

Survey on Recruitment, Employment and Training Needs in Québec in 2021–2022

About the survey

The *Survey on Recruitment, Employment and Training Needs in Québec in 2021–2022* is being conducted at the request of the Ministère de l'Emploi et de la Solidarité sociale (MESS). The objective of this survey is to collect accurate data on current workforce needs. This information will allow various labour market partners to adapt programs and services in order to strengthen the match between labour supply and demand by occupation, both at the provincial and regional levels.

The results will provide various labour market partners with insight into current workforce needs, the nature of positions that remain vacant and the factors involved. This information will ultimately help improve the balance between labour supply and demand by occupation, both at the national and regional levels, for several sectors of interest.

Confidentiality

Your location has been selected to participate in this survey. Your participation is **mandatory** under the *Act respecting the Institut de la statistique du Québec*.

For quality and training purposes, telephone conversations with Statistique Québec agents are recorded. Any person who does not want their conversation to be recorded can notify the agent at the beginning of the call.

The information must be sent to the Institut de la statistique du Québec (Statistique Québec) as requested in this questionnaire. Statistique Québec has entered into an agreement with the MTESS, to whom the information collected will be sent, except for the name and contact information of your location, unless you send us a refusal in writing by June 30, 2023. Rest assured that your information will be kept confidential and will only be used for statistical purposes.

Assistance

If you require any assistance, please contact the Direction de la gestion de la collecte by phone at 1-800-561-0213 or by e-mail at erefq@stat.gouv.qc.ca.

Instructions

- ▶ **Do not send the paper questionnaire back to us.**
To participate in the survey, you must **complete the online questionnaire within two weeks** by following the instructions in the letter or e-mail you received. Statistique Québec will call the participants who have not submitted their online questionnaire to obtain their answers by telephone.
- ▶ The reference period is September 1, 2021 to August 31, 2022 inclusive.
- ▶ This questionnaire relates to the location of the organization to which the questionnaire is addressed. **If the organization has more than one location, please only consider, throughout the questionnaire, the situation of the location to which the questionnaire is addressed.** For example, if the location is a head office, consider only this location when answering the questions.
- ▶ By **location**, we mean a production unit located in a specific geographic location where an economic activity takes place and for which there is at least employment data.
- ▶ **Your answers must take into consideration all employees.** Please include all employees on the payroll, including those who work on the road or off-site but who report to the location, students and trainees when a position is reserved for them, management staff and owners (if they receive a salary and report to the location) as well as employees from employment agencies who work at your location, whether or not they are on the payroll. If the location is an employment agency, please include all employees on the payroll who work for the agency (receptionists, recruiters, accountants, etc.). Do not include employees for whom you find employment and who perform their duties elsewhere, even if they are paid by the agency.
- ▶ For questions 1 and 14, please refer to the **Participant Guide** provided with this questionnaire.
- ▶ If your location had fewer than five (5) employees on the payroll at the most between September 1, 2021 and August 31, 2022, please call Statistique Québec at 1-800-561-0213.
- ▶ Answer to the best of your knowledge. If you do not have the exact information pertaining to certain sections of the questionnaire, please provide the best possible estimate.

Section 1 Industry sector and human resource management

When answering the questions, please refer to the period from September 1, 2021 to August 31, 2022 inclusive.

In the body of the e-mail you received from Statistique Québec, or on page 1 of the paper questionnaire you received in the mail, you will find a code that follows the word "NAICS." Note that for some locations, this code may be missing. For more information on the meaning of the code, refer to the list of industry sectors in the *Participant Guide*. If your location is active in more than one industry sector, the main industry sector is the one in which your location generates the most revenue.

1 In the e-mail or paper questionnaire you received, does the NAICS code match your location's main industry sector?

- Yes → Go to question 2.
- No → Got to question 1.1.
- No, there is no NAICS code in the e-mail or questionnaire I received.
↳ Go to question 1.1.

1.1 If there is no NAICS code in the e-mail or questionnaire you received, or if there is one but it is incorrect, please enter the code corresponding to your location's main industry sector from the list of industry sectors in the *Participant Guide*.

(consists of one letter and two numbers)

Other, specify:

2 Human resources

2.1 Between September 1, 2021 and August 31, 2022 inclusive, thinking of the time of the year when there were the most employees on your payroll, how many active employees (with an employment relationship or on the payroll) were there in total at your location?

Number of employees:

2.2 In terms of human resources management, what was your location's situation between September 1, 2021 and August 31, 2022? Check only one answer.

- a. There was a human resources department (branch, service, etc.)
- b. There was the equivalent of a full-time position in human resources management
- c. There was the equivalent of a part-time position in human resources management
- d. The owner was fully responsible for human resources management
- e. No position was solely related to human resources management at the location, or human resources were under the responsibility of the head office (parent company)
- f. Human resource management was entrusted to an external firm
- g. Other, specify:

Section 2 Business situation

When answering the questions, please refer to the period from September 1, 2021 to August 31, 2022 inclusive.

3 Does your location currently have fewer employees than during the same period last year?

- Yes → Go to question 4.
- No → Go to question 5.
- Don't know/prefer not to answer → Go to question 5.

4 Why does your location have fewer employees?

(check all that apply)

- Your level of activity and labour needs have decreased
- You are having difficulty hiring workers
- You have made technological changes and now need fewer workers to achieve the same level of activity
- You have made changes in terms of work/staff organization and now need fewer workers to achieve the same level of activity

5 Did you spend more on machinery and technical equipment (machine tools, new technologies, automation, robotization, digital shift, etc.) during the period from September 1, 2021 to August 31, 2022 than during the same period in the previous year?

- Yes
- No
- Don't know/prefer not to answer

6 Was your workforce training offering greater during the period from September 1, 2021 to August 31, 2022 than during the same period in the previous year?

By training offering, we mean in terms of financial investment.

- Yes
- No
- Don't know/prefer not to answer

Training is defined as any training activity aimed at improving the skills of employees. It is structured in terms of objectives, duration, or learning support. It can be provided by an internal or external resource and may or may not lead to a certification. Please exclude informal learning activities or exchanges of information between coworkers.

Section 3 Hirings and departures at the location

When answering the questions, please refer to the period from September 1, 2021 to August 31, 2022 inclusive.

Examples of hirings and departures for questions 7 to 10.2

	Aug. 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	Jun. 2022	Jul. 2022	Aug. 2022	Sep. 2022	Results for 2021-2022
E.g. 1 Seasonal summer worker	...	D								H			- 0 hirings - 0 departure
E.g. 2 Seasonal winter worker		H	D			- 1 hirings - 1 departure
E.g. 3 On-call worker		H	...	D				H	...	D					- 1 hirings - 1 departure
E.g. 4 On-call worker		H	...	D				H	...	D		H	- 1 hirings - 0 departure

H: hiring and D: departure

Staff movements between your organization's various locations (branches, subsidiaries, offices, etc.) must not be considered as hirings or departures. Please exclude employees who left the organization and were rehired in the same year.

If your location filled positions during the period from September 1, 2021 to August 31, 2022 inclusive with employees from employment agencies, please count only one hiring per position filled in this manner, regardless of the number of people who successively filled the position. For example, if staff from an employment agency were hired for one position, count only one hiring, even if the agency actually assigned more than one person to that position.

The start date of the agreement with the employment agency is considered as the hiring date.

If the agreement started between September 1, 2021 and August 31, 2022, the hiring is considered to have taken place during the period from September 1, 2021 to August 31, 2022 inclusive.

7 Between September 1, 2021 and August 31, 2022 inclusive, did your location hire any employees?

- Yes → Go to question 7.1.
- No → Go to question 9.

7.1 Indicate how many employees were hired during this period (between September 1, 2021 and August 31, 2022 inclusive):

8 In the table below, indicate the positions for which your location hired employees between September 1, 2021 and August 31, 2022.

- Specify the job title, the three main tasks performed, the diploma required, and the number of employees hired.
- Proceed in ascending order, starting with the position with the most hires.
- If more than 10 positions were affected by hirings, please provide information for the top 10 positions with the most hires.
- For the diploma, enter the letter corresponding to the diploma required from the list below.
 - A - None
 - B - High school diploma (DES)
 - C - Attestation of vocational studies (AEP)
 - D - Diploma of vocational studies or Attestation of vocational specialization (DEP or ASP)
 - E - Attestation of college studies (AEC)
 - F - Diploma of college studies (DEC)
 - G - University certificate (below the bachelor level)
 - H - University diploma (bachelor's degree or higher)

Hirings

Job title	Three main tasks performed	Diploma required	Number of hirings
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

9 How many people does your location intend to hire over the next 12 months?

Please enter 0 (zero) if no hires are planned.

Number:

Please exclude departures of employees who left the organization and were rehired in the same year, departures of students who were hired for jobs reserved for them (e.g., summer jobs or workplace internships) or departures of employees for extended leaves of absence (e.g., parental leave, sick leave, etc.).

10 Between September 1, 2021 and August 31, 2022 inclusive, did any employees leave your location due to resignations, layoffs or retirement?

Yes → Go to question 10.1.

No → Go to question 11.

10.1 Indicate how many employees left between September 1, 2021 and August 31, 2022:

↳ If none, enter 0 and go to question 11.

10.2 Of these departures, how many were due to:

resignations

layoffs

retirement

If your location filled positions with employees from employment agencies and employees placed by these agencies left your location between September 1, 2021 and August 31, 2022, please count only one departure per position that was filled in this manner, regardless of the number of people who successively filled the position. For example, if staff from an employment agency were hired for one position, count only one departure, even if the agency actually assigned more than one person to that position.

The end date of the agreement with the employment agency is considered as the departure date. If the agreement ended between September 1, 2021 and August 31, 2022, the departure is considered to have taken place during the reference period.

Section 4 Positions that remained vacant for 90 consecutive days or more

When answering the questions, please refer to the period from September 1, 2021 to August 31, 2022 inclusive.

A position means an employee, not a job class.

- 11 Of the jobs at your location that were vacant between September 1, 2021 and August 31, 2022 inclusive, how many remained vacant for 90 consecutive days or more? Please include positions that became vacant due to departures as well as new positions. Calculate the duration of a job vacancy starting from when the job offer was posted externally.**

Include positions for which your location actively sought to recruit externally, even if they were not yet vacant at the time of posting, and which would have been filled in a reasonable time if qualified applicants had applied.

Include:

- Positions that had been vacant for at least 90 days as of September 1, 2021.
- All other positions that remained vacant for at least 90 days between September 1, 2021 and August 31, 2022.
- Positions that remained vacant for at least 90 days that require the employee to work from home or off-site, but only if the employee reports to your location.
- Intern or student positions that have remained vacant for at least 90 days if they are reserved positions (certain tasks are to be performed and a position is reserved for interns or students for this purpose).

Exclude:

- Positions that became vacant after June 3, 2022 (since they could not have been vacant for at least 90 consecutive days by August 31, 2022).
- Positions for which your location is constantly recruiting. These are positions for which your location is actively and constantly seeking to hire employees, meaning there is an external job posting on an ongoing basis and qualified applicants would be hired if they applied.
- Positions that are posted for the sole purpose of creating a list of applicants (there are no positions to be filled immediately).
- Outsourced positions (any position reserved for persons who are not considered employees of the location).
- Vacant positions in other locations of the organization.

Number of positions that remained vacant for 90 consecutive days or more:

↳ If none, enter 0 and go to question 18.

- 12 In question 11, you answered that a certain number of positions were vacant for 90 consecutive days or more at your location between September 1, 2021 and August 31, 2022. What percentage of all positions that were vacant during this period does this number represent (taking into account positions that became vacant due to departures as well as new positions that were posted externally)?**

%

13 In the table below, list the occupations that correspond to the positions that remained vacant for 90 consecutive days or more.

- Specify the job title, the three main tasks performed and the number of positions that remained vacant for 90 days or more.
 - Start with the occupation for which there was the greatest number of positions that remained vacant for 90 days or more.
 - If more than 10 occupations had positions that remained vacant for 90 days or more, please indicate the top 10 occupations with the greatest number of positions that remained vacant for 90 days or more.
- If your location sought multiple applicants for identical positions in terms of requirements (responsibilities, education, experience, etc.), please combine the information on the same line and indicate the number of positions that remained vacant for 90 days or more. If the requirements were different, consider these positions as separate, as you will have to provide information specific to each occupation in the next question.
For example, if your location is actively seeking to hire a Junior Civil Engineering Technician (DEC with no experience) and a Senior Civil Engineering Technician (DEC with 8 years of experience), those are two different vacant positions.

Positions that remained vacant for 90 days or more

Job title	Three main tasks performed	Number of vacant positions
1) <i>Junior Civil Engineer</i>		3
2) <i>Senior Civil Engineer</i>		1
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

14 For each occupation for which vacancies of 90 days or more were reported in question 13, please provide the requested information (items a to h).

Another copy of question 14 is available at the end of the questionnaire. Print as many copies as the number of vacant positions reported in question 13 (one for each line).

Refer to the **Participant Guide** for specific definitions.

- When providing information on the job requirements (diploma, qualifications and experience), please indicate what is minimally required.
- Answer according to the situation that best describes the type of applicant(s) sought. For example, if your location is looking for truck drivers with two years' experience OR with a DEP but no experience (with the DEP compensating for the lack of experience), but you would prefer hiring an applicant with a DEP, enter DEP as the diploma required and 0 (zero) as the number of years of experience required.

Please convert wages to an hourly rate. If compensation is based on output (piecework, commission, mileage, etc.), provide the best possible estimate of the average hourly rate this represents. Please refer to the **Participant Guide** for detailed instructions.

If the number of hours varies (no regular weekly hours of work), please provide your best estimate of the average number of work hours per week. Please refer to the **Participant Guide** for detailed instructions.

For the position reported in line 1 of question 13

Job title: _____

- a) Hourly wage offered (single rate): _____ \$/hr
- b) Weekly hours of work (regular schedule): _____ hr/week
- c) Employment status
 Permanent Temporary (except seasonal) Seasonal
- d) Type of schedule
 Day Evening Night Staggered Alternating shifts
 On-call Other, specify: _____
- e) Diploma required
 None Attestation of college studies (AEC)
 High school diploma (DES) Diploma of college studies (DEC)
 Attestation of vocational studies (AEP) University certificate (below the bachelor level)
 Diploma of vocational studies or Attestation of vocational specialization (DEP or ASP) University diploma (bachelor's degree or higher)
- f) Qualifications required. *Check all that apply.*
 Competency card or certificate (required by trade regulations) Proficiency in a language other than French or English
 Membership in a professional association Other specific skills or knowledge not acquired through initial training (e.g., first aid techniques, software proficiency, etc.)
 Training certificate to operate machines or equipment Other, specify: _____
 Driver's licence No qualifications required
 Proficiency in English
- g) Number of years of experience minimally required
 No experience required
 Number of years of experience minimally required: _____

h) Choose the main reason(s) why the position remained vacant for 90 days or more.
Check all that apply.

- A. Location is geographically remote
- B. Insufficient infrastructure in the area where the location is situated (inadequate public transit, insufficient housing, no cellphone coverage, few local services, etc.)
- C. Occupation and/or industry is little known or perceived negatively
- D. Position offered is not permanent (temporary but not seasonal)
- E. Position offered is not full-time (part-time – less than 30 hr/week)
- F. Work is seasonal
- G. Working conditions are not sufficient (wages, benefits, vacation, etc.)
- H. Position is unattractive due to certain characteristics (strenuous work, health or safety risks, atypical hours, etc.)
- I. Applicants did not have the required diploma (qualification)
- J. Applicants did not have the required professional certification or did not meet legal requirements (e.g., driver's licence)
- K. Applicants did not have the required experience
- L. Applicants lacked certain abilities, personal skills or specific knowledge considered essential to the exercise of the occupation
- M. Other, specify: _____

i) If you checked L, please specify the main skill, ability or knowledge that was missing.
Check only one answer.

- | | |
|--|---|
| <input type="checkbox"/> L.1. Reading | <input type="checkbox"/> L.10. Personal skills and abilities (politeness, punctuality, etc.) |
| <input type="checkbox"/> L.2. Writing | <input type="checkbox"/> L.11. Management, supervision, project management or quality management skills |
| <input type="checkbox"/> L.3. Ability to use documents | <input type="checkbox"/> L.12. Work techniques, methods, processes; please specify: _____ |
| <input type="checkbox"/> L.4. Numeracy | <input type="checkbox"/> L.13. Proficiency in software or software package use; please specify: _____ |
| <input type="checkbox"/> L.5. Verbal communication | <input type="checkbox"/> L.14. Use of machinery or equipment; please specify: _____ |
| <input type="checkbox"/> L.6. Thinking skills | <input type="checkbox"/> L.15. Special knowledge (in a specific field, area, etc.); please specify: _____ |
| <input type="checkbox"/> L.7. Digital technology | <input type="checkbox"/> L.16. Specific skills (dexterity, endurance, etc.); please specify: _____ |
| <input type="checkbox"/> L.8. Teamwork | <input type="checkbox"/> L.17. Other; please specify: _____ |
| <input type="checkbox"/> L.9. Continuous learning | |

IMPACT OF POSITIONS THAT REMAINED VACANT FOR 90 DAYS OR MORE

15 What actions did your location take when positions remained vacant for 90 days or more?

	Yes	No
1) Asked employees to work overtime	<input type="checkbox"/>	<input type="checkbox"/>
2) Changed work organization or processes	<input type="checkbox"/>	<input type="checkbox"/>
3) Increased subcontracting	<input type="checkbox"/>	<input type="checkbox"/>
4) Invested in machinery and equipment (machine tools, new technologies, automation, robotization, etc.). Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
a) <input type="checkbox"/> New production equipment		
b) <input type="checkbox"/> New information and communication technologies		
c) <input type="checkbox"/> New software		
d) <input type="checkbox"/> Don't know/prefer not to answer		
5) Used recruitment or temporary placement agencies	<input type="checkbox"/>	<input type="checkbox"/>
6) Recruited outside Québec (excluding temporary foreign workers)	<input type="checkbox"/>	<input type="checkbox"/>
7) Hired temporary foreign workers	<input type="checkbox"/>	<input type="checkbox"/>
8) Relaxed hiring criteria or requirements	<input type="checkbox"/>	<input type="checkbox"/>
9) Offered workplace learning, on-the-job training, peer mentoring, or dual training (programs may be other than those offered by Emploi-Québec)	<input type="checkbox"/>	<input type="checkbox"/>
10) Invested more in developing the skills of current employees (other than through on-the-job training)	<input type="checkbox"/>	<input type="checkbox"/>
11) Rehired retired employees (including on a contract basis)	<input type="checkbox"/>	<input type="checkbox"/>
12) Used public employment services for businesses	<input type="checkbox"/>	<input type="checkbox"/>
13) Made representations to various authorities in order to find broader solutions (representations made when a problem goes beyond the scope of the organization, for example, made representations to the municipality to develop transportation network if it is an obstacle to the development of the territory)	<input type="checkbox"/>	<input type="checkbox"/>
14) Other, specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

16 What actions did your location take in terms of working conditions to attract employees and fill vacant positions? Check all that apply.

- a. Increased wages
- b. Improved benefits package
- c. Made working hours more flexible
- d. Implemented work-family balance measures (e.g., workplace daycare, family leave, etc.)
- e. Adopted teleworking
- f. Improved the work environment (workplace design/layout, social activities, etc.).
- g. Other, specify: _____
- h. None

17 Did the fact that one or more positions remained vacant for at least 90 days have an impact on the organization's production?

- Yes → Go to question 17.1.
- No → Go to question 18.

17.1 What was the main impact? Check only one answer.

- a. Slowed or reduced production or reduced services (without closures)
- b. Closed work or production shift
- c. Extended delivery times (product or service)
- d. Refused contracts (one or more)
- e. Postponed expansion project
- f. Other, specify: _____

Section 5 Training

When answering the questions, please refer to the period from September 1, 2021 to August 31, 2022 inclusive.

Training is defined as any training activity aimed at improving the skills of employees. It is structured in terms of objectives, duration, or learning support. It can be provided by an internal or external resource and may or may not lead to a certification. Please exclude informal learning activities or exchanges of information between coworkers.

18 Between September 1 and August 31, 2022 inclusive, did your organization (the location or its parent company) fund or conduct training activities for employees at your location?

Yes Specify how many employees in your location attended at least one training activity between September 1, 2021 and August 31, 2022: _____

No → Go to question 20.

19 What are the main reasons behind the decision to fund or conduct training activities?

You can check up to 5 answers.

a. Improving productivity

b. Difficulty recruiting qualified staff

c. High staff turnover

d. Improving staff's ability to adapt to technological or organizational changes

e. Reducing losses caused by ignorance or misuse of equipment

f. Meeting a contractual obligation for the manufacture or distribution of a product, or compliance with a quality standard (e.g., ISO standard)

g. Need to ensure succession following one or more departures (planned or recent)

h. Compliance with the requirements of a professional association, an act or a regulation (except the *Job Skills Act* and the *Act respecting occupational health and safety*)

i. Compliance with the Job Skills Act (1% training law)

j. Increasing employee motivation or autonomy

k. Team building

l. Training requested by union or employees

m. Other, specify: _____

20 Over the next 12 months, does your organization (the location or its parent company) plan to fund or conduct training activities for employees working at your location?

Yes

No

Don't know

Section 6 End of questionnaire

Name and title of the person who completed the questionnaire.

First name

Last name

Title

If necessary, please correct your organization's contact information from page 1.

Enter only the information
that needs to be corrected.

First name

Last name

Address

Municipality

Province

Postal code

If you have any questions or comments about the survey, please call us toll-free at 1-800-561-0213.

If you have any comments, please enter them in the space below.

Statistique Québec thanks you for participating in this survey.

Additional copy for question 14 about the positions reported in question 13.

Please convert wages to an hourly rate. If compensation is based on output (piecework, commission, mileage, etc.), provide the best possible estimate of the average hourly rate this represents. Please refer to the **Participant Guide** for detailed instructions.

If the number of hours varies (no regular weekly hours of work), please provide your best estimate of the average number of work hours per week. Please refer to the **Participant Guide** for detailed instructions.

For the position reported in line _____ of question 13

Job title: _____

- a) Hourly wage offered (single rate): _____ \$/hr
- b) Weekly hours of work (regular schedule): _____ hr/week
- c) Employment status
- Permanent Temporary (except seasonal) Seasonal
- d) Type of schedule
- Day Evening Night Staggered Alternating shifts
- On-call Other, specify: _____
- e) Diploma required
- None Attestation of college studies (AEC)
- High school diploma (DES) Diploma of college studies (DEC)
- Attestation of vocational studies (AEP) University certificate (below the bachelor level)
- Diploma of vocational studies or Attestation of vocational specialization (DEP or ASP) University diploma (bachelor's degree or higher)
- f) Qualifications required. *Check all that apply.*
- Competency card or certificate (required by trade regulations) Proficiency in a language other than French or English
- Membership in a professional association Other specific skills or knowledge not acquired through initial training (e.g., first aid techniques, software proficiency, etc.)
- Training certificate to operate machines or equipment Other, specify: _____
- Driver's licence No qualifications required
- Proficiency in English
- g) Number of years of experience minimally required
- No experience required
- Number of years of experience minimally required: _____

h) Choose the main reason(s) why the position remained vacant for 90 days or more.

Check all that apply.

- A. Location is geographically remote
- B. Insufficient infrastructure in the area where the location is situated (inadequate public transit, insufficient housing, no cellphone coverage, few local services, etc.)
- C. Occupation and/or industry is little known or perceived negatively
- D. Position offered is not permanent (temporary but not seasonal)
- E. Position offered is not full-time (part-time – less than 30 hr/week)
- F. Work is seasonal
- G. Working conditions are not sufficient (wages, benefits, vacation, etc.)
- H. Position is unattractive due to certain characteristics (strenuous work, health or safety risks, atypical hours, etc.)
- I. Applicants did not have the required diploma (qualification)
- J. Applicants did not have the required professional certification or did not meet legal requirements (e.g., driver's licence)
- K. Applicants did not have the required experience
- L. Applicants lacked certain abilities, personal skills or specific knowledge considered essential to the exercise of the occupation
- M. Other, specify: _____

i) If you checked L, please specify the main skill, ability or knowledge that was missing.

Check only one answer.

- | | |
|--|---|
| <input type="checkbox"/> L.1. Reading | <input type="checkbox"/> L.10. Personal skills and abilities (politeness, punctuality, etc.) |
| <input type="checkbox"/> L.2. Writing | <input type="checkbox"/> L.11. Management, supervision, project management or quality management skills |
| <input type="checkbox"/> L.3. Ability to use documents | <input type="checkbox"/> L.12. Work techniques, methods, processes; please specify: _____ |
| <input type="checkbox"/> L.4. Numeracy | <input type="checkbox"/> L.13. Proficiency in software or software package use; please specify: _____ |
| <input type="checkbox"/> L.5. Verbal communication | <input type="checkbox"/> L.14. Use of machinery or equipment; please specify: _____ |
| <input type="checkbox"/> L.6. Thinking skills | <input type="checkbox"/> L.15. Special knowledge (in a specific field, area, etc.); please specify: _____ |
| <input type="checkbox"/> L.7. Digital technology | <input type="checkbox"/> L.16. Specific skills (dexterity, endurance, etc.); please specify: _____ |
| <input type="checkbox"/> L.8. Teamwork | <input type="checkbox"/> L.17. Other; please specify: _____ |
| <input type="checkbox"/> L.9. Continuous learning | |