

Labour Demand Forecast Survey

Company Name: _____

Contact Name: _____ Job Title: _____

1. Company information:

- a. Industry sector
- Retail
 - Hospitality
 - Service
 - Trades
 - Marine

2. Current employees:

- a. Number of current employees
- 0 – 10 employees (small employer)
 - 11 – 20 employees (medium employer)
 - > 20 employees (large employer)
- b. Types of positions of current employees
- Customer Service/Hospitality/Retail
 - Administrative
 - Professional (ie: Dr., Eng., Lawyer, CGA, etc)
 - Health Care, Social Service
 - Trades
 - Labourer
- c. Employment type:
- Full-time
 - Part-time
 - Casual
 - Seasonal
 - Contract

3. Have you had staff turnover in the past year?

- No
- Yes

If yes,

- a. How much staff turnover have you experienced in the past year?

_____ (number of staff that have left or % turnover)

4. What are the reasons why the employee(s) left?

5. Do you have an exit interview program?

- No
 Yes

6. Future demand for employees:

a. What trend so you see for your labour requirements in the next 1-3 years?

- Remain the same Increase Decrease

b. What are the reasons for this anticipated change in labour requirements?

c. What are the estimated number of employees you will require over the next 3 years?

Upcoming year -- 2009

# employees	Types of position	Employment type (full-time, part-time, casual)	Skills sets required (education, experience, qualifications)	Hourly Pay Range
	Customer Service/Hospitality/Retail			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Administrative			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Professional ie: Dr. Eng. CGA			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Health Care, Social Service			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Trades			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Labourer			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22

In 2010

# employees	Types of position	Employment type (full-time, part-time, casual)	Skills sets required (education, experience, qualifications)	Hourly Pay Range
	Customer Service/Hospitality/Retail			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
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	Trades			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Labourer			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22

In 2011

# employees	Types of position	Employment type (full-time, part-time, casual)	Skills sets required (education, experience, qualifications)	Hourly Pay Range
	Customer Service/Hospitality/Retail			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Administrative			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
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	Trades			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22
	Labourer			<input type="checkbox"/> \$8 - \$10 <input type="checkbox"/> \$11 - \$14 <input type="checkbox"/> \$15 - \$18 <input type="checkbox"/> \$19 - \$22 <input type="checkbox"/> > \$22

7. Do you have any position vacancies that you cannot fill or are very difficult to fill?

- No
 Yes If yes,

What occupational categories are difficult to fill? _____

Why are these positions difficult to fill? _____

8. Where/how do you advertise and recruit employees

- a. Where do you advertise for employees?
- Newspaper Ads
 - On-line advertisements (free) – ie Craig’s list
 - On-line advertisements (paid) – Monster.ca
 - Employment agencies
 - In-house recruitment (ie families of workers, etc)
 - Hiring Fairs
 - Other: _____

9. What types of retention strategies & programs do you have in place for your employees:

- Health benefits
- Flex time / job sharing
- Paid vacation time
- Staff discounts
- Use of company equipment
- Performance assessments
- Career advancement plans
- Other: _____

10. What type of training do you offer in your organization?

- Orientation
- On-the-job training
- Policies & Procedures manuals
- Procedures manuals for various roles (“how to do your job”)
- In-house training programs
- Support of and payment of out-of-house training programs
 - If yes, how much is paid
 - < \$200 / year
 - < \$200- \$500 / year
 - < \$500 - \$1000 / year
 - > \$1,000/ year
- Other: _____

11. Additional Comments : _____
