

Name of Enterprise: _____
LTS No.: _____ PSIC: _____

1st QUARTER 2008 LTS RIDER QUESTIONNAIRE
OCCUPATIONAL SHORTAGES AND SURPLUSES
Reference Period: January to December 2007

1. Were there job vacancies (vacant positions) in your establishment from January 2007 to December 2007?
Job vacancies - refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period. In case a job vacancy has been vacant for several times during the year, count it only once.

(Please check appropriate box.)

- ☐ **Yes**, please specify total number of vacant positions _____
☐ **No**, go to question no. 2

- 1.1. Of the total number of vacant positions, how many were hard to fill? _____

Hard-to-fill occupations - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (7).

(Please enumerate job title and provide details for each column. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill) (1)	Title of Job/Occupation (2)	Number of Vacancies (3)	Number of Applicants (4)	Month/Year (mm/yy) Vacancy was		Reason Why Hard to Fill (Use Code) (7)	Starting Salary Rate (in ₱) (8)
				Open (5)	Filled- up (6)		

Code for Reason (Col. 7)

- | | |
|---|--|
| 1 - No applicant, i.e., no person applied for the job | 5 - Applicants' expectation of high salary |
| 2 - Applicants lack years of experience | 6 - Location or work schedule problem |
| 3 - Applicants lack competency/skill | 7 - Applicants prefer overseas employment |
| 4 - Applicants lack professional license/TESDA Skills Certification | 8 - Others (specify) _____ |

- 1.2. For each job/occupation title listed above, please specify the following requirements.

(Please use separate sheet following the same format, if necessary)

PSOC Code (Do not fill) (1)	Title of Job/Occupation (2)	Minimum Educational Level (3)	Code (Do not fill) (4)	Main Skill/ Area of Specialization (5)	Code (Do not fill) (6)	Years of Experience (7)	TESDA Skills Certifi- cation (8)

- 1.3 Of the total number of vacant positions reported in Item 1 how many were easy to fill? _____

(Please enumerate job title and indicate number of applicants. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill) (1)	Title of Job/Occupation (2)	Number of Applicants* (3)

*In case the position became vacant for several times during the reference period, please reflect the most recent number of applicants.



OCCUPATIONAL SHORTAGES AND SURPLUSES (cont'd)

2. How do you normally fill up your job vacancies?

(Please check appropriate box/es.)

- ☐ Word of mouth
☐ Network of relatives, friends, neighbors
☐ Classified ads
☐ Phil-JobNet (DOLE)
☐ Internet (Job Boards)
☐ Public Employment Office (PESO)

- ☐ Through labor unions
☐ Vacancy posting outside firm/schools
☐ Jobs Fair
☐ Private recruitment agency
☐ Promotion within the company
☐ Others *(specify)* _____

3. Does your company have a particular school preference in recruiting new staff?

(Please check appropriate box.)

- ☐ Yes ☐ No

*If yes, please indicate schools.
(Please use separate sheet, if necessary)*

4. How much is your estimated recruitment cost per job?

(Please check appropriate box.)

- ☐ No cost ☐ ₱ 10,000 to ₱ 19,999
☐ Less than ₱ 5,000 ☐ ₱ 20,000 and over
☐ ₱ 5,000 to ₱ 9,999

5. In general, how do you rate the job applicants in terms of the following traits?

(Please check applicable rating for each trait.)

Trait (1)	Poor (2)	Good (3)	Very Good (4)
1. Verbal skill			
2. Writing skill (if applicable)			
3. Computer skill (if applicable)			
4. Mathematics skill (if applicable)			
5. Analytical thinking/Reasoning skill			
6. English proficiency (if applicable)			
7. Confidence level			
8. Motivation/disposition			
9. Personal appearance			
10. Ability to fill out application form correctly			
11. Practical knowledge of the job			
12. Previous work-related experience			

6. How do you rate the quality of job applicants compared to the previous years?

(Please check appropriate box.)

- ☐ Have improved ☐ Have remained the same ☐ Have deteriorated

THANK YOU VERY MUCH!