

Draft questionnaire on skill needs

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Vacancies - skill shortages

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- Then in skill related deficiencies it is possible to ask directly about which type of skills are lacking.

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a. Question about vacancies:

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- a. Question about vacancies:
- **How many vacancies do you currently have at this establishment (enterprise)**

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a. Question about vacancies:

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- **How many vacancies do you expect to have at this establishment (enterprise) within the current year?**
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b. Question about hard to fill vacancies:

Vacancies - skill shortages

a. Question about vacancies:

- **How many vacancies do you currently have at this establishment (enterprise)**
- **How many vacancies do you expect to have at this establishment (enterprise) within the current year?**
- Restrict the number of occupations? UK NESS up to 6, IT Exc all

b. Question about hard to fill vacancies:

- **Are you finding any of these vacancies hard to fill?**

Vacancies - skill shortages

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Vacancies - skill shortages

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 - **(For each occupation) Can you state what are the main causes for having a HTFV?**

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- **(For each occupation) Can you state what are the main causes for having a HTFV?**
- 1 Lack of applicants interested in the job
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- **(For each occupation) Can you state what are the main causes for having a HTFV?**
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- **(For each occupation) Can you state what are the main causes for having a HTFV?**
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 - 4 Lack of applicants with the required skills

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 - 12 Do not know

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 - **Social skills**
 - ① Communication skills (written and oral)

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- **Can you state which are the skills that you have found lacking in the applicants?**
 - **Social skills**
 - 1 Communication skills (written and oral)
 - 2 Customer handling skills

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- **Can you state which are the skills that you have found lacking in the applicants?**
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 - **Cognitive skills**

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e. Contd

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- Technical / practical skills

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- Technical / practical skills
- ⑩ Office administration skills

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- Technical / practical skills
- ⑩ Office administration skills
- ⑩ Technical, practical skills (manual dexterity)

Vacancies - skill shortages

e. Contd

- Technical / practical skills
- 10 Office administration skills
- 11 Technical, practical skills (manual dexterity)
- 12 General IT users skills

Vacancies - skill shortages

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- Technical / practical skills
- 10 Office administration skills
- 11 Technical, practical skills (manual dexterity)
- 12 General IT users skills
- 13 IT professional skills

Vacancies - skill shortages

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- Technical / practical skills
- 10 Office administration skills
- 11 Technical, practical skills (manual dexterity)
- 12 General IT users skills
- 13 IT professional skills
- 14 Other....

Occ. structure - skill gaps

- Question on firms' occupational structure are suitable for assessing skill gaps.

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- Thus skill gaps are referred as the distance existing between the competences/qualification of the existing workforce and the production or organisational needs of the firm.
- To the extent that it is possible information about the wage scale associated with each occupation should be included.

Occ. structure - skill gaps

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Occ. structure - skill gaps

- a. Ask about firms' occupational structure (and, possibly, earnings)
- **How many of your staff are employed as...?**
 - ① List of occupations (ISCO II digit)
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 - **For each occupation please fill the number of staff in each earning category**

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	Total Employment

Computer Support Specialists - Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1041													

Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain and monitor network hardware and software to ensure network availability to all system users.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1071													

Architecture and Engineering Occupations

Industrial Engineers - (Industrial Quality Control Engineer) Design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2112													

Industrial Engineering Technicians - Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff.	A	B	C	D	E	F	G	H	I	J	K	L	T
17-3026													

Life, Physical, and Social Science Occupations

Chemists - Conduct qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-2031													

Occ. structure - skill gaps

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Occ. structure - skill gaps

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- **How many of your n. existing occupation would you regard as not fully proficient at their job?**

Occ. structure - skill gaps

- b. Assess skill gaps by asking, for each occupation, whether the workforce has met the firms' needs in terms of production and organization
 - **How many of your n. existing occupation would you regard as not fully proficient at their job?**
 - Add list of occupations [1 digit ISCO]

Occ. structure - skill gaps

- c. Ask the reason for non proficiency

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 - **(For each occupation) What are the main reasons for your occupation not being fully proficient?**

Occ. structure - skill gaps

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 - **(For each occupation) What are the main reasons for your occupation not being fully proficient?**
 - ① Recruitment problems

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 - **(For each occupation) What are the main reasons for your occupation not being fully proficient?**
 - ① Recruitment problems
 - ② Training problems

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 - **(For each occupation) What are the main reasons for your occupation not being fully proficient?**
 - ① Recruitment problems
 - ② Training problems
 - ③ High turnover rate in occupation

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 - **(For each occupation) What are the main reasons for your occupation not being fully proficient?**
 - ① Recruitment problems
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 - ③ High turnover rate in occupation
 - ④ Lack of motivation

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 - ④ Lack of motivation
 - ⑤ Poor work organisation
 - ⑥ Lack of experience (recent hirings)

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- 2 Training problems
- 3 High turnover rate in occupation
- 4 Lack of motivation
- 5 Poor work organisation
- 6 Lack of experience (recent hirings)
- 7 Lack of skills

Occ. structure - skill gaps

d. Assess skill related deficiencies

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- **(For each occupation) Which of the following skills that are lacking is having the greatest impact on non proficiency?**

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- 2 Customer handling skills
- 3 Team working skills

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Occ. structure - skill gaps

e. Action implemented

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- **What action is your firm implementing in order to reduce non proficiency by some of your staff?**

Occ. structure - skill gaps

e. Action implemented

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1 Training

Occ. structure - skill gaps

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- **What action is your firm implementing in order to reduce non proficiency by some of your staff?**

- 1 Training
- 2 New recruitment

Occ. structure - skill gaps

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- **What action is your firm implementing in order to reduce non proficiency by some of your staff?**

- 1 Training
- 2 New recruitment
- 3 Change work organisation

Occ. structure - skill gaps

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- **What action is your firm implementing in order to reduce non proficiency by some of your staff?**

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- 2 New recruitment
- 3 Change work organisation
- 4 Change / improve supervision
- 5 Implement / change performance assessment and benefits

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- **What action is your firm implementing in order to reduce non proficiency by some of your staff?**

- 1 Training
- 2 New recruitment
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- 4 Change / improve supervision
- 5 Implement / change performance assessment and benefits
- 6 Other...

Enterprise training

- Firms' training policies as a tool for assessing skill needs can be cantered on

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 - Training of the stock of employees (link it with section 2)

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 - Training of the stock of employees (link it with section 2)
 - Training of the flow of new hirings (link it with section 1).

Enterprise training

- Firms' training policies as a tool for assessing skill needs can be cantered on
 - Training of the stock of employees (link it with section 2)
 - Training of the flow of new hirings (link it with section 1).
- Important to design the survey in order to distinguish between the need for new skills and the simple updating of existing skills in the workforce.

Enterprise training

- a. Ask whether the firm performs any training activity on the workforce and the extent of workforce training (training intensity).

Enterprise training

- a. Ask whether the firm performs any training activity on the workforce and the extent of workforce training (training intensity).
- **Did your establishment/enterprise offered training courses in the last year?**

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- a. Ask whether the firm performs any training activity on the workforce and the extent of workforce training (training intensity).
 - **Did your establishment/enterprise offered training courses in the last year?**
 - **How many employees by occupation were involved in internal training (on the job training) activity?**

Enterprise training

- a. Ask whether the firm performs any training activity on the workforce and the extent of workforce training (training intensity).
- **Did your establishment/enterprise offered training courses in the last year?**
 - **How many employees by occupation were involved in internal training (on the job training) activity?**
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Enterprise training

- a. Ask whether the firm performs any training activity on the workforce and the extent of workforce training (training intensity).
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Enterprise training

b. Ask the type of training activity.

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Enterprise training

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Enterprise training

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