

# 2002 Job Vacancy Survey: Occupations in Demand


## DIRECTIONS

- Please direct this survey to the manager or human resources professional responsible for hiring and recruitment at this location of your business.
- Please respond **before** <month> <day>. Your cooperation will allow us to complete this survey in a timely manner.
- Surveys can be returned by mail, fax, or Internet. Return your survey by fax at (999) 999-9999. Submit it via the Internet at [www.<yourorganization>.org/lmi/jobvacancy](http://www.<yourorganization>.org/lmi/jobvacancy).
- **No data identifying individual firms, directly or indirectly, will be published or released.**
- Summary results will be available on the Internet in <Month and year> at [www.<yourorganization>](http://www.<yourorganization>)
- If you have any questions about the survey, please call: **Mary Smith** at (999) 999-9999 or **John Jones** at (999) 999-9999 or visit our website at [www.<yourorganization>.org/lmi/jobvacancy](http://www.<yourorganization>.org/lmi/jobvacancy) .
- Callers outside the metro area can phone toll-free, (877) 999-9999.
- **Answer Part A below, and then turn the form over to complete Part B.**

(pre-printed establishment  
identification label here)

## Part A – About Your Business

This form asks for information about the business, institution or organization listed in the upper right hand corner of this form.

<p><b>1: Total number of employees:</b></p> <p>_____</p> <p>If you have multiple locations, please fill out the survey for the entity listed in the upper right hand corner of this form.</p>	<p><b>2: Who is responding to this survey?</b></p> <p>Your name _____</p> <p>Title _____</p> <p>Phone Number _____</p>	<p><b>3: Do you have vacancies at this location?</b></p> <p><input type="checkbox"/> Yes Turn over survey and complete Part B </p> <p><input type="checkbox"/> No Mail or fax survey back to the contact listed above.</p> <p><b>It is important for you to return the survey even if you have no vacancies. You may also notify us by phone at (999) 999-9999 if you have no vacancies.</b></p>
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### Comments:

If you would like a copy of the survey results mailed to you, please check this box.

survey ID number

# Part B- CURRENT Job Vacancies At This Location

survey ID number

	A <b>Job Titles</b> for Vacancies	B <b>Number of current job openings</b>	C <b>Fill in the <input type="radio"/> if position is seasonal or temporary</b> (lasting for a fixed duration)	D <b>How long have you been trying to fill this vacancy?</b> <small>(if multiple openings, report for the oldest one)</small>				E <b>What education level is usually required?</b> <small>(Choose one)</small>						F <b>Fill in the <input type="radio"/> if a license or certification required</b>	G <b>What experience is usually req'd?</b> <small>(Choose one)</small>			H <b>What is the expected hourly, monthly or annual compensation?</b>	I <b>What benefits are offered?</b> <small>(Choose all that apply)</small>					
				Constantly recruiting/always hiring	60 or more days	30 – 59 days	Less than 30 days	No education requirement	High school or GED	Vocational training	Associate's degree	Bachelor's degree	Advanced degree		No experience required	Some work experience	Experience related to position		Health insurance	Paid sick leave	Paid vacation	Retirement savings plan or pension	No benefits offered	
<b>Full-time</b>	(Example) <i>Junior Accountant</i>	2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$45,000/yr	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
	(Example) <i>Trainer</i>	1	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$3500-4000/mo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Part-time</b>	(Example) <i>Mail clerk</i>	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$6 - 8/hr	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Not enough space? Call for another copy (999)-999-9999 or make a photocopy of this page. Thank you for your participation.