compete with other firms due to:

2105126

- Pay and benefits

2105129

- Seasonal nature of work

2105127

- Promotion opportunities

2105130

- Limited opportunities to use their skills

2105128

- Shift work (regular or rotating)

2105131

- Remote location/poor public transit

G. On December 31, 2010, were there other vacancies at this location with the same title and job description? (a location may have multiple vacant positions with the same title and job description)

2105132

- 1 Yes > **How many?** 3 No

H. Apart from these similar jobs, were there any other job vacancies?

2105134

- 1 Yes > **Go to next vacant position**
- 3 No > **Go to Question E6**

JOB #1

JOB #2

JOB #3

JOB #4

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2105211

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2105212

C. On December 31, 2010, how long had this job been vacant?

2105213

 days

D. Why was this position vacant? Please check the most appropriate answer.

2105214

- 1 Quit
- 2 Layoff or dismissal
- 3 Retirement
- 4 Firm growth (new position(s) similar to existing ones)
- 5 Technological or organizational change (new position(s) with new skills required)
- 6 Other > **Please specify:** 2105215

E. Is/was this job hard-to-fill?

2105216

- 1 Yes 3 No > **Go to E6**

F. Why was this job hard-to-fill? Please check all that apply.

2105221

- Not enough applicants

Applicants not meeting the following requirements:

2105222

- Qualifications (education level/credentials)

2105224

- Work experience

2105223

- Skills

2105225

- Motivation, attitude, or interpersonal skills

Inability to compete with other firms due to:

2105226

- Pay and benefits

2105229

- Seasonal nature of work

2105227

- Promotion opportunities

2105230

- Limited opportunities to use their skills

2105228

- Shift work (regular or rotating)

2105231

- Remote location/poor public transit

G. On December 31, 2010, were there other vacancies at this location with the same title and job description? (a location may have multiple vacant positions with the same title and job description)

2105232

- 1 Yes > **How many?** 2105233 3 No

H. Apart from these similar jobs, were there any other job vacancies?

2105234

- 1 Yes > **Go to next vacant position**
- 3 No > **Go to Question E6**

JOB #1

JOB #2

JOB #3

JOB #4

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2105311

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2105312

C. On December 31, 2010, how long had this job been vacant?

2105313

 days

D. Why was this position vacant? Please check the most appropriate answer.

2105314

- 1 Quit
- 2 Layoff or dismissal
- 3 Retirement
- 4 Firm growth (new position(s) similar to existing ones)
- 5 Technological or organizational change (new position(s) with new skills required)
- 6 Other **> Please specify:** 2105315

E. Is/was this job hard-to-fill?

2105316

- 1 Yes 3 No **> Go to E6**

F. Why was this job hard-to-fill? Please check all that apply.

2105321

- Not enough applicants

Applicants not meeting the following requirements:

2105322

- Qualifications (education level/credentials)

2105324

- Work experience

2105323

- Skills

2105325

- Motivation, attitude, or interpersonal skills

Inability to compete with other firms due to:

2105326

- Pay and benefits

2105329

- Seasonal nature of work

2105327

- Promotion opportunities

2105330

- Limited opportunities to use their skills

2105328

- Shift work (regular or rotating)

2105331

- Remote location/poor public transit

G. On December 31, 2010, were there other vacancies at this location with the same title and job description? (a location may have multiple vacant positions with the same title and job description)

2105332

- 1 Yes **> How many?** 2105333 3 No

H. Apart from these similar jobs, were there any other job vacancies?

2105334

- 1 Yes **> Go to next vacant position**
- 3 No **> Go to Question E6**

JOB #1

JOB #2

JOB #3

JOB #4

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2105411

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2105412

C. On December 31, 2010, how long had this job been vacant?

2105413

 days

D. Why was this position vacant? Please check the most appropriate answer.

2105414

- 1 Quit
- 2 Layoff or dismissal
- 3 Retirement
- 4 Firm growth (new position(s) similar to existing ones)
- 5 Technological or organizational change (new position(s) with new skills required)
- 6 Other **> Please specify:** 2105415

E. Is/was this job hard-to-fill?

2105416

- 1 Yes 3 No **> Go to C.**

F. Why was this job hard-to-fill? Please check all that apply.

2105421

- Not enough applicants

Applicants not meeting the following requirements:

2105422

- Qualifications (education level/credentials)

2105424

- Work experience

2105423

- Skills

2105425

- Motivation, attitude, or interpersonal skills

Inability to compete with other firms due to:

2105426

- Pay and benefits

2105429

- Seasonal nature of work

2105427

- Promotion opportunities

2105430

- Limited opportunities to use their skills

2105428

- Shift work (regular or rotating)

2105431

- Remote location/poor public transit

G. On December 31, 2010, were there other vacancies at this location with the same title and job description? (a location may have multiple vacant positions with the same title and job description)

2105432

- 1 Yes **> How many?** 2105433 3 No

The following questions refer to the vacant positions described in **Question E5**.

E6. What was the minimum number of years of work experience required for each vacant position?

	Job #1	Job #2	Job #3	Job #4
	2106011	2106012	2106013	2106014
Number of years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E7. What was the type of work experience required?

	Job #1	Job #2	Job #3	Job #4
	2107011	2107012	2107013	2107014
Specialized work experience (with a specific machine or system or in a specific industry)	1 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General work experience (sales or human resources management)	2 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No experience required	3 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E8. What was the minimum education level required?

	Job #1	Job #2	Job #3	Job #4
	2108011	2108012	2108013	2108014
None	1 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High school diploma or equivalent	2 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Some postsecondary education	3 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trade certificate	4 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College diploma	5 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undergraduate degree	6 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional accreditation or graduate degree	7 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E9. Which of the following categories best describes each of the vacant positions?

	Job #1	Job #2	Job #3	Job #4
	2109011	2109012	2109013	2109014
Full-time permanent	1 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time permanent	2 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Full-time non-permanent	3 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time non-permanent	4 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E10. How would you best characterize the work hours or work arrangements of the vacant positions?

		Job #1	Job #2	Job #3	Job #4
		2110011	2110012	2110013	2110014
Regular hours	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shift-work (regular or rotating)	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Irregular hours	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E11. Was the work associated with the vacant positions mainly on-site or off-site?

		Job #1	Job #2	Job #3	Job #4
		2111011	2111012	2111013	2111014
Mainly on-site	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mainly off-site	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E12. What was the annual starting salary range offered, in thousands of Canadian dollars for each vacant position?

	Job #1	Job #2	Job #3	Job #4
Minimum	2112011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112012 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112013 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112014 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Maximum	2112021 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112022 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112023 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2112024 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

E13. What recruitment methods did you use in order to fill each vacant position?

Please check all that apply.

	Job #1	Job #2	Job #3	Job #4
Head hunters or personnel agency	2113011 <input type="radio"/>	2113012 <input type="radio"/>	2113013 <input type="radio"/>	2113014 <input type="radio"/>
Company's own Internet site	2113021 <input type="radio"/>	2113022 <input type="radio"/>	2113023 <input type="radio"/>	2113024 <input type="radio"/>
Public Internet job postings site	2113031 <input type="radio"/>	2113032 <input type="radio"/>	2113033 <input type="radio"/>	2113034 <input type="radio"/>
Newspaper ads	2113041 <input type="radio"/>	2113042 <input type="radio"/>	2113043 <input type="radio"/>	2113044 <input type="radio"/>
Trade or professional association publications/sites	2113051 <input type="radio"/>	2113052 <input type="radio"/>	2113053 <input type="radio"/>	2113054 <input type="radio"/>
Government employment centers	2113061 <input type="radio"/>	2113062 <input type="radio"/>	2113063 <input type="radio"/>	2113064 <input type="radio"/>
On-site recruitment at schools, colleges or universities	2113071 <input type="radio"/>	2113072 <input type="radio"/>	2113073 <input type="radio"/>	2113074 <input type="radio"/>
Word of mouth/personal contacts/referrals/informal networks	2113081 <input type="radio"/>	2113082 <input type="radio"/>	2113083 <input type="radio"/>	2113084 <input type="radio"/>
Job signs or posters	2113091 <input type="radio"/>	2113092 <input type="radio"/>	2113093 <input type="radio"/>	2113094 <input type="radio"/>
Unsolicited resumes	2113101 <input type="radio"/>	2113102 <input type="radio"/>	2113103 <input type="radio"/>	2113104 <input type="radio"/>
Job fairs	2113111 <input type="radio"/>	2113112 <input type="radio"/>	2113113 <input type="radio"/>	2113114 <input type="radio"/>
Other	2113121 <input type="radio"/>	2113122 <input type="radio"/>	2113123 <input type="radio"/>	2113124 <input type="radio"/>

SECTION F: CURRENT AND FUTURE SKILL SHORTAGES

Skills Shortages: Skill Shortages exist when employers are unable to fill or have considerable difficulty in filling vacancies for an occupation, or if there are specialised skill needs within that occupation, at current levels of remuneration and conditions of employment, and reasonably accessible location.

Skills shortages are different from skills gaps.

A Skills Gap is a lack of skills, work experience or qualifications among workers already employed in a job. Skills gaps refer to gaps internal to an organisation.

F1. Do you currently have any hard-to-fill vacancies due to skills shortages?

2201011 1 Yes

3 No > **Go to Question F3**

F2. What is the main reason for these vacancies?

Please check the most appropriate answer.

2202011 1 Quit

2 Layoff or dismissal

3 Retirement

4 Firm growth (new position similar to existing one)

5 Technological or organizational change (new position with new skills required)

6 Other > **Please specify:**

2202010

F3. Do you anticipate any hard-to-fill vacancies due to skills shortages in the **next two years**?

2203011 1 Yes

3 No > **Go to Question F6**

F4. What is the main reason you anticipate these vacancies in the next two years?

Please check the most appropriate answer.

2204011 1 Quit

2 Layoff or dismissal

3 Retirement

4 Firm growth (new position similar to existing one)

5 Technological or organizational change (new position with new skills required)

6 Other > **Please specify:**

2204010

F5. For three vacancies you anticipate being hard-to-fill due to skills shortages in the **next two years**, please provide the following information.

JOB #1

JOB #2

JOB #3

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2205111

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2205112

C. How many employees with this title and job description do you anticipate you will need to hire in the next two years? (a location may have multiple vacant positions with the same title and job description)

2205113

D. If you are unable to fill the skills shortages you are anticipating in the **next two years**, what will be the impact? Please check all that apply.

2205114

 Lose business or orders to competitors

2205119

 Increase workload for other staff

2205115

 Delay developing new products or services

2205120

 Outsource work

2205116

 Have difficulties meeting quality standards

2205121

 Decrease productivity

2205117

 Increase operating costs

2205112

 No particular problems/none of the above

2205118

 Have difficulties introducing new work practices

JOB #1

JOB #2

JOB #3

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2205211

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2205212

C. How many employees with this title and job description do you anticipate you will need to hire in the next two years? (a location may have multiple vacant positions with the same title and job description)

2205213

D. If you are unable to fill the skills shortages you are anticipating in the **next two years**, what will be the impact? Please check all that apply.

2205214

 Lose business or orders to competitors

2205219

 Increase workload for other staff

2205215

 Delay developing new products or services

2205220

 Outsource work

2205216

 Have difficulties meeting quality standards

2205221

 Decrease productivity

2205217

 Increase operating costs

2205222

 No particular problems/none of the above

2205218

 Have difficulties introducing new work practices

JOB #1

JOB #2

JOB #3

A. Job Title (construction worker, waiter/waitress, retail sales clerk, or financial analyst)

2205311

B. Description of main activities or duties (pouring concrete, waiting on tables, selling goods to consumers, or collecting and analyzing financial information)

2205312

C. How many employees with this title and job description do you anticipate you will need to hire in the next two years? (a location may have multiple vacant positions with the same title and job description)

2205313

D. If you are unable to fill the skills shortages you are anticipating in the **next two years**, what will be the impact? Please check all that apply.2205314 Lose business or orders to competitors2205319 Increase workload for other staff2205315 Delay developing new products or services2205320 Outsource work2205316 Have difficulties meeting quality standards2205321 Decrease productivity2205317 Increase operating costs2205312 No particular problems/none of the above2205318 Have difficulties introducing new work practices**SECTION G****G1.** How much time was spent completing this questionnaire?

9910

Hours

9900

Minutes

G2. Does this business have more than one location?

2302011

1

 Yes

3

 No > **Go to the end of the questionnaire****G3.** In completing this questionnaire, did you combine information with any other location?

2303011

1

 Yes

3

 No > **Go to the end of the questionnaire****G4.** Which locations did you report for?

2304011

1

 This location > **Go to the end of the questionnaire**

2

 Some locations

3

 All locations > **Go to the end of the questionnaire**

