

Employer Survey – Miscellaneous Manufacturing

Introduction

Thank you for participating in the ManufacturingGPS initiative.

Through EMC, ManufacturingGPS is an interactive online resource providing key information and benchmarking tools for HR, labour market, skills and capability needs. EMC is collecting/updating labour market information and HR benchmarks such as compensation levels and turnover rates since 2015. ManufacturingGPS is a trusted resource to help the sectors make sound human capital decisions.

This information will remain anonymous and will help employers develop the workforce they require.

You have the following options for updating and/or completing the survey. You may:

- Complete or update the survey online at: TBD
- Fill out the survey and return it to us via...
 - Mail: EMC, P. O. Box 396, Owen Sound, ON N4K 5P7
 - Fax at 519-376-6092
 - Should you require assistance, please contact Wendy Gray, Project Coordinator, wgray@emccanada.org or call 1-866-323-4362

Please provide your name, company and contact information in the space provided below:

Name: _____

Company: _____

Tel.: _____

E-mail: _____

Fax: _____

Company Profile

This first section deals with the characteristics of your company. All responses will be kept confidential.

1. **What is the postal code of your company's manufacturing location?**

(Please provide without a space in this format: A1B2C3)

2. **Which of the following industries most accurately reflects your company's manufacturing activities?**

(Select only one)

- | | |
|---|---|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Chemical, petroleum & coal |
| <input type="checkbox"/> Computer & appliances | <input type="checkbox"/> Fabricated metal |
| <input type="checkbox"/> Food, beverage & tobacco | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Motor vehicle & parts |
| <input type="checkbox"/> Non-metallic mineral | <input type="checkbox"/> Plastics & rubber |
| <input type="checkbox"/> Primary metal | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Textiles, clothing & leather | <input type="checkbox"/> Wood & paper |
| <input type="checkbox"/> Miscellaneous | |

3. **Do Unions exist at your facility?**

- Yes
 No

4. **Where does your company sell its products?**

(Check all that apply)

	Sell products
Locally/Regionally	<input type="checkbox"/>
Provincially	<input type="checkbox"/>
Nationally	<input type="checkbox"/>
Internationally	<input type="checkbox"/>
Don't know/No Response	<input type="checkbox"/>

Benefits

5. **Does your company offer the following employee benefits?** (Check all that apply).

- Medical Insurance/Healthcare
- Dental Insurance
- Eye Insurance
- Employee Wellness Program
- Flexible Work Location
- Vacation time (above legislated standard)
- Pension
- Stock Options
- Educational/Professional Development
- Short Term Disability
- Long Term Disability
- Flexible Work Hours
- Personal Days (Paid)
- Employee Reward Programs
- No benefits provided
- Don't know/No Response
- Other (Please specify): _____

Workforce Overview

6. **What percentage of your workforce...**

	Percent of FTEs	Don't Know/ No Response
a. Will retire in the next 12 months		<input type="checkbox"/>
b. Is under the age of 35		<input type="checkbox"/>

7. What proportion of your workforce is/has...
(Please provide the percentage of full-time equivalents - FTEs)

Indicator	Definition	Percent of FTEs	Don't Know/ No Response
Female	Any person who self-identifies as female.		<input type="checkbox"/>
Post-secondary completion	Those whose highest level of educational attainment is: <ul style="list-style-type: none"> • Apprenticeship or trades certificate or diploma (including 'centres de formation professionnelle') • College, CEGEP or other non-university certificate or diploma • University certificate or diploma below bachelor level • A university degree (bachelor's degree or higher). 		<input type="checkbox"/>
Foreign trained professional	Someone who has successfully completed a formal credential in a country other than Canada.		<input type="checkbox"/>
Newcomers (within the last 5 years) to Canada	Any person who has entered Canada within the last five years and is eligible to work in Canada.		<input type="checkbox"/>
Indigenous Peoples	Indigenous Peoples include persons who are First Nation, Inuit, Metis, or non-status.		<input type="checkbox"/>
Members of a visible minority (or racialized group)	Any person who is non-Caucasian in race or non-white in colour, and who is not an Indigenous Person. A "racialized group" is an equivalent term used by some provinces in place of visible minority (e.g. Ontario's Human Rights Commission uses racialized group).		<input type="checkbox"/>
Persons with Disabilities	Individuals who have physical, mobility and/or sensory impairments; cognitive or intellectual disabilities; mental health issues or illnesses; neurological disorders; or other health issues that result in barriers to employment, accessibility or full participation.		<input type="checkbox"/>

Employment

8. **According to these nine functional groups, does your company employ any workers that would fall within them?**

(Please check all that apply, both at the group level and any specific occupations listed within each group. These occupations of interest may not account for all your employees. Hold your cursor over any functional group or specific occupation for a description and examples of job titles.)

Functional Group	Employ	Difficult to Hire – Yes or No
Production Managers	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administration Managers	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sales and Business Development	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shipping and Receiving	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Development, Engineering and Quality Control	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance Trades	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Production - Supervisors	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Production - Machine Operators and Assemblers	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Production - Labourers	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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The following section asks about your current workforce, you may need to access your company's administrative data to provide answers.

9. According to the functional groups your company employs, as well as other specific occupations; please provide information on the expected hires in the next 12 months for each occupation, as well as voluntary and involuntary turnover over the past 12 months.

Functional Group/ Occupation	Expected Hires in the next 12 Months		Voluntary Turnover (Past 12 months)		Involuntary Turnover (Past 12 months)	
	# of FTEs	Don't Know	% of FTEs	Don't Know	% of FTEs	Don't Know
Production Managers		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Administration Managers		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Sales and Business Development		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Shipping and Receiving		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Development, Engineering and Quality Control		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Maintenance Trades		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Production - Supervisors		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Production - Machine Operators and Assemblers		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Production - Labourers		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

10. **According to the functional groups your company employs, as well as other specific occupations. Please provide for each functional group/occupation the average wage/salary.**
(Please indicate if the wage is annual or hourly)

Functional Group/ Occupation	Average Wage/Salary		
	\$	Unit	Don't Know
Production Managers		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Administration Managers		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Sales and Business Development		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Shipping and Receiving		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Development, Engineering and Quality Control		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Maintenance Trades		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Production - Supervisors		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Production - Machine Operators and Assemblers		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>
Production - Labourers		<input type="checkbox"/> \$/Hour <input type="checkbox"/> \$/Year	<input type="checkbox"/>

11. **What is the projected percentage of change to wages for next year?**

- 0 - No % change
- 1% - 1.5%
- 2% - 2.5%
- 3% - 3.5%
- 4% - 4.5%
- 5% - 5.5%
- 6% or higher

Workplace Essential Skills

12. To what extent do you agree or disagree with the following statements?

Statements	Strongly disagree (1)				Strongly agree (5)	Don't Know
Overall, our company measures the impact of training on the business.	1	2	3	4	5	<input type="checkbox"/>
Overall, our company has an in-depth understanding of the training needs of our employees.	1	2	3	4	5	<input type="checkbox"/>

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13. What most influences your commitment to developing employee skills? Please identify the top 3 and rate in order of importance.

- We do not place any importance on developing employee skills
- Opportunities to learn, practice, perform
- Revised, realistic expectations
- Delegation of challenging assignments
- Special projects
- Job change (additional scope, responsibilities)
- Coaching and feedback on specific skills
- Mentoring
- Sharing of knowledge, experience (from you or others)
- Observing/ Apprenticing with competent associates
- Technology changes
- Need to improve Productivity
- Improve literacy, essential skills and competencies
- Don't Know/No Response

14. Over the past 12 months, how much did your company spend *per employee* on skills development activities (this can include amounts spent on non-legislated external courses, internal training staff, salaries for workers while on training and administrative time to organize the activities)?

- \$1 - \$250
- \$251 - \$500
- \$501 - \$750
- \$751 - \$1,000
- \$1,001 - \$1,500
- \$1500+
- Don't know/No Response

15. Overall, is your current workforce meeting your needs in each of the following skills?

Skills	Not meeting skill needs (1)	2	Meeting Skill Needs (3)	4	exceeding skill needs (5)	Don't Know/Not applicable/Skill not required	Proportion (%) of last year's training costs spent on skill listed.
Reading, Writing and Numeracy (Literacy Skills)	1	2	3	4	5	<input type="checkbox"/>	
Document Use (How to Use Data/Charts/Communication through Documents)	1	2	3	4	5	<input type="checkbox"/>	
Computer-Use/Digital Skills	1	2	3	4	5	<input type="checkbox"/>	
Thinking (Problem Solving)	1	2	3	4	5	<input type="checkbox"/>	
Oral Communication (Presentation Skills)	1	2	3	4	5	<input type="checkbox"/>	
Working with Others (Communication and Teams)	1	2	3	4	5	<input type="checkbox"/>	
Future Skills related to Job (Continuous Learning)	1	2	3	4	5	<input type="checkbox"/>	
Reading and Developing Diagrams/Schematics	1	2	3	4	5	<input type="checkbox"/>	
Business Development	1	2	3	4	5	<input type="checkbox"/>	
Technical Skills	1	2	3	4	5	<input type="checkbox"/>	
Productivity/Lean Manufacturing	1	2	3	4	5	<input type="checkbox"/>	
Management/Leadership	1	2	3	4	5	<input type="checkbox"/>	

16. A digital adoption strategy (i.e. new technologies, automation, Internet of things, Artificial Intelligence, Blockchain, etc.) ensures staff understand the digital tools available to them and can use them to their fullest capacity. Please indicate the following:

Does your company have a digital adoption strategy in place today?

- Yes
- No

Do you plan to implement a digital adoption strategy in the next 12 months?

- Yes
- No

On a scale of 1 to 5, with 1 being not ready at all, and 5 being fully ready, how ready is your company to adopting and implementing a digital adoption strategy?

Statements	Not Ready (1)				Fully Ready (5)	Don't Know
Digital Adoption Strategy	1	2	3	4	5	<input type="checkbox"/>

Recruitment

17. What are the causes of hard-to-fill vacancies?

(Please check all that apply)

- Applicants lack the skills required
- Applicants lack the work experience required
- Not enough people trained / applicants lack the educational qualifications
- Low number of applicants
- Competition from other employers
- The skills we need are located in other regions
- Lack of good work ethic and job commitment
- Other reasons (please specify): _____
- Don't know/No Response

18. What recruitment method has been the most successful at your organization when advertising job vacancies? *(Please select one)*

- Employee Referral program
- Newspaper ads
- Employment Agencies
- Canadian Job Bank
- Indeed
- LinkedIn
- Career Fairs
- College/University Job Boards
- Company Website – Careers
- Other, please specify: _____

19. Are you currently hiring or planning to hire High School, College, University, co-op, or internship students in the next 12 months?

- Yes
- No

20. Is there anything unique your organization has done to help find the right employees with the skills necessary for your company? Please specify: _____

Appendix A - National Occupational Classification (NOC) Definitions

Occupation	NOC Definition
Production Managers	Production Managers plan, organize, direct, control and evaluate the operations of a manufacturing establishment or of a production department within a manufacturing establishment, under the direction of a general manager or other senior manager.
Production - Supervisors	People who supervise and co-ordinate the activities of workers who operate processing machines and/or who fabricate, assemble and inspect manufactured products.
Production - Machine Operators and Assemblers	Machine operators and related production workers in metal fabrication, chemical products processing, wood, pulp, and paper processing, rubber and plastics processing, textile processing, food, beverage and associated products processing, fish and seafood processing, and other processing or manufacturing.
Production-Labourers	Labourers in metal fabrication, chemical products processing, wood, pulp, and paper processing, rubber and plastics processing, textile processing, food, beverage and associated products processing, fish and seafood processing, and other processing or manufacturing.