

# Survey on recruitment, employment and training needs in Québec in 2019

## About the survey

The *Survey on Recruitment, Employment and Training Needs in Québec in 2019* is conducted at the request of the Ministère du Travail, de l'Emploi et de la Solidarité sociale (MTESS). The purpose of this survey is to gather information on hirings and departures, recruitment difficulties and training to further knowledge of the labour market. The causes and effects of recruitment difficulties will also be addressed, particularly in terms of skill mismatch.

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*.

If we need to contact you by telephone, the interview may be monitored by a supervisor to ensure the quality of the survey. However, telephone interviews are not recorded.

The information must be sent to the Institut de la statistique du Québec (Statistique Québec) as requested in this questionnaire. Statistique Québec has signed an agreement with the MTESS, to whom the collected information will be sent, except for the name and contact information of your location, unless you send us a written refusal by June 30, 2019. Rest assured that we will keep your information confidential and that it will only be used for statistical purposes.

## Assistance

If you require assistance, please contact the Direction de la gestion de la collecte at 1-855-267-6978 or at [erefq@stat.gouv.qc.ca](mailto:erefq@stat.gouv.qc.ca).

## Instructions

- ▶ **Do not return the paper questionnaire.** To participate in the survey, you must fill out the online questionnaire within two weeks by following the instructions in the letter or e-mail you received. Statistique Québec will contact each of the participants who do not submit their Web questionnaire to obtain their answers by phone.
- ▶ The reference period is the calendar year (from January 1 to December 31, 2019, inclusively).
- ▶ This questionnaire relates to the location of the organization to which the questionnaire is addressed. **If the organization has more than one location, please consider throughout the questionnaire only 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.
- ▶ A **location** is defined as a production unit located in a specific geographical location where an economic activity takes place and for which there is at least employment data.
- ▶ **Your answers must take into consideration all employees.** Include all employees on the payroll, including those who work on the road or outside the location 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 payroll. If the location is an employment agency, please include all employees on payroll who work for the agency (receptionists, recruiters, accountants, etc.). Do not include employees for which you find employment and who perform their duties elsewhere, even if they are paid by the agency.
- ▶ For questions 1 and 9, please refer to the **Participant Guide** provided with this questionnaire.
- ▶ If your location had fewer than five (5) employees on payroll as its highest number of employee in 2019, please contact Statistique Québec at 1-855-267-6978.
- ▶ If you do not have the exact information for certain sections of the questionnaire, please provide the best possible estimate.

## Section 1 Industry sector and human resource management

In the e-mail you received from Statistique Québec, or on page 1 of the paper questionnaire you received by mail, you will find a code following 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 revenues.

### 1 In the e-mail or paper questionnaire we sent you, does the NAICS code match the main industry sector of your location?

- 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 select the main industry sector or you location from the list of industry sectors in the *Participant Guide*.

- Other, specify: \_\_\_\_\_

### 2 Human Resources

#### 2.1 **Between January 1 and December 31, 2019, inclusive, taking into account the time of year when there was the most employees on your payroll, what was the total number of active employees (employment relationship or on payroll) at your location?**

Number: \_\_\_\_\_

#### 2.2 **In terms of human resource management, what was the situation of your location in 2019?** *Check only one choice.*

- There was a human resource department (branch, service, etc.)
- There was the equivalent of a full-time position in human resource management
- There was the equivalent of a part-time position in human resource management
- The owner was fully responsible for human resource management
- In the location where human resource functions were the responsibility of the head office (parent company), there was no position relating strictly to human resource management
- Human resource management was entrusted to an external firm
- Other, specify: \_\_\_\_\_

## Section 2 Hirings and departures at the location

### Examples of hirings and departures for questions 3 to 5.2

	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	April 2019	May 2019	June 2019	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Results for 2019
Ex. 1 Seasonal summer worker							H	...							-1 hiring -1 departure
Ex. 2 Seasonal winter worker		...	...		D					H	...	...			-0 hiring -0 departure
Ex. 3 On-call worker		H	...	D				H	...	D					-1 hiring -1 departure
Ex. 4 On-call worker		H	...	D				H	D		H	...	...		-1 hiring -0 departure

H: hiring and D: departure

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

### 3 Between January 1 and December 31, 2019, inclusively, did your location hire any staff?

- Yes → Go to question 3.1
- No → Go to question 4.1.

**3.1 Enter the total number of hires in 2019:**

If your location filled positions in 2019 with employees from employment agencies, please count only one hiring per position filled in this manner, regardless of the number of people assigned to the position. For example, if employees from an employment agency were hired for only one position, count this as 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 the hiring date. If the agreement started in 2019, the hiring is considered to have taken place in 2019.

**4 Indicate in the table below the occupations or trades for which your location hired employees in 2019.**

- Specify the job title, the three main tasks performed, the level of qualification required, and the number of employees hired.
- Proceed in descending order, starting with the occupation or trade performed by the largest number of hires.
- If hirings were made in more than 10 occupations or trades, please indicate the top 10.
- For the level of qualification required, write the letter corresponding to the diploma in the list below.

- A - None
- B - High school diploma (DES)
- C – Attestation of vocational studies (AEP)
- D - Diploma of vocational studies (DEP or ASP)
- E - Attestation of college studies (AEC)
- F - Diploma of college studies (DEC)
- G - University certificate (less than a bachelors' degree)
- H – University diploma (bachelor's degree or more)

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

**4.1 How many people does your location intend to hire over the next 12 months?** *Please enter 0 (zero) if no hiring is 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.).

If your location filled positions with employees from employment agencies and there were departures from resources placed by these agencies in 2019, please count only one departure per position that was filled in this manner, regardless of the number of people assigned to the position. For example, if employees from an employment agency were hired for only one position, count this as 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 the departure date. If the agreement ended in 2019, the departure date is considered to be in 2019.

**5 Between January 1 and December 31, 2019, inclusively, did employees leave your location due to resignations, layoffs or retirements?**

Yes → Go to question 5.1

No → Go to question 6

**5.1 Enter the total number of departures in 2019:** \_\_\_\_\_

**5.2 Of these, how many were due to retirements?** \_\_\_\_\_

---

### Section 3 Jobs that were vacant for 90 consecutive days or more

**6 Of the jobs in your location that were vacant between January 1 and December 31, 2019, inclusively, how many remained vacant for 90 consecutive days or more? Please take into account both positions vacant as a result of departures and new positions. Calculate the duration starting from the moment a job offer was posted externally.**

**Take into account the positions for which your location has actively sought external recruitment, even if they were not yet vacant at the time of posting, and which would have been filled in a reasonable time if qualified candidates presented themselves.**

Take into consideration:

- positions that had been vacant for at least 90 days as of January 1, 2019;
- all other vacant positions that remained vacant for 90 days or more between January 1 and December 31, 2019;
- positions that remained vacant for 90 days or more that require the employee to work at home or away from the location (only if the employee reports to your location);
- intern or student positions that have remained vacant for 90 days or more in the case of reserved positions (tasks are to be performed and a position is reserved for interns or students for this purpose).

Do not take into consideration:

- positions that became vacant after October 1, 2019 (since they could not have been vacant for at least 90 days as of December 31, 2019);
- positions for which your location is constantly recruiting. Constant recruiting positions are jobs for which your location is actively and constantly recruiting, meaning there is permanent external posting and qualified candidates would be hired if they applied;
- positions related to job postings whose objective is only to constitute a list of candidates (there are no positions to be filled in the immediate future);
- external positions (any position reserved for persons who are not considered to be employees of the site);
- vacant positions in other locations of the organization.

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

↳ If there is none, write 0 and go to question 13.

**7 In question 6, you answered that a number of positions were vacant for 90 consecutive days or more at your location in 2019. What proportion of the total positions vacant in 2019 did this number represent (taking into account new positions and positions that became vacant due to departures, and that were posted externally)?** \_\_\_\_\_ %

**8 Indicate in the table below the occupations or trades of the positions that remained for 90 consecutive days or more.**

- Specify the job title, the three main tasks performed and the number of positions that have remained vacant for 90 days or more.
- Begin by the occupation or trade for which there was the greatest number of vacant positions for 90 days or more.
- If more than 10 occupations or trades had positions that remained vacant for 90 days or more, please indicate the top 10.
- If your location searched for multiple candidates for identical positions in terms of requirements (responsibilities, education, experience, etc.), you can group 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: you will have to provide information specific to each occupation or trade. *For example, if your location is actively seeking to recruit a Junior Civil Engineering Technician (DEC without 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 positions that remained vacant for 90 days or more
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

**9 For each occupation or trade reported in question 8, please provide the requested information (items a) to h)).**

A copy of question 9 is available at the end of the questionnaire. Print as many copies of this question as the number of vacant positions reported in question 8.

Refer to the Participant Guide for specific definitions.

- For information related to job requirements (diploma, qualification and experience), please indicate what is minimally required.
- Answer according to the situation that best describes the type of candidate(s) you are looking for. For example, if your location is looking for transport truck drivers that have two years of experience or a DEP and no experience (the DEP compensating for the lack of experience), but you would prefer hiring a candidate with a DEP, write DEP as the required degree and 0 (zero) as the required years of experience.

Please convert the salary to an hourly rate. If the compensation is based on output (piecework, commission, mileage, etc.), estimate as accurately as possible the average hourly rate this may represent. Please refer to the **Participant Guide** for more detailed instructions.

If the number of hours is variable (if there is no standard work week), please estimate as accurately as possible the average number of hours worked per week. Please refer to the **Participant Guide** for more detailed instructions.

**For the position declared in line 1 of question 8**

**Job title:** \_\_\_\_\_

- a) Hourly rate offered (single rate) \_\_\_\_\_ \$/hr
- b) Weekly work hours (regular schedule) \_\_\_\_\_ hr/wk
- c) Employment status  
 Permanent     Temporary (except seasonal)     Seasonal
- d) Type of schedule  
 Day     Evening     Night     Staggered     Rotating shifts  
 On call     Other, specify: \_\_\_\_\_
- e) Required diploma  
 None     Attestation of college studies (AEC)  
 High school diploma (DES)     Diploma of college studies (DEC)  
 Attestation of vocational studies (AEP)     University certificate (less than a bachelors' degree)  
 Diploma of vocational studies (DEP or ASP)     University diploma (bachelor's degree or more)
- f) Required professional qualifications. *Check everything that applies.*  
 Competency card or qualification certificate (required by trade regulations)     Fluency in a language other than English or French  
 Membership to a professional order     Other special skills or knowledge that are not acquired through initial training (e.g., first aid techniques, mastering a software, etc.)  
 Training certification to operate machines or devices     Others, specify: \_\_\_\_\_  
 Driving license     No professional qualification required  
 Fluency in English

g) Number of years of experience required

- None to less than a year       5 years to less than 8 years  
 1 year to less than 3 years       8 years or more  
 3 years to less than 5 years

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

- A. Geographical remoteness of the location  
 B. Insufficient infrastructure in the area where the location is situated (inadequate public transport, lack of housing, lack of cell networks, lack of local services, etc.)  
 C. Position offered is non-permanent (but not seasonal) or not full-time  
 D. Seasonal work  
 E. Working conditions are not sufficient (wage, benefits, leave, etc.)  
 F. Less desirable position because of certain characteristics (hard work, risk to health or safety, atypical hours, etc.)  
 G. No or few candidates for positions offered due to insufficient labour supply (for reasons other than those mentioned above)  
 H. Applicants did not have the required diploma (qualification)  
 I. Applicants did not have the required professional certification or did not meet a legal requirement (e.g., driver's license)  
 J. The candidates did not have the required experience  
 K. The candidates lacked motivation  
 L. The candidates lacked abilities, personal skills or specific knowledge considered essential to the exercise of the occupation or trade.

└─→ i) If you checked L, please specify the main skill, ability or knowledge that was missing.  
*Check only one box.*

- |   |  |
|---|--|
| <input type="checkbox"/> L.1. Reading             | <input type="checkbox"/> L.10. Personal skills and aptitudes (politeness, punctuality, etc.)               |
| <input type="checkbox"/> L.2. Writing             | <input type="checkbox"/> L.11. Skills in management, supervision, project management or quality management |
| <input type="checkbox"/> L.3. Document use        | <input type="checkbox"/> L.12. Work techniques, methods, processes; please specify: _____                  |
| <input type="checkbox"/> L.4. Numeracy            | <input type="checkbox"/> L.13. Mastery of a software or software package; please specify: _____            |
| <input type="checkbox"/> L.5. Oral 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 (of a domain, a sector, etc.); please specify: _____      |
| <input type="checkbox"/> L.7. Digital technology  | <input type="checkbox"/> L.16. Particular skills (dexterity, endurance, etc.); please specify: _____       |
| <input type="checkbox"/> L.8. Working with others | <input type="checkbox"/> L.17. Other; please specify: _____  |
| <input type="checkbox"/> L.9. Continuous learning |  |

**IMPACT OF POSITIONS REMAINING VACANT FOR 90 DAYS OR MORE**

**10 What actions did your location take to address the labour shortage?**

	<b>Yes</b>	<b>No</b>
1) Use of overtime	<input type="checkbox"/>	<input type="checkbox"/>
2) Change in work organization or processes	<input type="checkbox"/>	<input type="checkbox"/>
3) Increased use of outsourcing	<input type="checkbox"/>	<input type="checkbox"/>
4) Investment in machinery and equipment (machine tools, new technologies, automation, robotisation, etc.). 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		
5) Use of recruitment or temporary placement firms	<input type="checkbox"/>	<input type="checkbox"/>
6) Recruitment outside Québec (not including the recruitment of temporary foreign workers)	<input type="checkbox"/>	<input type="checkbox"/>
7) Use of temporary foreign workers	<input type="checkbox"/>	<input type="checkbox"/>
8) Being more flexible about hiring criteria or requirements	<input type="checkbox"/>	<input type="checkbox"/>
9) Workplace learning program, workplace practical training, buddy system or dual training (programs may be other than Emploi-Québec programs)	<input type="checkbox"/>	<input type="checkbox"/>
10) Additional investment in skill development of the existing workforce (other than in-house practical training)	<input type="checkbox"/>	<input type="checkbox"/>
11) Hiring retired employees (including on a contractual basis)	<input type="checkbox"/>	<input type="checkbox"/>
12) Use of Emploi-Québec's business services	<input type="checkbox"/>	<input type="checkbox"/>
13) Intervention with various bodies to find more global solutions (intervention made when a problem goes beyond the scope of the organization. For example, an intervention with the municipality for the development of the transport 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"/>

**11 What means has your location implemented in terms of working conditions to attract candidates and fill vacant positions? Check all that apply.**

- Increasing wages
- Improving benefit package
- Flexible working hours
- Implementing work-family balance measures (e.g., workplace daycare, family leave, etc.)
- Improving the work environment (workplace layout, social activities, etc.).
- Other, specify: \_\_\_\_\_
- None

**12 Was the organization's production affected by one or more positions remaining vacant for at least 90 days?**

- Yes → Go to question 12.1
- No → Go to question 13

**12.1 What was the main impact? Check only one box.**

- Slowdown or reduction in production or services (without cutting out shifts)
- Cutting out a work or production shift
- Extension of delivery time (product or service)
- Having to refuse contracts (one or more)
- Postponement of an expansion project
- Other, specify: \_\_\_\_\_

## Section 4 Training

Training is defined as any training activity aimed at improving the skills of your 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 do not take into account informal learning activities or exchanges of information between colleagues.

**13 Between January 1 and December 31, 2019, inclusively, has your organization (the location or company to which your location belongs) funded or organized training activities for employees at your location?**

Yes How many employees in your location attended at least one training activity? : \_\_\_\_\_

No → Go to question 15.

**14 What are the main reasons behind the decision to finance or organize training activities?**

	Yes	No
1) Improving productivity	<input type="checkbox"/>	<input type="checkbox"/>
2) Difficulty recruiting qualified staff	<input type="checkbox"/>	<input type="checkbox"/>
3) High staff turnover	<input type="checkbox"/>	<input type="checkbox"/>
4) Improving ability of personnel to adapt to technological or organizational changes	<input type="checkbox"/>	<input type="checkbox"/>
5) Reducing losses caused by ignorance or misuse of equipment	<input type="checkbox"/>	<input type="checkbox"/>
6) Meeting a contractual obligation for the manufacture or distribution of a product, or compliance with a quality standard (e.g., an ISO standard)	<input type="checkbox"/>	<input type="checkbox"/>
7) Need to ensure succession following one or more departures (planned or recent)	<input type="checkbox"/>	<input type="checkbox"/>
8) Compliance with an obligation of a professional order, an act or a regulation (except the workplace skills act and the <i>Act respecting occupational health and safety</i> )	<input type="checkbox"/>	<input type="checkbox"/>
9) Compliance with the workplace skills act (1% act)	<input type="checkbox"/>	<input type="checkbox"/>
10) Increasing motivation or autonomy of employees	<input type="checkbox"/>	<input type="checkbox"/>
11) Improving teamwork	<input type="checkbox"/>	<input type="checkbox"/>
12) Response to a request from the union or employees	<input type="checkbox"/>	<input type="checkbox"/>
13) Other, specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

**15 Over the next 12 months, does your organization (the location or company your location is reporting to) plan to fund or organize training activities for employees in your location?**

Yes

No

Don't know

---

## Section 5 End of questionnaire

**If necessary, please correct your organization's contact information listed on 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 contact us toll-free at 1-855-267-6978.**

**Do not hesitate to write any comments you may have in the space below.**

---

---

---

---

---

---

---

---

---

---

Statistique Québec would like to thank you for participating in this survey.



**Additional copy for positions reported in question 8.**

Please convert the salary to an hourly rate. If the compensation is based on output (piecework, commission, mileage, etc.), estimate as accurately as possible the average hourly rate this may represent. Please refer to the **Participant Guide** for more detailed instructions.

If the number of hours is variable (if there is no standard work week), please estimate as accurately as possible the average number of hours worked per week. Please refer to the **Participant Guide** for more detailed instructions.

**For the position declared in \_\_\_\_\_ of question 8**

**Job title:** \_\_\_\_\_

- ← a) Hourly rate offered (single rate) \_\_\_\_\_ \$/hr
- ← b) Weekly work hours (regular schedule) \_\_\_\_\_ hr/wk
- c) Employment status
  - Permanent     Temporary (except seasonal)     Seasonal
- d) Type of schedule
  - Day     Evening     Night     Staggered     Rotating shifts
  - On call     Other, specify: \_\_\_\_\_
- e) Required diploma
  - None     Attestation of college studies (AEC)
  - High school diploma (DES)     Diploma of college studies (DEC)
  - Attestation of vocational studies (AEP)     University certificate (less than a bachelors' degree)
  - Diploma of vocational studies (DEP or ASP)     University diploma (bachelor's degree or more)
- f) Required professional qualifications. *Check everything that applies.*
  - Competency card or qualification certificate (required by trade regulations)     Fluency in a language other than English or French
  - Membership to a professional order     Other special skills or knowledge that are not acquired through initial training (e.g., first aid techniques, mastering a software, etc.)
  - Training certification to operate machines or devices     Others, specify: \_\_\_\_\_
  - Driving license     No professional qualification required
  - Fluency in English
- g) Number of years of experience required
  - None to less than a year     5 years to less than 8 years
  - 1 year to less than 3 years     8 years or more
  - 3 years to less than 5 years

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

*Check everything that applies.*

- A. Geographical remoteness of the location
- B. Insufficient infrastructure in the area where the location is situated (inadequate public transport, lack of housing, lack of cell networks, lack of local services, etc.)
- C. Position offered is non-permanent (but not seasonal) or not full-time
- D. Seasonal work
- E. Working conditions are not sufficient (wage, benefits, leave, etc.)
- F. Less desirable position because of certain characteristics (hard work, risk to health or safety, atypical hours, etc.)
- G. No or few candidates for positions offered due to insufficient labour supply (for reasons other than those mentioned above)
- H. Applicants did not have the required diploma (qualification)
- I. Applicants did not have the required professional certification or did not meet a legal requirement (e.g., driver's license)
- J. The candidates did not have the required experience
- K. The candidates lacked motivation
- L. The candidates lacked abilities, personal skills or specific knowledge considered essential to the exercise of the occupation or trade.

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

*Check only one box.*

- |   |  |
|---|--|
| <input type="checkbox"/> L.1. Reading             | <input type="checkbox"/> L.10. Personal skills and aptitudes (politeness, punctuality, etc.)               |
| <input type="checkbox"/> L.2. Writing             | <input type="checkbox"/> L.11. Skills in management, supervision, project management or quality management |
| <input type="checkbox"/> L.3. Document use        | <input type="checkbox"/> L.12. Work techniques, methods, processes; please specify: _____                  |
| <input type="checkbox"/> L.4. Numeracy            | <input type="checkbox"/> L.13. Mastery of a software or software package; please specify: _____            |
| <input type="checkbox"/> L.5. Oral 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 (of a domain, a sector, etc.); please specify: _____      |
| <input type="checkbox"/> L.7. Digital technology  | <input type="checkbox"/> L.16. Particular skills (dexterity, endurance, etc.); please specify: _____       |
| <input type="checkbox"/> L.8. Working with others | <input type="checkbox"/> L.17. Other; please specify: _____  |
| <input type="checkbox"/> L.9. Continuous learning |  |