**MAINE**
DEPARTMENT OF
**LABOR**
*Center for Workforce
Research and Information*

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*#118 State House Station, Augusta, ME 04333-0118*
*(207) 621-5167*
*JobVacancySurvey@Maine.gov | www.maine.gov/labor/cwri/jvs.html*

**Your Survey ID is:** «SurveyID»          **«Report_for»**

    «Legal_Name»
    «Trade_Name»
    «Mail_Contact»
    «Address1»
    «Address2»
    «City», «State» «Zip» «ZipPlus»

Dear Maine Employer,

A rising number of businesses report difficulty finding qualified staff. Though unemployment is quite low in much of the state, some Mainers remain unemployed or underemployed. To bridge that gap, we are collecting information from employers we can use to target job training and other educational resources to help underemployed people attain the skills employers need.

We are asking you and thousands of other employers for information on job openings you are actively seeking to fill during the month of September. Specifically, we need to know the number of openings, which occupations have openings, how long the positions have been open, how much difficulty you have had filling them, and a few other items. Responding to the survey should not take more than a few minutes for most businesses.

In last year's survey, one third of 2,100 responding employers indicated they had one or more job openings. From these responses, we estimated the statewide vacancy rate was four percent, totaling more than 22,000 vacancies. Vacancy rates were higher or lower in different regions, industries and occupations. The results from last year's survey are at: www.maine.gov/labor/cwri/jvs/

Please take a few minutes to provide us with information about job openings you may have. **Even if you have no vacancies,** your response is important and will help us understand the needs of Maine employers.

Thank you for your help!

*Jeanne S. Paquette*

*Julie D. Rabinowitz*

Jeanne S. Paquette, Commissioner
Maine Department of Labor

Julie D. Rabinowitz, Acting Director
Center for Workforce Research and Information

# Maine Job Vacancy Survey

**Please direct this survey to your Personnel Manager or Human Resource Department.**

You have multiple options available to respond to this survey:

- Reply online at **www.surveymonkey.com/r/mainejvs** (Use Survey ID: «SurveyID» to complete this survey online)
- Return the survey in the enclosed postage-paid envelope
- Contact us at (207) 621-5167 to report by telephone
- Email us at JobVacancySurvey@maine.gov (subject line: JVS)

Please respond **before October 15** to guarantee that your response will be included in our analysis.

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### Contact Information (please print)

**Name:** _____

**Title:** _____

**Telephone:** _____

**Email:** _____

**Mailing Address:** _____

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### PLEASE REPORT FOR THE LOCATION NAMED/SPECIFIED ON THE ABOVE ADDRESS

**(September 2016 job vacancies)**

**Approximately how many workers are *currently* employed at this location?** _____

**Do you currently have job vacancies at this location? (Circle one)    YES       NO**

If **YES**, please complete the survey on the back
If **NO**, STOP HERE and please return the survey

# CURRENT JOB VACANCIES *(for September 2016)*

| JOB TITLES OF VACANT POSITIONS | PER DIEM | NUMBER OF CURRENT OPENINGS | LENGTH OF TIME JOB HAS BEEN OPEN | PREVIOUS EXPERIENCE REQUIRED | EDUCATION LEVEL REQUIRED | STARTING WAGE OR SALARY | SEASONAL OR TEMPORARY | SHIFT | DIFFICULT-TO-FILL POSITIONS | | SKILLS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| • List positions for which you are actively recruiting.<br>• Include full time, part time, seasonal, temporary, and permanent positions.<br>• Exclude consultants, outside contractors, and others not considered employees.<br>• Include only vacancies for locations within Maine.<br><br>Reply online at:<br>www.surveymonkey.com/s/mainejvs<br>(Use Survey ID: «SurveyID») | Please indicate if this position is per diem with an 'X' next to the job title | Enter number of openings for each position. | Enter one of the following codes:<br>1. <30 days<br>2. 30-59 days<br>3. 60+ days<br>4. Always open<br>*If there are multiple openings, report for the oldest one.* | Please indicate the previous experience, if any, required for this position.<br>1. No experience required<br>2. Less than 1 year<br>3. 1 through 5 years<br>4. More than 5 years | Enter one of the following codes:<br>1. No formal requirement<br>2. High school diploma or equivalent<br>3. Postsecondary training<br>4. Associate's degree<br>5. Bachelor's degree<br>6. Graduate degree<br>7. Other, please specify | Enter actual wage or wage range. Please indicate if:<br>• Hourly<br>• Weekly<br>• Bi-weekly<br>• Annual<br>• Other<br>*If part-time, enter hourly wages only.* | Is this vacancy for a seasonal or temporary position? **Please indicate with a check mark.** | Does this vacant position have a fixed schedule that remains the same over time? **Please indicate with a check mark.** | Is this position difficult to fill? **Please indicate with a check mark.** | If the position has been difficult to fill, please enter one of the following codes:<br>1. Lack of applicants<br>2. Lack of qualified candidates<br>3. Lack of experience<br>4. Low wages<br>5. Unfavorable working conditions<br>6. Other, please specify | If there were a lack of qualified candidates for the position, please list the skills and credentials that applicants lacked that would have helped them qualify. |
| **FULL-TIME (35 hours or more)** | | | | | | | | | | | |
| *Example:* Registered Nurse | ☐ Yes ☑ No | *7* | *4* | *3* | *5* | *$65,000/yr* | ☐ Yes ☑ No | ☐ Yes ☑ No | ☑ Yes ☐ No | *1* | *Supervisory Skills* |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| **PART-TIME (less than 35 hours)** | | | | | | | | | | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |
| | ☐ Yes ☐ No | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | | |

**If more space is needed, please contact us for another copy, make a photocopy of this page, or visit us at www.maine.gov/labor/cwri/jvs.html**

**QUESTIONS?** Contact our survey team at: **(207) 621-5167**; TTY: Maine Relay 711; Fax: (207) 287-2947; E-mail: **JobVacancySurvey@Maine.gov**