

Introduction

Survey Objective

EmployerOne is an annual community survey that provides valuable insights into the labour market in Brantford, Brant, Haldimand, Norfolk, Six Nations and New Credit. The Workforce Planning Board of Grand Erie is conducting the survey jointly with 30 local organizations.

EmployerOne collects information from local employers on a range of workforce issues, such as staff turnover, hard-to-fill positions, recruitment methods, skills shortages, and training practices.

Benefit Your Business and Your Community:

Filling out EmployerOne can help your business/organization recognize workforce issues you're having and aid in HR planning. You'll also be able to see how you compare to the majority of local employers.

Survey findings are shared widely and lead to community actions to help residents and employers be successful.

Filling in the EmployerOne Survey:

- Before starting, it is helpful to have HR records on hand regarding hiring, separations, age and status of your employees, and similar information.
- Your business may receive EmployerOne from more than one source, but the survey should only be completed once. You can decide who is the most appropriate person in your business or organization to complete it.
- You can complete the survey in stages - just hit the Save and Continue Later button at the bottom of each page and follow the instructions.
- You can also print your responses at any point during the survey, just click on either the PDF or Word symbol at the bottom of each page.

Confidentiality:

The survey has been designed to protect your identity.

All answers given will be treated in strict confidence and they will be used for statistical purposes and published in aggregate form only.

Survey results will be released in Spring 2018.

Need Help?

If at any point you require assistance, please contact the Workforce Planning Board.

Jose Rodriguez (519) 756-1116, ext. 222 | jose@workforceplanningboard.org

Charlene Hofbauer (519) 756-1116, ext. 228 | charlene@workforceplanningboard.org

Mark Skeffington(519) 756-1116, ext. 225 | mark@workforceplanningboard.org

Section A: Organization and Workforce Characteristics

This section is designed to help identify workforce characteristics that are particular to your industry and location. Please answer the questions in this section as accurately and completely as possible. For the purpose of this survey, consider only paid employees (those receiving a T4 slip) for the location identified in question 1.

Business Name:

Name of person completing survey

Email address

The physical location of your business or organization:

Location simply refers to the place of business receiving this survey.

City/Town (if applicable)

County/Municipality

Is your organization a head office or branch?

- Head Office
 Branch

Is your business or organization a start-up (established in the last five years)?

- Yes
 No

Select the main sector in which you operate:

For a description of "Other services" click here: [NAICS 81 - Other Services](#)

For a description of "Professional, scientific and technical services" click here: [NAICS 54 Professional, scientific and technical services](#)

If you want information about any of the sectors, please click here: [Sector Information](#)

Continuation of Section A: Organization and Workforce Characteristics

Please indicate the total number of people that your organization employs and the corresponding numbers for each below-listed category:

[Please include yourself if you are on the payroll.]

Note: It may be difficult to answer this question precisely in some cases, so please use your best estimate. If a box does not apply, please leave it blank.

The total number of people that your organization employs

The number of people that your organization employs by age group

Under 25

25 to 54

55 and over

The number of people that your organization employs by employment type

Full-time

Part-time

Contract

Seasonal

Full-time: working 30 or more hours per week, excluding overtime

Part-time: working less than 30 hours per week, excluding overtime

Contract: a person under contract for whom a T4 statement is issued

Seasonal: employment that does not continue year-round but usually recurs

Section B: Hiring

This section inquires about the hiring your organization has done the last 12 months

Did your organization hire any employees over the last 12 months?

Yes

No

Continuation of Section B - Hiring

If your organization hired in the last 12 months, how many were in the following categories?

Please leave the corresponding box blank if the number is zero.

The total number of people hired in the last 12 months

The number of people hired in the last 12 months by employment type

Full-time

Part-time

Contract

Seasonal

The number of people hired in the last 12 months by occupational category

Management occupations

Business, finance and administration occupations

Natural and applied sciences and related occupations

Health occupations

Occupations in education, law and social, community and government services

Occupations in art, culture, recreation and sport

Sales and service occupations

Trades, transport and equipment operators and related occupations

Natural resources, agriculture and related production occupations

Occupations in manufacturing and utilities

Continuation of Section B - Hiring

This section inquires about the hiring your organization has done the last 12 months

How many were recent post-secondary grads (within the last two years)?

Have you hired one or more of the following in the last 12 months? Please indicate all applicable responses:

- Immigrant
- Visible minority
- Youth
- Person with disability
- Indigenous
- Francophone
- Older worker (over 55)
- Unsure

Please select up to three occupational categories for which you hired the most employees over the last 12 months, along with the total number of employees for each.

Occupation 1

Choose one occupational category that fits your particular situation from the drop-down list provided below

Occupational category

Please type in the specific job title

The number of people hired

Occupation 2

Choose one category that fits your particular situation from the drop-down list provided below

Occupational category

Please type in the specific job title

The number of people hired

Occupation 3

Choose one category that fits your particular situation from the drop-down list provided below

Occupational category

Please type in the specific job title

The number of people hired

Continuation of Section B - Hiring

This section inquires about the hiring that your organization has done the last 12 months

Please select the top 3 competencies for your new hires:

A competency is the ability to do something successfully or efficiently.

- Technical
- Analytical/research
- Communication (both oral and written)
- Customer service
- Team work/interpersonal
- Work ethic
- Dependability
- Computer literacy
- Time management or organizational
- Problem solving, reasoning, and creativity
- Self-motivated - ability to work with little or no supervision
- Professionalism
- Willingness to learn
- Other (please specify)

Section C: Hard-to-fill positions/jobs

This section inquires about the challenges you face in finding talent.

Were any positions/jobs hard to fill in the last 12 months?

Hard-to-fill positions are jobs for which the search for workers took longer than planned.

Yes

No

Continuation of Section C - Hard-to-fill positions/jobs

If yes, please list up to three positions/jobs you found hard to fill.

Position 1

Occupational category

Job title

Total number hard to fill

Position 2

Occupational category

Job title

Total number hard to fill

Position 3

Occupational category

Job title

Total number hard to fill

If yes, please select the top 3 reasons why the positions were hard to fill:

- No applicants at all
- Not enough applicants
- Lack of qualifications (education level - credentials)
- Lack of technical skills
- Lack of work experience
- Lack of motivation, attitude, or interpersonal abilities
- Lack of language requirements
- Lack of transportation
- Inability to assess a foreign educational qualification or credential
- Inability to compete with other employers
- Other (please specify)

On average, how long have you been trying to fill your hard-to-fill positions?

- less than 3 months 3 to 6 months 6 to 9 months 9 to 12 months more than a year

Section D: Recruitment

This section asks about the recruitment methods you used, the targeted demographics, and the use of employment services.

Please rank order up to five recruitment methods you use to hire:

Click on the recruitment method and move it to the corresponding rank.

	1 (top recruitment method used)	2	3	4	5
Word of mouth/personal contacts/referrals/informal networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site job signs or posters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unsolicited resumes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company's own internet site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online job boards/postings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site recruitment at schools, colleges, or universities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job fairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trade or professional associations publications/sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government employment centres or websites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-government or community employment service centres or websites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executive search companies or temporary help agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspaper ads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If other, please specify ...

Which of the following geographic areas were targeted for recruitment?

Please select all that apply.

- Locally
- Provincially
- Nationally
- Internationally

Did you use a free government funded employment service agency for general employment? (e.g. post any jobs)

- Yes
- No

Did you use a free government funded employment agency to recruit any of the following?

- Immigrants
- Indigenous people
- Visible minorities
- Youth
- Persons with disabilities
- Older Workers (over 55)
- Francophone
- Other (please specify)

Did you use a paid recruitment agency?

- Yes
- No

Section E: Planned Hiring

This section is designed to determine your hiring plans for the next 12 months.

Do you plan on hiring anyone over the next 12 months?

Yes

No

Continuation of Section E - Planned Hiring

Of the total number of planned hires, how many do you expect will be in the following categories?

Please leave the corresponding box blank if the number is zero.

The estimated total number of anticipated hires for the next 12 months

Approximately how many employees do you plan to hire for each type of employment

Full-time

Part-time

Contract

Seasonal

Please estimate how many employees do you plan to hire within each occupational group

Management occupations

Business, finance and administration occupations

Natural and applied sciences and related occupations

Health occupations

Occupations in education, law and social, community and government services

Occupations in art, culture, recreation and sport

Sales and service occupations

Trades, transport and equipment operators and related occupations

Natural resources, agriculture and related production occupations

Occupations in manufacturing and utilities

Please select the main reasons you anticipate hiring for the following occupational groups over the next 12 months?

	Retirement	Expansion	Technological change	Seasonal	Fill a vacancy/replacement	Other
Management occupations	<input type="radio"/>	<input type="radio"/>				
Business, finance, and administration occupations	<input type="radio"/>	<input type="radio"/>				
Natural and applied sciences and related occupations	<input type="radio"/>	<input type="radio"/>				
Health occupations	<input type="radio"/>	<input type="radio"/>				
Occupations in education, law and social, community and government services	<input type="radio"/>	<input type="radio"/>				
Occupations in art, culture, recreation, and sport	<input type="radio"/>	<input type="radio"/>				
Sales and service occupations	<input type="radio"/>	<input type="radio"/>				
Trades, transport and equipment operators and related occupations	<input type="radio"/>	<input type="radio"/>				
Natural resources, agriculture and related production occupations	<input type="radio"/>	<input type="radio"/>				
Occupations in manufacturing and utilities	<input type="radio"/>	<input type="radio"/>				

If other, please specify ...

Section F: Turnovers

This section will capture the number of separations that you had in the past 12 months

Did your organization experience any separations over the last 12 months?

Yes

No

Note: Separations are defined as retirements, dismissals, permanent layoffs, temporary layoffs and other separations.

Continuation of Section F - Turnovers

Please estimate the total number of separations and the corresponding numbers for each category listed below:

Please leave the corresponding box blank if the number is zero.

The total number of separations experienced in the last 12 months

The number of separations by type

Quits

Retirements

Layoffs

Dismissal

Other

The number of separations by occupational group

Management occupations

Business, finance, and administration occupations

Natural and applied sciences and related occupations

Health occupations

Occupations in education, law and social, community and government services

Occupations in art, culture, recreation, and sport

Sales and service occupations

Trades, transport and equipment operators and related occupations

Natural resources, agriculture and related production occupations

Occupations in manufacturing and utilities

Section G: Training

This section intends to capture your training efforts and challenges.

How do you rate the availability of qualified workers in the Grand Erie region?

- Excellent
- Good
- Fair
- Poor

Was your organization able to provide or support professional development or training opportunities for your employees last year?

- Yes
- No

Continuation of Section G - Training

If yes, please indicate how you support training/professional development opportunities.

Please select all that apply.

- Fund it (fully or partially)
- Use government hiring and training incentives
- Offer flexibility in work schedule
- Supply information on career development
- Provide internal training
- Other (please specify)

For your workforce what are the three most frequently offered types of training?

This question refers to training that is beyond the legislated/mandatory training that is required in your sector.

Type of training #1

Type of training

If other training, please specify ...

Occupational category

Specific job title

Type of training #2

Type of training

If other training, please specify ...

Occupational category

Specific job title

Type of training #3

Type of training

If other training, please specify ...

Occupational category

Specific job title

In the last 12 months, where was most of the training you needed offered

	On site	Off site - locally	Off site - remotely	Online	Not available
Technical skills	<input type="radio"/>				
New technology/equipment	<input type="radio"/>				
Professional qualifications	<input type="radio"/>				
Soft skills (e.g. communication, teamwork)	<input type="radio"/>				
Management	<input type="radio"/>				
Supervisory	<input type="radio"/>				
Academic upgrading	<input type="radio"/>				
Other	<input type="radio"/>				

If other, please specify ...

Do you have challenges/barriers to your employees receiving ongoing training and education?

Yes

No

Please rank in order up to 5 challenges/barriers to your employees receiving ongoing training and education:

	1 (greatest challenge/barrier)	2	3	4	5
Cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of existing training programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of training support programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance to travel to facility for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Losing trained employees to other businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of legislated training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loss of productivity during training time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If other, please specify ...

Continuation of Section G - Training

Did your organization provide any apprenticeship training in the last 12 months?

- Yes
- No
- Our industry does not have apprentices

Continuation of Section G - Training

We were unable to take on apprentices at this time because:

Please select all that apply

- We lack the requisite staffing ratios that would enable us to take on an apprentice
- We believe it would be a financial hardship to take on an apprentice
- We believe we would lose time/productivity of current staff if we took on an apprentice
- We do not want to risk taking on apprentices who will leave our organization for other opportunities after we have trained them
- Other (please specify)

Continuation of Section G - Training

If yes, please identify the trade(s) that you provided an apprenticeship for:

List them one after the other, separated by a comma.

Continuation of Section G - Training

Does your organization participate in a wellness program?

Yes

No

Do you provide any of the following opportunities to students or job seekers?

	Paid Co-op or Internship	Unpaid Co-op or internship	Mentoring
High school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job seeker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workforce Planning Board of Grand Erie

Which of the following items will be impacted by **Bill 148** (select 3)

- Adapting your human resources
- Developing policies and procedures
- Workforce planning
- Increased automation
- Maintaining/improving productivity
- Managing customer relations

For more information about **Bill 148** click [here](#).

The Workforce Planning Board of Grand Erie conducts research studies/discussions throughout the year on pressing local labour market issues. Would you be willing to be contacted for upcoming studies/discussion related to your industry/business?

- Yes
- No

If yes, please provide your contact information

Name

Email address

Telephone number

Please share any comments you wish to make:

Thank you for taking the time to fill out the EmployerOne Survey. Please press the "Done" button to complete the survey.