



MICHIGAN'S

2018 JOB

VACANCY

SURVEY

PILOT

2018 JOB VACANCY SURVEY PILOT

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The Bureau of Labor Market Information and Strategic Initiatives is your one-stop shop for information and analysis on Michigan's population, labor market, and more.

- Our Federal-State Programs division runs the state's cooperative agreements with the U.S. Bureau of Labor Statistics and the U.S. Census Bureau, making us the official source for this information.
- Our Research and Evaluation division conducts workforce research and program evaluation, giving you the insight you need to make smarter decisions.

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Finally, we especially would like to thank all participating Michigan employers who took the time to fill out and return our survey. We hope this study can help employers and job seekers find the greatest fit for every job vacancy.

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About the Survey

Information on in-demand jobs comes from many places, including federal-state programs (such as the employment projections program or the Occupational Employment Statistics program) or from online job posting sites (such as The Conference Board Help Wanted Online® data series). But, the best way to learn about job vacancies is to directly ask employers with open positions. That is why the Bureau of Labor Market Information and Strategic Initiatives (Bureau) partnered with Michigan State University to conduct the 2018 Job Vacancy Survey (JVS) Pilot.

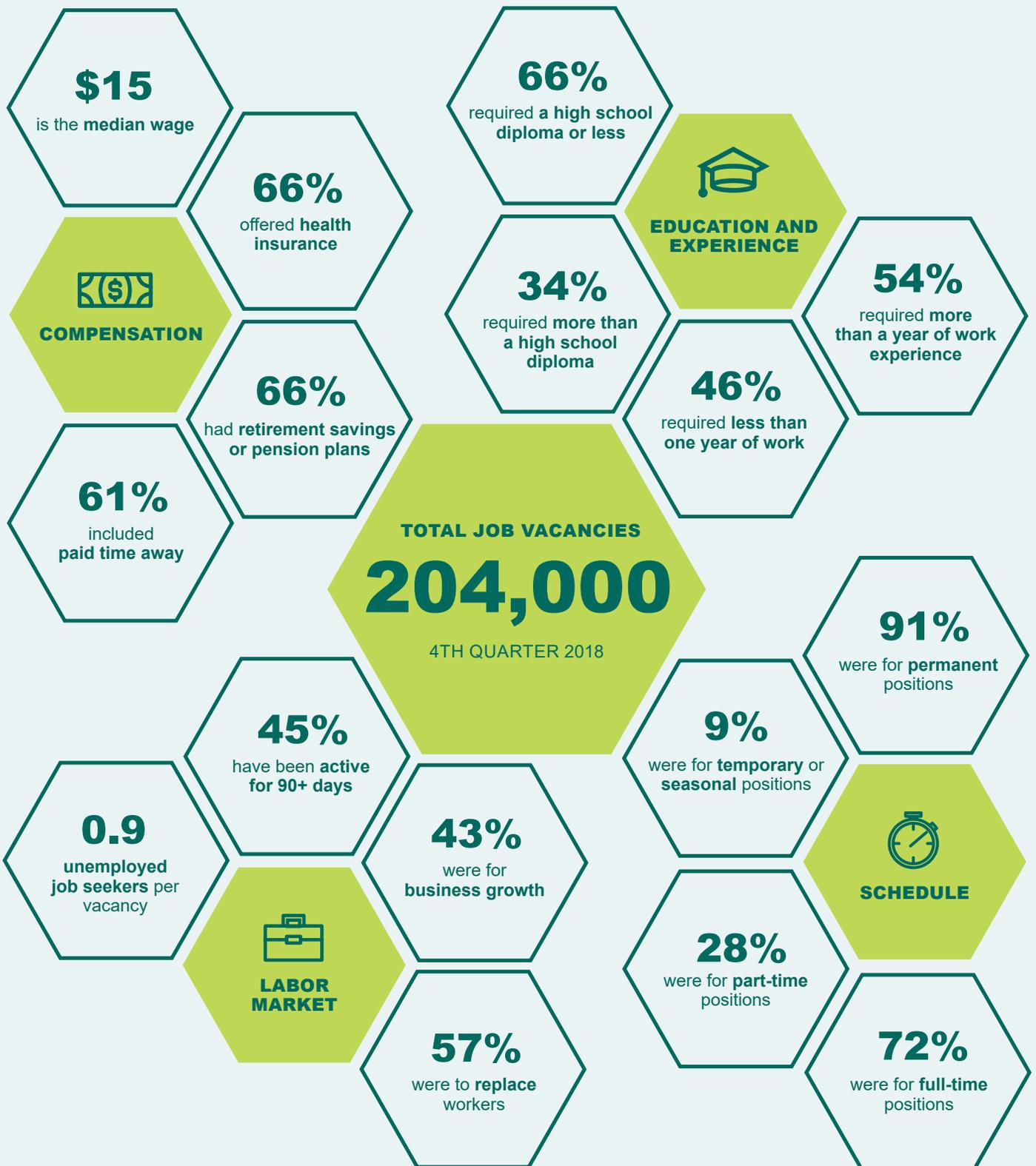
The purpose of the 2018 JVS Pilot was to give our partners and customers information and insights on current job vacancies, this information is intended to

- 1. assist employers and human resources departments** when making hiring decisions and setting wage levels.
- 2. help educators and workforce developers** when identifying the education and training programs that lead to high-demand jobs.
- 3. guide policymakers** when developing and prioritizing workforce and economic development initiatives and programs.
- 4. provide residents – including parents, students, and job seekers – vital information** when investigating career options.

Unlike earlier versions of the JVS¹, the Bureau partnered with the Michigan State University, Office of Survey Research to test different modes of data collection. The results will provide a benchmark for future surveys and help reduce costs associated with data collection by identifying the modes with the highest response rates and lowest follow-up costs.

¹ For example, see Michigan's Job Vacancy Survey 2015

Executive Summary





Methodology

Sample Design

Information on job vacancies for the fourth quarter 2018 came from a survey of 4,800 Michigan establishments. Surveyed employers were randomly selected from a universe of about 249,000 establishments throughout Michigan maintained by Michigan's Quarterly Census of Employment and Wages (QCEW) program. The selected establishments were based on a sampling procedure that stratified by 20 North American Industry Classification System (NAICS) industry sectors and three employment-size classes. The sampling process excluded private households, personnel service industries, and establishments with no reported employees.

Out-of-business establishments and establishments that could not be located were removed from the sample through data processing. The overall response rate for the 2018 JVS Pilot was 37 percent, compared to the 62 percent response rate from the 2015 JVS.

Survey Instrument and Results

Employers were asked to provide information on their current job vacancies, including the number of vacancies; the job titles for open positions; the education and experience required for open positions; and the compensation for vacancies. Positions reserved for consultants, outside contractors, and others not considered employees were excluded. Establishments without job vacancies were also asked to return the survey reporting that information.

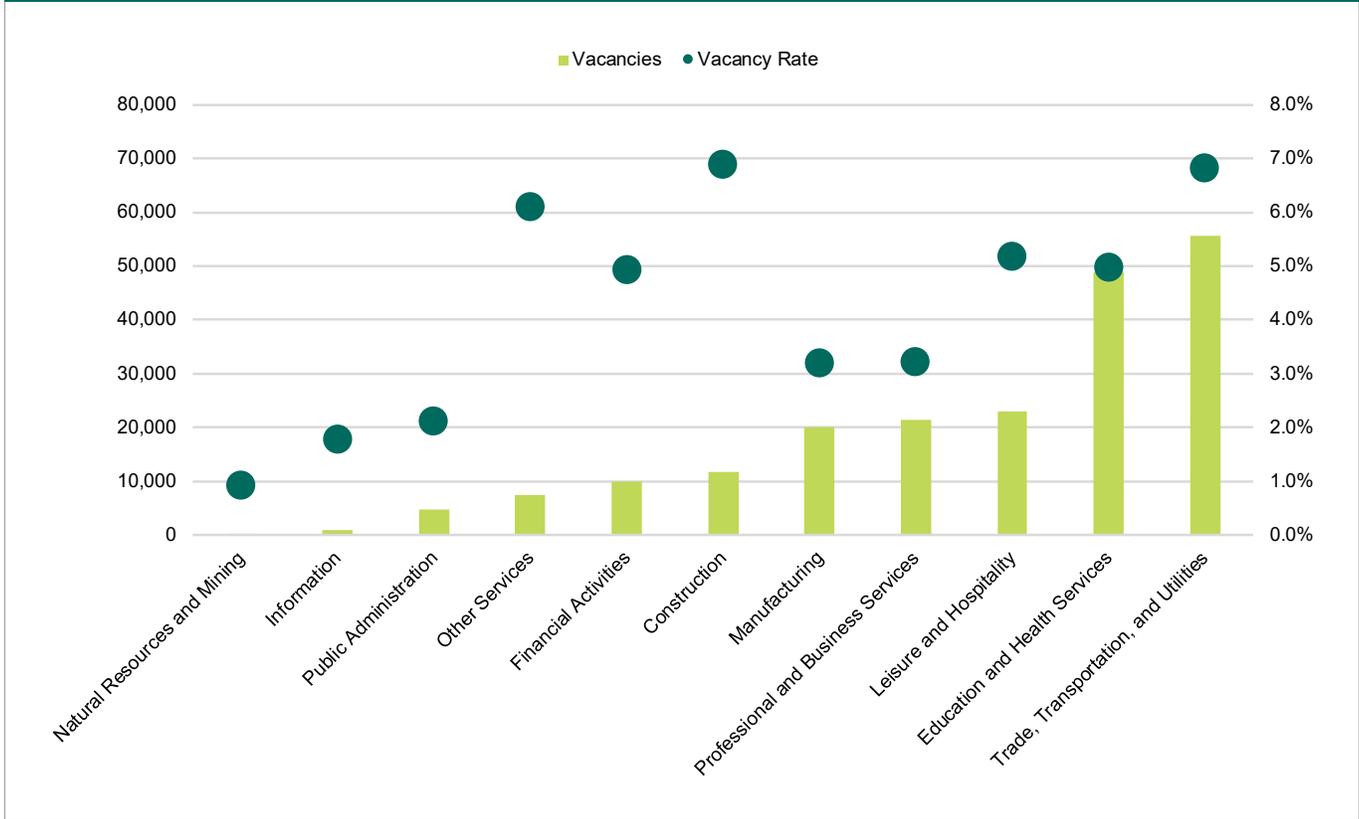
The survey proceeded in three mailing waves during November and December 2018. For the first mailing, all establishments were mailed only cover letters, asking that they complete the survey questionnaire online. For the second mailing, Group A units were again asked to complete the questionnaire online, while Group B units were asked to complete an enclosed physical questionnaire. Finally, during the last mailing, Group A and Group B

establishments were mailed physical questionnaires to complete. Survey mailing, online data collection and mining, follow-up telephone calls, fax, and email were used to obtain survey responses through the end of January 2019. Following a review of the survey results, the data was weighted to produce estimates representative of Michigan's labor market statewide.

Coding Job Titles

Employers provided job titles in an open field on the survey instrument. Economic analysts reviewed these job titles and matched them to appropriate 2018 Standard Occupational Classification (SOC) titles. Along with the job title, additional information on the position such as wage, education, and work experience were used to link the employer job title with an occupation title from the 2018 SOC title structures. This is the official coding structure used by the U.S. Bureau of Labor Statistics (BLS) and the U.S. Census Bureau to standardize reported job titles.

FIGURE 1: MICHIGAN VACANCIES AND JOB VACANCY RATE BY INDUSTRY SUPER SECTOR



Michigan Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives, Michigan Job Vacancy Survey 2018

Michigan Job Vacancies

The 2018 JVS Pilot asked Michigan employers to provide information on any job vacancies that existed at their locations during the fourth quarter of 2018. Based on employer responses, the 2018 JVS Pilot estimated 204,000 total vacancies in Michigan in the fourth quarter of 2018.

To provide context, results from the 2018 JVS Pilot were compared to other sources of labor market information to build measures of demand in the state’s labor market, these included: (1) a Job Vacancy Rate; and (2) a Supply-Demand Rate.

Job Vacancy Rate

Comparing Michigan’s estimated 204,000 job vacancies to the 4.3 million filled positions (Occupational Employment Statistics, 2019) showed that the Job Vacancy Rate was 4.7 vacancies for every 100 positions filled in 2018. This was up from 2015 when the Job Vacancy Rate was 3.5. The increase in Michigan’s job vacancy rate reflects more demand for workers as both employment and vacancies were up over the period.

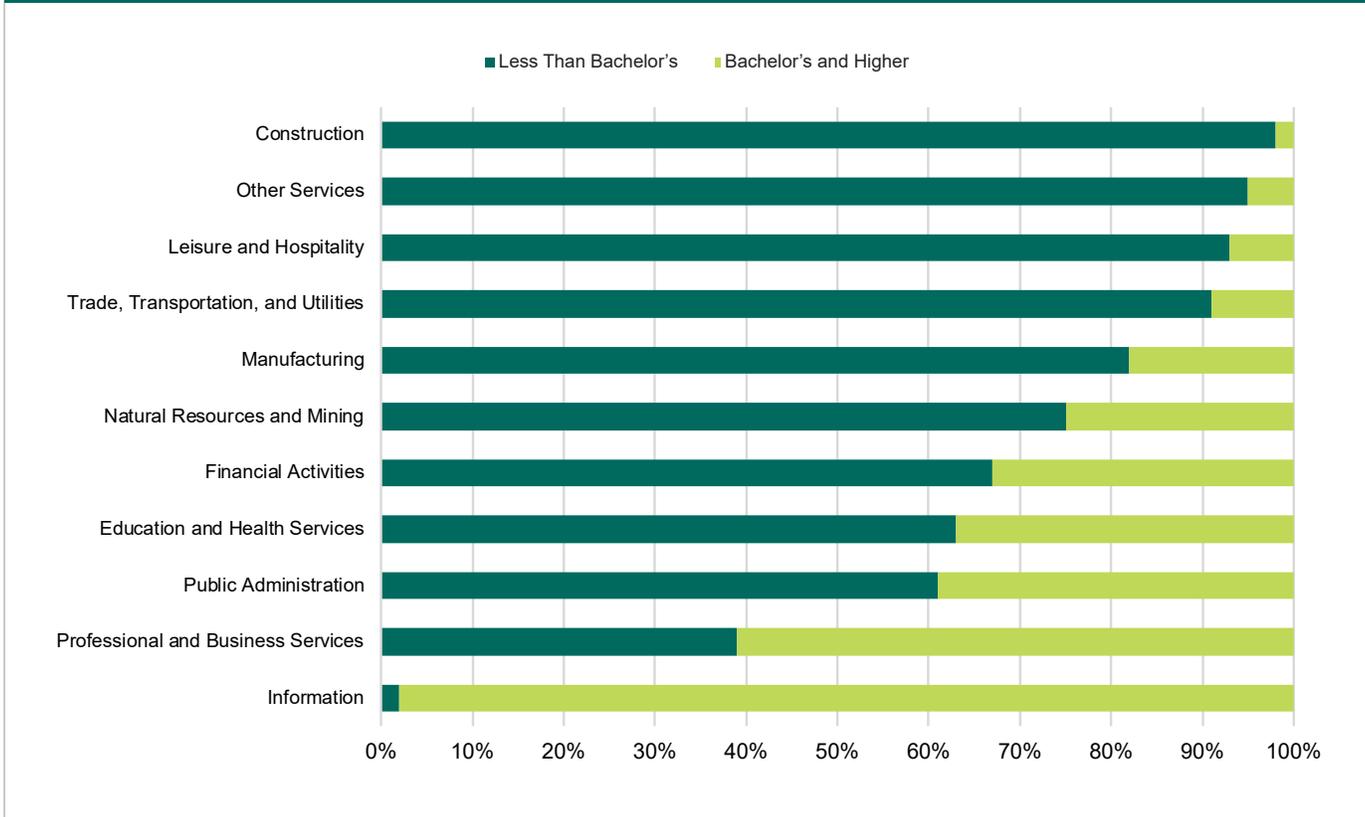
Supply-Demand Rate

Likewise, comparing Michigan’s job vacancies to the 183,000 unemployed residents (Local Area Unemployment Statistics, 2019) showed that the Supply-Demand Rate was 0.9, meaning there was less than one job seeker per job opening in 2018. This was well below the estimated 2.4 Supply-Demand Rate in 2015, reflecting a tightening in the labor market in which there are more vacancies than unemployed residents.

“In my 35 years of hospitality experience, I have never seen a labor shortage such as the one we are struggling with currently.”

- Employer in *Leisure and hospitality*

FIGURE 2: MICHIGAN JOB VACANCIES: EDUCATION BY INDUSTRY SUPER SECTOR



Michigan Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives, Michigan Job Vacancy Survey 2018

Results from the 2018 JVS Pilot were also compared to other sources of labor demand, including openings data from the Job Openings and Labor Turnover Survey (JOLTS) and online job ad data from The Conference Board Help Wanted Online® data series.

Job Openings and Labor Turnover Survey

Results from the 2018 JVS Pilot mirror regional and national data on job openings. JOLTS is a monthly survey administered by the Bureau of Labor Statistics (BLS) to collect data on job openings, hires, and separations, producing estimates regionally and nationwide. Like Michigan’s Job Vacancy Rate of 4.7 percent, JOLTS produced a somewhat comparable² seasonally unadjusted average

openings rate of 4.9 percent for the Midwest region and 4.5 percent for the nation in the fourth quarter of 2018. Additionally, as with Michigan’s Job Vacancy Rate, JOLTS registered increases in job opening rates compared to 2015.

The Conference Board Help Wanted Online®

Job vacancies from the 2018 JVS Pilot were below the number of online job ads from Help Wanted Online®. In the fourth quarter of 2018, Help Wanted Online® reported 227,250 job ads, which was 23,250 or 11 percent more ads than vacancies measured by the 2018 JVS Pilot. Compared to the 2018 JVS Pilot, online advertisements overstated demand in Management, Computer and mathematical, and

Healthcare occupations and under counted openings in Production, Construction, Building and ground cleaning and maintenance, and Food preparation occupations.

Median Wages

The 2018 JVS Pilot also asked employers to list the wage they were offering for any job vacancies. Based on employer responses, the statewide median hourly wage estimate for job vacancies was \$15.00 in the fourth quarter of 2018. While this was less than Michigan’s median hourly wage of \$18.08, it was nearly \$4.00 per hour greater than the statewide entry-level wage³ of \$11.06. Overall, the median hourly wage estimate for Michigan job vacancies was up from the \$14.00 estimated from the 2015 JVS.

² The 2018 JVS Pilot estimated the Michigan Job Vacancy Rate by taking the number of total estimated job vacancies and dividing by the total employment from the Occupational Employment Statistics (OES) program. In contrast, the BLS calculated the JOLTS job openings rates for the region and nation by dividing the number of job openings by the sum of employment from the Current Population Survey (CPS) program and job openings.

³ The entry-level wage was computed as the average of the bottom third of wages from the Occupational Employment Statistics (OES) program.



“It has been difficult to fill these positions with qualified applicants.”

- Employer in *Construction*

Education and Experience

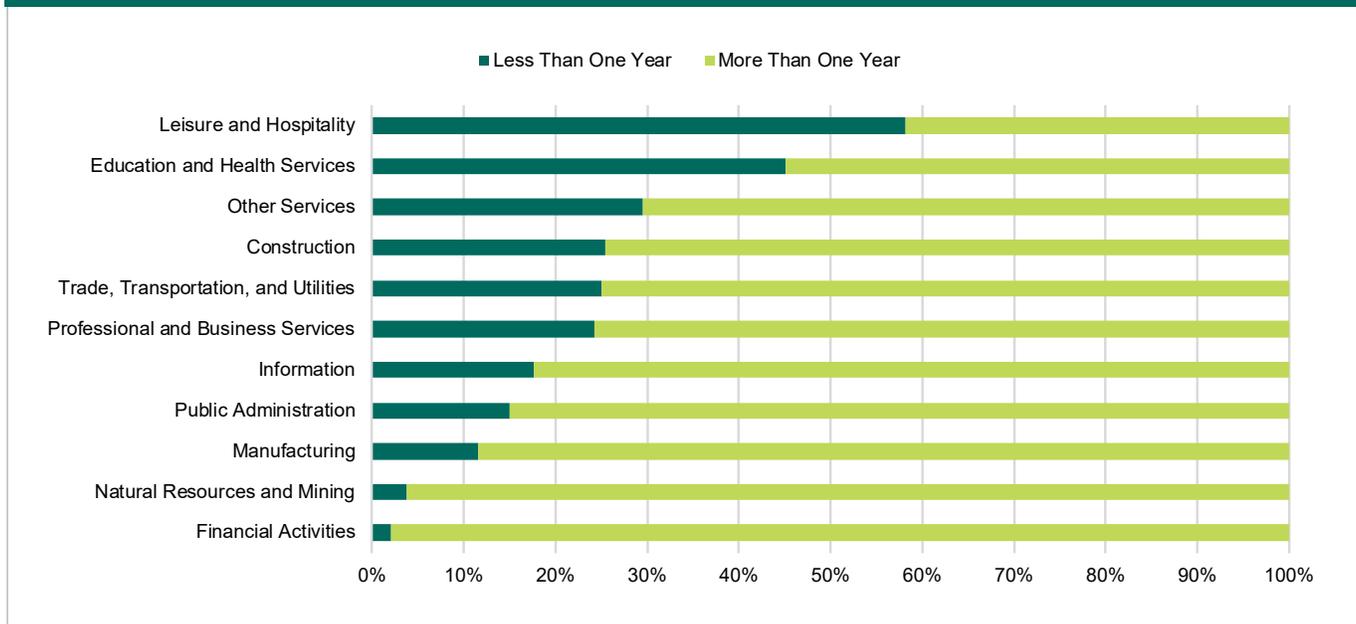
As expected, most vacancies called for lower levels of education and experience. Job openings that required a high school diploma or less represented two-thirds of total vacancies; and nearly half (46 percent) of all vacancies required less than one year of work experience. Why do most vacancies require less education and experience? Most vacancies were found in large, service and sales occupations within service-providing or high-turnover industries.

For example:

- The largest industry super sector⁴ in terms of vacancies was *Trade, transportation, and utilities*, which includes *Retail trade*, a large, high-turnover industry. Occupations with many vacancies in *Retail trade* included *Retail salesperson* and *Customer service representatives*, each typically requiring no formal education and experience.
- The second largest industry super sector by vacancy count was *Education and health services*, a large, service-providing industry. A job with many vacancies in the *Health services* component was *Health and personal care aides*, another example of an occupation that typically requires little education and experience.

⁴ Super sectors were used to present industry data at higher levels of aggregation, consistent with Bureau of Labor Statistics (BLS) recommendations for the Current Employment Statistics (CES) and Quarterly Census of Employment and Wages (QCEW) programs.

FIGURE 3: MICHIGAN JOB VACANCIES: EXPERIENCE LEVEL BY INDUSTRY SUPER SECTOR



Michigan Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives, Michigan Job Vacancy Survey 2018

Industry Analysis

Information on job vacancies by industry was readily available because surveyed establishments were stratified by industry. Analyzing vacancies by industry is particularly useful because it provides industry-specific information such as number of openings and required education and experience.

Vacancies by Industry

Job vacancies by industry mirrored employment by industry. In 2018, nearly three in four (73 percent) vacancies were concentrated in four industry super sectors: *Trade, transportation, and utilities*; *Education and health services*; *Leisure and hospitality*; and *Professional and business services*. This was only slightly higher than the 67 percent of recent occupational employment in these same industries.

Highlights:

- *Trade, transportation and utilities* had the largest number of vacancies. Some high-demand occupations in the super sector were *Heavy and tractor-trailer truck drivers* and *Retail salespersons*. In fact, *Heavy and tractor-trailer truck drivers* had the most vacancies of all occupations.

- Vacancies in the *Education and health services* super sector were concentrated in Healthcare occupations, particularly in jobs such as *Home health and personal care aides*, *Nursing assistants*, and *Registered nurses*.
- Industries with high turnover rates may report more job vacancies. For example, *Leisure and hospitality* ranks third among super sectors in vacancies and first in terms of turnover (Local Employment-Household Dynamics, 2016). Conversely, *Public administration* had the third fewest vacancies and had the lowest turnover rate (Ibid.).
- Industry super sectors with the lowest vacancy counts were *Natural resources and mining* and *Information*. Together, these categories accounted for less than one percent of total vacancies. These results are not surprising considering these two sectors combined were responsible for less than two percent of total statewide employment.

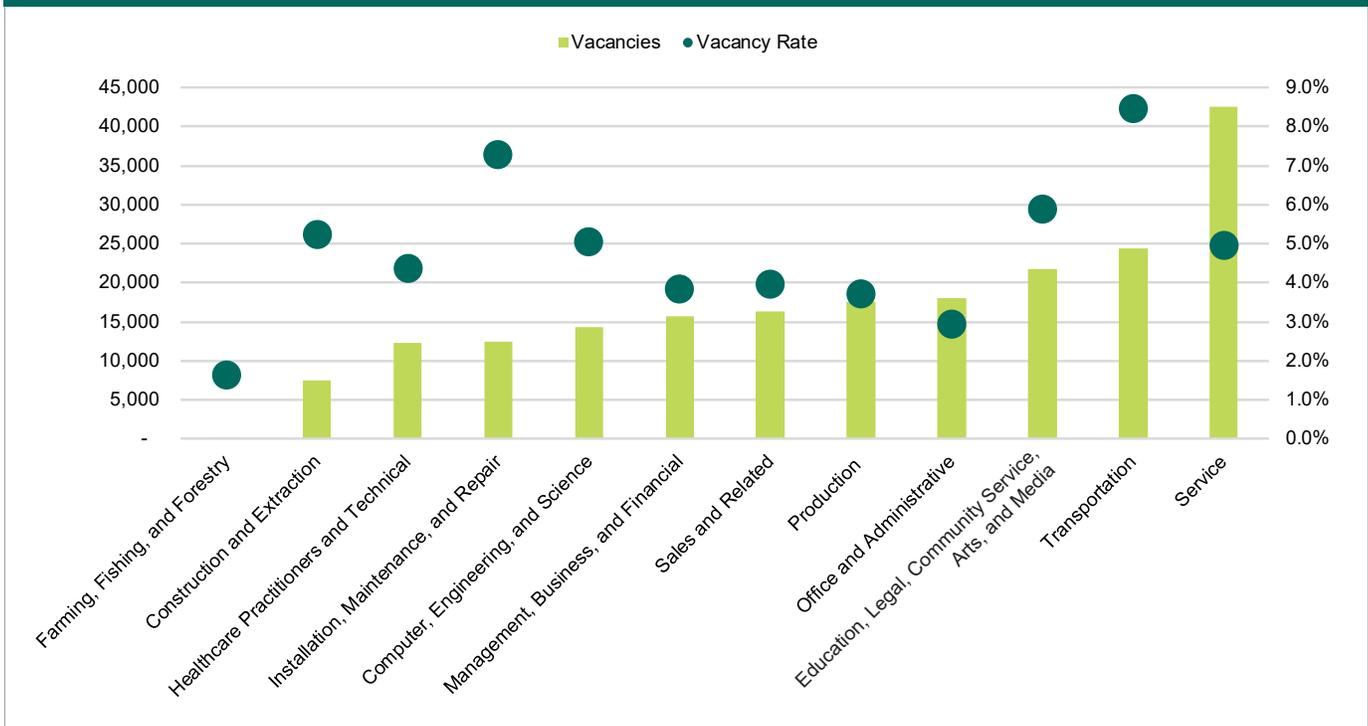
Education and Experience by Industry

As noted above, job openings that required a high school diploma or less represented two-thirds of vacancies; and nearly half (46 percent) of vacancies required less than one year of work experience. However, education and training requirements vary significantly by industry.

Highlights:

- The industry super sectors with the highest share of vacancies that required a bachelor's degree and higher were *Information* and *Professional business services*, each requiring a bachelor's degree for more than 60 percent of vacancies.
- *Construction*, *Leisure and hospitality*, and *Trade, transportation, and utilities* were among the super sectors with the lowest share of vacancies that required a bachelor's degree.
- *Leisure and hospitality* was the only industry super sector that required less than one year of experience for most vacancies. Conversely, *Financial activities* required prior experience for nearly all vacancies.

FIGURE 4: VACANCIES AND JOB VACANCY RATE BY INTERMEDIATE OCCUPATIONAL AGGREGATION



Michigan Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives, Michigan Job Vacancy Survey 2018

Occupation Analysis

Perhaps the most useful information from any job vacancy survey comes from the characteristics of openings by occupation, or job title. Occupational data is the most tangible, cross-industry, job-specific information with implications for educators and workforce developers. To provide this information, economic analysts reviewed job vacancies and coded them into the appropriate standardized SOC occupations.

Vacancies by Intermediate Occupational Aggregations

Half (49.9 percent) of vacancies fell into four intermediate aggregations: *Service*; *Transportation and material moving*; *Office and administrative*; and *Sales and related*. This was very close to the 50.4 percent of recent employment in these same occupational aggregations.

Highlights:

- *Service* occupations had the most vacancies, and not coincidentally this is also the largest intermediate aggregation for Michigan employment. Demand in this group was led by *Home health and personal care aides*.
- *Transportation and material moving* ranked second by vacancies but sixth by employment. Demand in this group was led by *Heavy and tractor-trailer truck drivers* and *Laborers and freight, stock, and material movers*.
- Other aggregations with many vacancies included: *Office and administrative occupations*, led by *Customer service representatives* and *Sales and related occupations*, led by *Retail salespersons*.

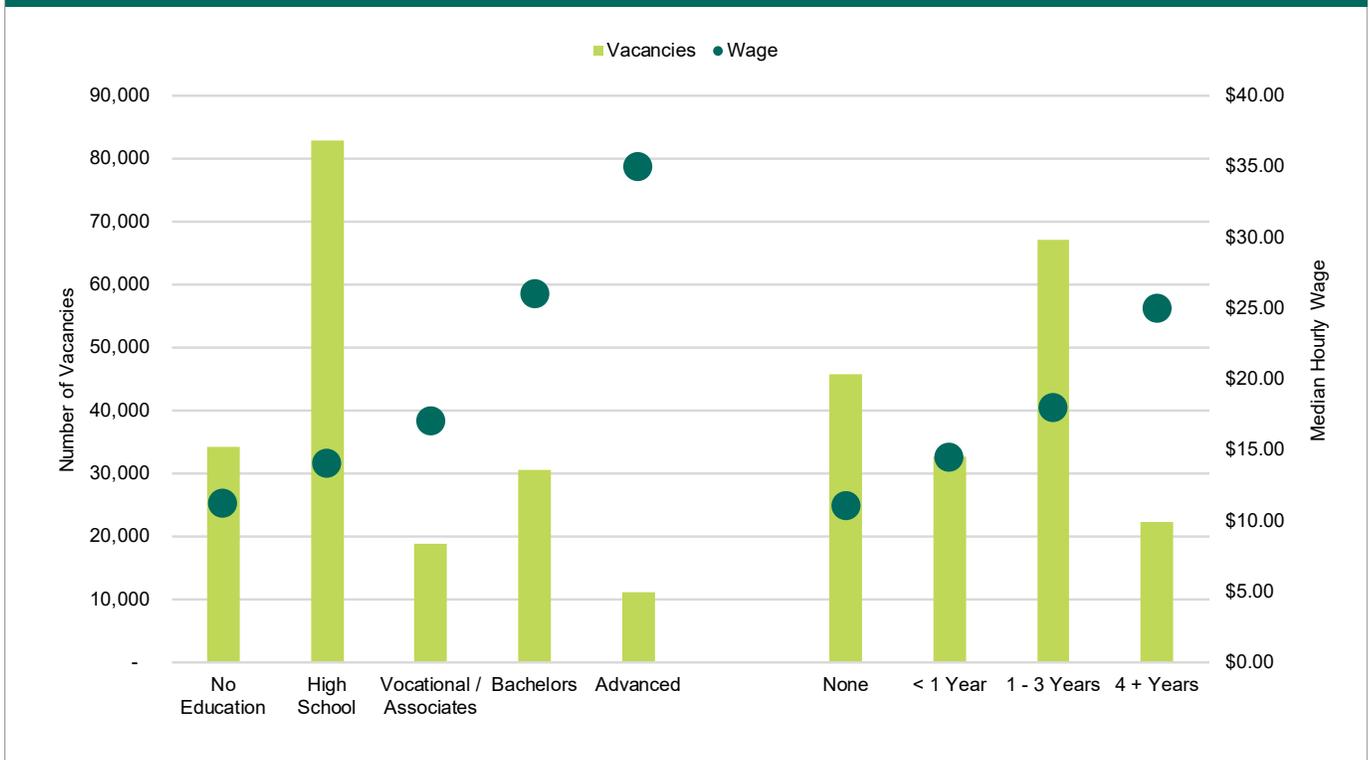
- Intermediate aggregations with the lowest vacancy count were *Farming, fishing, and forestry* occupations and *Construction and extraction* occupations.

Job Vacancy Rate by Intermediate Occupational Aggregations

When comparing job vacancy rates for all intermediate aggregations⁵, six groups had job vacancy rates above the statewide average of 4.7 percent and six groups had rates below the statewide average. Leading all intermediate aggregations were *Transportation and material moving* occupations and *Installation, maintenance, and repair* occupations. The lowest job vacancy rate was seen in *Farming, fishing, and forestry* occupations.

⁵ Intermediate aggregations were used to present occupational data at higher levels of aggregation consistent with Bureau of Labor Statistics (BLS) recommendations in Table 5 in the 2018 Standard Occupational Classification User Guide.

FIGURE 5: VACANCIES AND WAGES BY EDUCATION AND EXPERIENCE



Michigan Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives, Michigan Job Vacancy Survey 2018

Job Vacancies for the Top 10 Detailed Occupations

Nearly one in every four (24 percent) job vacancies come from just ten detailed occupations.

- Three of the top ten detailed occupations appear on the Bureau's *Hot 50: Michigan's High-Demand, High-Wage Careers* publication: *Heavy and tractor-trailer truck drivers; Registered nurses; and Child, family, and school social workers.*
- Three of the top ten detailed occupations appear on the Bureau's *Career Outlook Through 2026* publication: Two were in the bachelor's degree or higher category (*Child, family, and school social workers* and *Registered nurses*) and one (*Home health and personal care aides*) was in the high school diploma or equivalent category.
- Three health-related occupations are in the top ten detailed occupations: *Home health and personal care aides; Nursing assistants; and Registered nurses.*
- Two of the top ten occupations typically required a bachelor's degree: *Registered nurses* and *Child, family, and school social workers* while the other eight required less formal education.

Wages by Education and Experience

There was a clear positive correlation between wages offered and education required for job openings. Vacancies that had no education requirement offered a median hourly wage of \$11.25. In contrast, vacancies that required an advanced degree (defined as a master's, doctoral, or professional degree), offered a median hourly wage of \$35.00, more than three times higher. Large differences were seen between

the wage estimates for vacancies that required an associate or vocational degree (\$17.00) and those that required a bachelor's degree (\$26.00). The difference was equally large between vacancies that required a bachelor's degree (\$26.00) and those that called for an advanced degree (\$35.00).

Like education, higher levels of experience also were correlated with

higher wage estimates. Vacancies that required four or more years of experience had a median hourly wage of \$25.00, while those that required no experience offered less than half as much. Wage offers between experience levels varied. The largest difference was between one to three years (\$18.00 per hour) and four-plus years (\$25.00 per hour) of experience.

Other Characteristics of Job Vacancies

The 2018 JVS Pilot questionnaire asked employers to provide additional information about the characteristics of their job vacancies, including:

- Whether the vacancies were full-time or part-time and permanent or temporary or seasonal.
- What wages and benefits were being offered.
- Whether the vacancy was to replace someone or was for a new position.
- How long the employer had been recruiting to fill the vacancy.
- Whether the vacancy required licenses or certifications.
- Whether the vacancy required an apprenticeship.

Understanding these characteristics is important when helping job seekers prepare for these and other vacancies.

Full-Time or Part-Time and Permanent or Temporary or Seasonal

Seventy-two percent of Michigan job vacancies were for full-time employment while the remaining 28 percent were for part-time positions. Leading part-time vacancies were occupations such as *Fast food and counter workers* and *Maids and housekeeping cleaners*.

Most vacancies (91 percent) were for permanent employment, while 9 percent were for temporary or seasonal positions. Vacancies for temporary or seasonal positions were seen in occupations such as *Retail salespersons* and *Construction laborers*, which was expected considering the timing of the survey in the fourth quarter.

Benefits

The 2018 JVS Pilot questionnaire asked employers if their vacancies offered three key benefits: health insurance, paid time off, and a retirement savings plan or pension. Sixty-six percent of vacancies offered health insurance, 61 percent offered paid leave, and 66 percent offered some form of retirement savings or pension plan. These percentages were nearly identical to estimates from the 2015 survey.

Replacement vs. Growth

Replacing workers was the motivation behind 57 percent of total job vacancies, while business growth was responsible for the other 43 percent of vacancies. These estimates were similar to 2015 JVS results.

Vacancy Duration

Employers had been recruiting for less than 90 days for over half (54.7 percent) of total job vacancies. More importantly, employers had been recruiting for more than 90 days for 45.3 percent of vacancies, suggesting employers were having a difficult time filling some of these vacancies. This was well above the ad age measure from the Help Wanted Online® data series for Michigan, which indicates that around 34 percent of all online job ads during the same period were 90 days or older.

Licenses and Certifications

Nearly one out of every three (31 percent) vacancies required a license, certification, or a combination of both. *Transportation and material moving; Healthcare practitioners and technical; and Installation, maintenance, and repair* were the intermediate categories that most often required a license or certification.

Apprenticeships

Estimates from the 2018 JVS Pilot suggested that fewer than 2,500 job vacancies required an apprenticeship.

Conclusion

The 2018 JVS Pilot provided a benchmark for future surveys and identified the modes of data collection with the highest response rates and lowest follow-up costs. This information will be used as the Bureau expands the number of sampled firms, allowing for

more robust estimates, including job vacancies for sub-state geographies and for detailed occupations.

The 2018 JVS Pilot would not have been possible without the support of the State of Michigan Workforce

Development Agency, Michigan State University, and, especially, the participation of Michigan employers.



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APPENDIX 1: CODES AND INDUSTRY SUPER SECTORS

SUPERSECTOR	INDUSTRY	DESCRIPTION
Natural Resources and Mining	Agriculture, Forestry, Fishing, and Hunting	Establishments primarily engaged in growing crops, raising animals, harvesting timber, and harvesting fish and other animals from a farm, ranch, or their natural habitats.
	Mining, Quarrying, and Oil and Gas Extraction	Establishments that extract naturally occurring mineral solids, such as coal and ores; liquid minerals, such as crude petroleum; and gases, such as natural gas.
Construction	Construction	Establishments primarily engaged in the construction of buildings or engineering projects, in the preparation of sites for new construction, and in subdividing land for sales as building sites.
Manufacturing	Manufacturing	Establishments engaged in the mechanical, physical or chemical transformation of materials, substances, or components into new products.
Trade, Transportation and Utilities	Wholesale Trade	Establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.
	Retail Trade	Establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.
	Transportation and Warehousing	Establishments that provide transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation, and support activities related to modes of transportation.
	Utilities	Establishments engaged in the provision of electric power, natural gas, steam supply, water supply, and sewage removal.
Information	Information	Establishments engaged in producing and distributing information and cultural products, providing the means to transmit or distribute these products as well as data or communications, and processing data.
Financial Activities	Finance and Insurance	Establishments primarily engaged in financial transactions and/or facilitation financial transactions. Financial transactions are further defined as transactions involving the creation, liquidation, or change in ownership of financial assets.
	Real Estate and Rental and Leasing	Establishments primarily engaged in renting, leasing, or otherwise allowing the use of tangible or intangible assets, and establishments providing related services.
Professional and Business Services	Professional, Scientific, and Technical Services	Establishments that specialize in performing professional, scientific, and technical activities for others.
	Management of Companies and Enterprises	Establishments that hold the securities (or other equity investors) of companies and enterprises for the purpose of owning a controlling interest or influencing management decisions or establishments (except government establishments) that administer, oversee, and manage establishments of the company or enterprise and that normally undertake the strategic or organizational planning and decision making role of the company or enterprise.
	Administrative and Support and Waste Management and Remediation Services	Establishments performing routine support activities for the day-to-day operations of other organizations.
Education and Health Services	Educational Services	Establishments that provide instruction and training in a wide variety of subjects.
	Health Care and Social Assistance	Establishments providing health care and social assistance for individuals.
Leisure and Hospitality	Arts, Entertainment, and Recreation	Establishments that operate facilities or provide services to meet varied cultural, entertainment, and recreational interests of their patrons.
	Accommodation and Food Services	Establishments providing customers with lodging and/or preparing meals, snacks, and beverages for immediate consumption.
Other Services	Other Services (except Public Administration)	Establishments engaged in providing services not specifically provided for elsewhere in the classification system including equipment and machinery repairing, promoting or administering religious activities, grant making, advocacy, and providing dry cleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.
Public Administration	Public Administration	Establishments of federal, state, and local government's agencies that administer, oversee, and manage public programs and have executive, legislative, or judicial authority over other institutions in a given area.

APPENDIX 2: OCCUPATIONAL GROUP SOC CODES

SOC CODE	OCCUPATIONAL GROUP	SAMPLE OCCUPATIONS
11-0000	Management Occupations	Medical and Health Services Managers, Sales Managers, Construction Managers
13-0000	Business and Financial Operations Occupations	Accountants, Personal Financial Managers, Loan Officers
15-0000	Computer and Mathematical Occupations	Computer Systems Analysts, Computer Programmers, Web Developers
17-0000	Architecture and Engineering Occupations	Landscape Architects, Electrical Engineers, Industrial Engineers
19-0000	Life, Physical, and Social Science Occupations	Epidemiologists, Economists, Psychologists
21-0000	Community and Social Service Occupations	Substance Abuse and Behavioral Disorder Counselors, Healthcare Social Workers, Probation Officers and Correctional Treatment Specialists
23-0000	Legal Occupations	Lawyers, Paralegals and Legal Assistants, Title Examiners, Abstractors, and Searchers
25-0000	Educational Instruction and Library Occupations	Environmental Science Teachers (Postsecondary), Librarians and Media Collections Specialists, Teaching Assistants (Special Education)
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	Art Directors, Coaches and Scouts, Photographers
29-0000	Healthcare Practitioners and Technical Occupations	Dental Hygienists, Registered Nurses, Psychiatrists
31-0000	Healthcare Support Occupations	Nursing Assistants, Home Health Aides, Medical Assistants
33-0000	Protective Service Occupations	Firefighters, Correctional Officers and Jailers, Security Guards
35-0000	Food Preparation and Serving Related Occupations	Bartenders, Chefs and Head Cooks, Waiters and Waitresses
37-0000	Building and Grounds Cleaning and Maintenance Occupations	Landscaping and Groundskeeping Workers, Maids and Housekeeping Cleaners, Pest Control Workers
39-0000	Personal Care and Service Occupations	Gambling Dealers, Barbers, Animal Trainers
41-0000	Sales and Related Occupations	Retail Salespersons, Cashiers, Real Estate Brokers
43-0000	Office and Administrative Support Occupations	Billing and Posting Clerks, Customer Service Representatives, Payroll and Timekeeping Clerks
45-0000	Farming, Fishing, and Forestry Occupations	Animal Breeders, Forest and Conservation Workers, Agricultural Inspectors
47-0000	Construction and Extraction Occupations	Boilermakers, Electricians, Pipelayers
49-0000	Installation, Maintenance, and Repair Occupations	Millwrights, Industrial Machinery Mechanics, Mechanical Door Repairers
51-0000	Production Occupations	Team Assemblers, Stationary Engineers and Boiler Operators, Tool and Die Makers
53-0000	Transportation and Material Moving Occupations	Taxi Drivers, Commercial Pilots, Heavy and Tractor-Trailer Truck Drivers
55-0000	Military Specific Occupations	Infantry, Air Crew Officers, Special Forces

Appendix 3: Survey Instrument



State of Michigan Job Vacancy Survey 2018



DIRECTIONS

- Please direct this questionnaire to the manager or human resources professional responsible for recruitment and hiring at **this business location**.
- Please respond within ten (10) business days.
- If you have zero (0) or less than five (5) Michigan job vacancies, you may call toll-free at 1-877-403-1970 and complete your survey over the telephone.
- Surveys can be returned by mail, email or fax. If returned by fax, please fax to 517-884-7557; if by email, please scan and send to osr@msu.edu.
- Summary results will be available on the internet at www.michigan.gov/lmi.
- If you have any questions about the Michigan Job Vacancy Survey, please call toll-free at 1-877-403-1970 or email us at osr@msu.edu.
- Please answer **Part A** below, and then complete **Part B** (on the back) if applicable to your business.
- Individual responses will be kept confidential unless disclosure is otherwise required by law.
- Without your help, valuable information will be lost.

Thank you for your participation!

Please respond within ten (10) business days. Doing so will allow us to complete this survey on time and under budget.

Part A – About Your Business

Survey ID number: _____

<p>1: Total number of employees (full- and part-time, permanent and temporary) at this location:</p> <p>_____</p>	<p>2: Who is responding to this survey?</p> <p>Your name _____</p> <p>Title _____</p> <p>Email Address _____</p> <p>Phone Number _____</p>	<p>3. In the next six months, do you expect that employment levels at this location will:</p> <p><input type="radio"/> Increase</p> <p><input type="radio"/> Decrease</p> <p><input type="radio"/> Stay the same</p> <p><input type="radio"/> Uncertain</p>
<p>4: Do you currently have vacancies at this location?</p> <p><input type="radio"/> Yes Please complete Part B on the other side of this questionnaire. If your business has a website that clearly lists this location's current job vacancies, you may provide us with the website address below and return your questionnaire without completing Part B.</p> <p>Website: _____</p> <p><input type="radio"/> No There is no need to complete Part B. Mail your questionnaire in the postage-paid envelope, fax to (517) 884-7557, or email to osr@msu.edu.</p>		<p>5. Comments:</p>

Part B – CURRENT Job Vacancies at This Location

Survey ID number: 000036

A Job Titles for Vacancies	B Number of current job vacancies	C Is this position full-time or part-time? (Choose only one)		D Is this position permanent or temporary/seasonal? (Choose only one)		E What education level is preferred for this position? (Choose only one)						F Does this position require a professional license, certification, or apprenticeship? (Check all boxes that apply)				G What relevant experience is preferred? (Choose only one)				H What is the expected hourly, monthly, or annual compensation? (Record the dollar amount then whether hourly, monthly, or yearly)	I What benefits are offered? (Check all boxes that apply)			J Is this vacancy due to the need to replace former employee(s) or growth? (Fill in number of vacancies)		K How many months have you been recruiting for this vacancy? (If multiple vacancies exist, indicate the longest recruitment time)
		Full-time (35+ hours per week)	Part-time (1-34 hours per week)	Permanent	Temporary/Seasonal	No education preference	High school or GED	Postsecondary certificate	Associate's degree	Bachelor's degree	Advanced degree	License	Certification	Apprenticeship	No experience	Less than one year	1-3 years	4 or more years	Health insurance		Paid time off (Other than holidays)	Retirement/savings plan or pension	Replacement	Growth		
(example) Industrial Engineer	1	●	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$77,940/yr.	X	X			1	6		
(example) Electrician	5	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$28.00/hr.	X		X		2	3		
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Use this area to tell us about specific skills you are looking for in especially qualified candidates.



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