

The Northwest Training and Adjustment Board (NTAB) was established in 1997. It is one of 21 Local Boards in the Province of Ontario. NTAB is a not-for-profit, community based organization which is funded by the Ministry of Training, Colleges and Universities. NTAB is governed by a volunteer Board of Directors that is representative of the districts it serves.

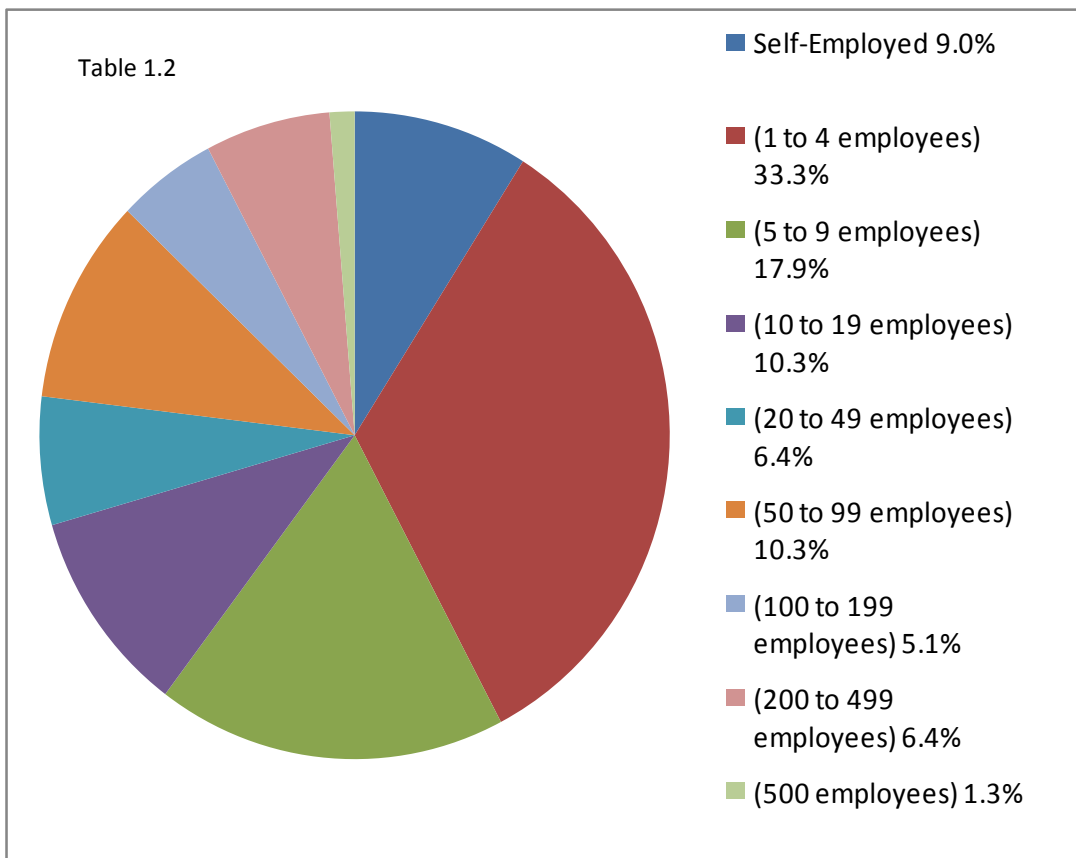
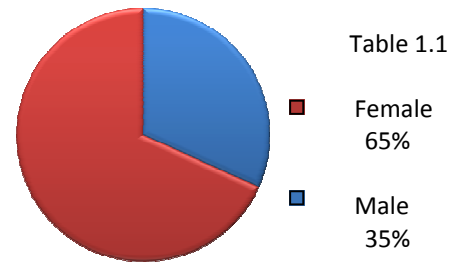


## PROFILE OF SURVEYED EMPLOYERS

Of the 80 employers surveyed, 14% were from the Healthcare and Social Assistance sector, 14% were in Retail/Trade, 12% were in Finance and 9% were in Agriculture, Forestry, Fishing and Hunting.

33% of surveyed employers had 1 to 4 employees, 18% had 5 to 9 employees and 10% had 10 to 19 and 50 to 99 employees (Table 1.2).

The surveyed employers described their workforce as predominately female (Table 1.1). 74% of their employees were primarily full-time.



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## RECRUITING AND HIRING NEW EMPLOYEES

Of the 80 employers surveyed, 57% did not have difficulty finding new employees with the education and skills required for the job.

The below listing of occupations were identified by the surveyed employers as available positions in their company that they have had difficulty filling:

Housekeeping	Recreation Therapist
Clinical Psychologist	Personal Support Worker
Pharmacist	Office Administrator
Physiotherapist	Intern
Ultrasound Technologist	Controller
French Immersion Teachers	Technician
Public Health Inspectors	Sewing Machine Operator
Speech Pathologists	Veterinary Technician
Travel Agent	Operations Superintendent
Loans Officer	Planning Administrator
Marketing Coordinator	Licensed Technician
Powerlineman	Apprentice Technician
Electrician	Administrative assistant
Hospitality Industry	AZ & DZ Truck Drivers
Bookkeeper	Labourers
Registered Nurse	Chef/Cook
Laboratory Technician	Night staff
Classroom Assistant	IT Support
Basic Skills Tutor	Social Housing
Community Development Officer	Customer Service Representative

When hiring new employees, the top 3 desirable skills employers are looking for are:

- *Problem Solving & Reasoning Skills*
- *Oral & Written Communication Skills*
- *Customer Service Experience*



- Customer Service Experience 70.3%
- Cash Experience 28.1%
- Supervisory/Management Experience 18.8%
- Computer & Keyboarding Skills 62.5%
- Reading & Writing 51.6%
- First Aid/CPR Certification 18.8%
- WHMIS 17.2%
- TDG (Transportation of Dangerous Goods) 4.7%
- Oral & Written Communication Skills 71.9%
- Analytical Skills 40.6%
- Problem Solving & Reasoning Skills 79.7%
- Tact & Diplomacy 56.3%
- Valid Driver's License (G, D, etc.) 37.5%
- Budget/Bookkeeping/Financial Experience 32.8%
- Telephone Skills 51.6%

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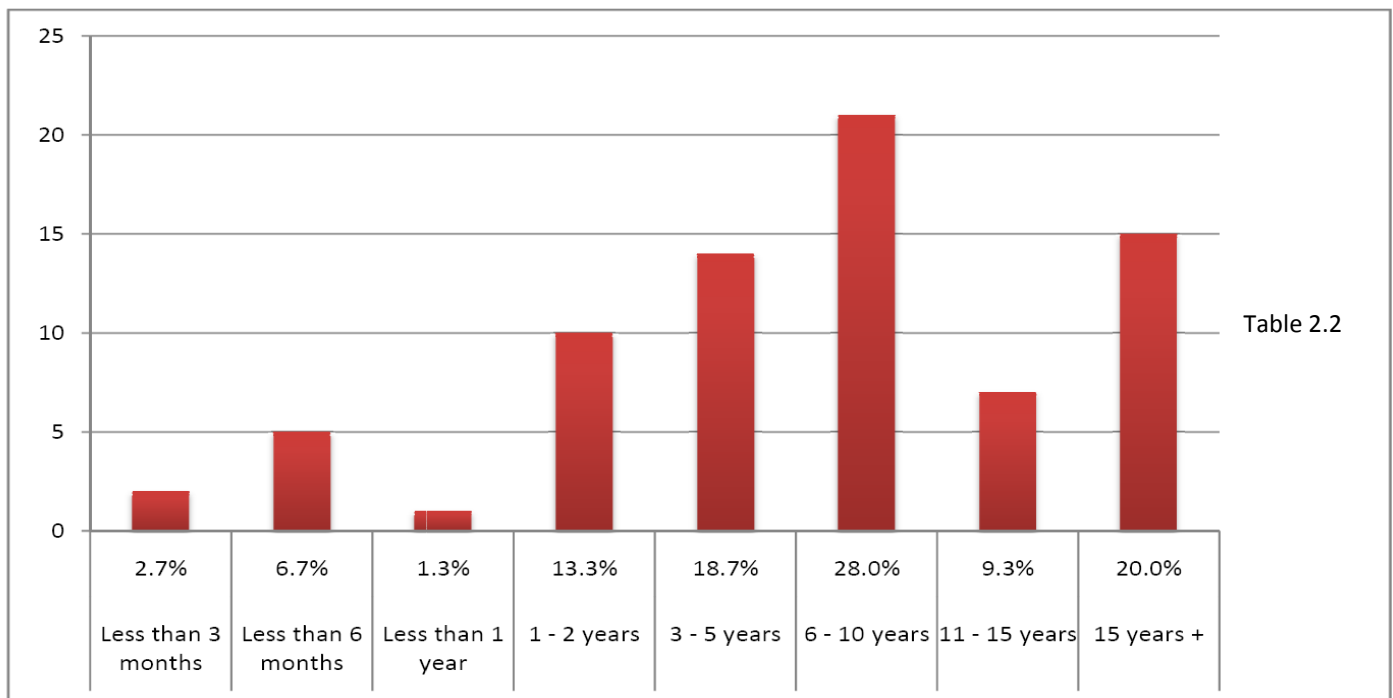
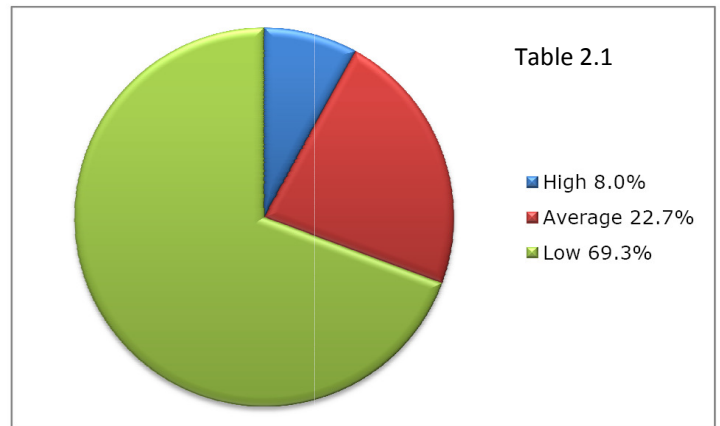


## TURNOVER AND RETENTION

Of the 80 employers surveyed, 69% indicated a low turnover rate (Table 2.1). The factors identified by employers that may contribute to low employee turnover was wage/salary, job satisfaction, benefits/amenities provided by employer and job flexibility.

80% of surveyed employers reported a low rate of employee absenteeism.

When asked what the average length of employment of their employees, 28% reported employee retention to be between 6 to 10 years with 20% with employment spanning over 15 years (Table 2.2).



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## FUTURE DEMAND

Of the 80 employers surveyed, 61% saw the number of employees remain the same within the past 12 months. 25% saw an increase in number of employees within the same timeframe. (Table 3.1)

68% expect the number of employees at their place of business to remain the same over the next year.

Seventy percent of surveyed employers expect 0 to 10% of their workforce to retire in the next 5 years. (Table 3.2)

