



*Pacific Northwest Gateway Skills Initiative*  
**WORKFORCE SKILLS SURVEY**

**INTRODUCTION**

Hi. My name is \_\_\_\_\_

I'm working with Community Futures of the Pacific Northwest to collect information on workforce skills in the Prince Rupert and Port Edward area.

The information will be used to develop an inventory of what type of skills already exist in the community so that we can be better prepared for new jobs that will be created by the port development and other projects.

The inventory will also identify training needs to meet future job requirements.

As a member of the Prince Rupert workforce, your participation is crucial to ensuring that the results are an accurate reflection of the region.

All information gathered through the survey will be kept strictly confidential, and no names or personal details will be released, nor will we release any information that could identify a particular individual without their consent.

I'd like to set up a time to interview you for the project. It will take about 30 minutes. Do you have some time now, or can we set up another time that would be more convenient?

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\* **First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\* **City/Prov:** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\* *Required fields*

*Please complete the following questions.*

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Age:    15 – 19      
          20 – 24      
          25 – 34      
          35 – 44      
          45 – 54      
          55 – 64      
          65 +       

Gender: M          
              F       

Marital status:  
              Married      
              Single          
              Divorced      
              Widowed    

1. To which ethnic or cultural group(s) did your ancestors belong? (EXAMPLE: Canadian, French, British, First Nations, Chinese, Japanese, Italian, German, Scottish, Irish, Cree, Micmac, Métis, Inuit (Eskimo), East Indian, Ukrainian, Dutch, Polish, Portuguese, Filipino, Jewish, Greek, Jamaican, Vietnamese, Lebanese, Chilean, Somali, etc.) \_\_\_\_\_  
\_\_\_\_\_
2. If First Nations, which band are you a member of? \_\_\_\_\_
3. What is your current employment status?  
 Full-time student – high school, college, university  
 Retired, no longer working  
 Unable to work due to disability  
 Full-time homemaker or caregiver  
 Employed, full- or part-time  
 Unemployed, looking for work  
 Self-employed
4. If you are NOT currently looking for work, are unable to work due to a disability, or are a full-time homemaker/caregiver, are you planning to return to work in the near future?  
Yes         No
5. If yes, when are you planning to return to work?  
 In one year or less                       5 – 10 years  
 1 – 3 years                                     More than 10 years  
 3 – 5 years                                     Other (*Specify*) \_\_\_\_\_

**IF THE PARTICIPANT IS A FULL-TIME STUDENT, RETIRED, OR NOT PLANNING TO RETURN TO WORK, THANK THEM FOR THEIR TIME & COLLECT THEIR SURVEY.**

6. Is the address where you live now your main residence? Yes  No
7. If not, in which community is your main residence? \_\_\_\_\_
8. Are you the main income earner in your household? Yes  No
9. What is the main language that you speak now? \_\_\_\_\_
10. What other languages can you speak? \_\_\_\_\_

**EMPLOYMENT**

11. Are you currently employed? Yes  No

*If you are NOT currently employed, skip to the WORK HISTORY chart below.*

12. If you are currently employed, check all that apply.
- Employed full-time (35 hours a week or more)
  - Employed part-time (less than 20 hours per week)
  - Permanent, year-round
  - Temporary
  - Contract work
  - Seasonal (*Number of months each year*) \_\_\_\_\_
  - On-call (*List which industry*) \_\_\_\_\_
  - Self-employed (*List occupation*) \_\_\_\_\_
  - Home-based business (*Type of business*) \_\_\_\_\_
  - Other (*Specify*) \_\_\_\_\_

**WORK HISTORY**

What jobs have you held in the past? List the type of jobs you have held, primary duties, approximate length of time employed, and employer's name.

Job/position	Main duties	Dates	Name of employer



13. Which industry have you mainly worked in over the years? (*PROBE: Forestry, fishing, tourism, health, construction, etc.*) \_\_\_\_\_

14. What has been your main job occupation? If more than one, list the top three (3) in order of priority. \_\_\_\_\_

15. What types of skills do you have now to help you get a job? (*PROBE: first aid, trades, machinery & equipment operation, carpentry, computer, supervisory skills, nursing, waitress, taxi driver, etc.*) \_\_\_\_\_

16. What other kinds of skills have you learned through volunteer or community work? (*PROBE: chairing meetings, organizing Band events, fire fighting, etc.*) \_\_\_\_\_

17. If you are **NOT** currently employed and are looking for a job, skip to Question # 26

18. If you are CURRENTLY employed, would you like to have a different job?

Yes  Go to Question # 19

No  Go to Question # 30 – Education and training

19. If YES, what type of job would you like to have? (*PROBE: Different industry, different position, different company, more money, etc.*) \_\_\_\_\_

20. Why would you like that job? (*PROBE: More suitable to my skills/qualifications, more/less responsibility, better location, better hours/wages, less travel time, etc.*) \_\_\_\_\_

21. What is preventing you from getting that job now? (*PROBE: Lack skills required, lack experience, no jobs available in this area, etc.*) \_\_\_\_\_  
\_\_\_\_\_

22. What skills do you think you need to get a different job that you would like? \_\_\_\_\_  
\_\_\_\_\_

23. Do you have those skills? Yes  No

24. If not, what have you done to get those skills? \_\_\_\_\_  
\_\_\_\_\_

25. What else would help you get the job you would like? (*PROBE: more training, references, child care, etc.*) \_\_\_\_\_  
\_\_\_\_\_

26. If you are **NOT** currently employed and looking for a job, what type of job would you like to have? \_\_\_\_\_  
\_\_\_\_\_

27. How long have you been looking for a job? \_\_\_\_\_

28. What would help you get a job (*PROBE: more training, different skills, etc.*)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. What is preventing you from getting a job or improving your skills? (*PROBE: Lack course prerequisites/qualifications, finances, transportation, family responsibilities, etc.*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND TRAINING**

30. What is the highest grade or level of education that you have completed? \_\_\_\_\_

31. In what community and province or country did you go to school? \_\_\_\_\_

32. List any certificates, apprenticeships, diplomas, trades tickets or other credentials. \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

33. What other types of training have you received? (*Confined space, WHMIS, First Aid*). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

34. Have you ever participated in any training programs or college courses? Yes  No

35. If yes, list the names of the courses. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

36. Did you complete the courses? Yes  No

37. If you did not complete the course, why not? \_\_\_\_\_

\_\_\_\_\_

38. If you have never taken any courses or training programs, what has prevented you from participating? (*PROBE: Finances, transportation/travel, family responsibilities, etc.*)

\_\_\_\_\_  
\_\_\_\_\_

39. What would help you participate in future job training programs or courses? \_\_\_\_\_

\_\_\_\_\_

40. Have you ever participated in any on-the-job training? Yes  No

41. If yes, list all on-the-job training that you have participated in. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EXISTING SKILLS

42. Have you had any supervisory experience? Yes  No

43. If yes, describe your supervisory experience (*PROBE: How many people, what type of job, number of years as a supervisor*) \_\_\_\_\_  
\_\_\_\_\_

44. List the type of heavy equipment, office machinery and any other equipment that you know how to operate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

45. Have you ever been required to use a computer as part of your job? Yes  No

46. If yes, approximately how many hours a day do/did you use the computer at your current or most recent job? \_\_\_\_\_

47. What do/did you mainly use the computer for at your current of most recent job?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Writing letters and reports             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Using a spreadsheet and entering data   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Email                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Researching information on the Internet | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Ordering products and services online   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f. Other (please describe) _____           |                              |                             |

48. Do you use a computer at home? Yes  No
49. Do you have access to the Internet at home? Yes  No
50. What do you mainly use the computer for at home? \_\_\_\_\_
51. For your current or most recent job, approximately how many hours of your day are spent on reading and writing tasks? \_\_\_\_\_
52. For your current or most recent job, approximately how many hours of your day are spent on mathematical tasks involving numbers? \_\_\_\_\_

### **BARRIERS TO EMPLOYMENT AND TRAINING**

53. Would you be willing to relocate for a job? Yes  No
54. If no, explain what is preventing you from leaving. (*PROBE: Family/medical/health, financial, etc.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
55. What would need to happen for you to relocate for a job? \_\_\_\_\_
56. Would you be willing to travel or commute to a job? Yes  No
57. If yes, how far would you be willing to travel or commute to a job. \_\_\_\_\_  
\_\_\_\_\_
58. If no, explain what is preventing you from travelling or commuting to a job.  
\_\_\_\_\_
59. Would you be willing to travel to participate in a training program? Yes  No
60. If yes, how far would you be willing to travel for training? \_\_\_\_\_  
\_\_\_\_\_
61. If no, explain what is preventing you from travelling to participate in training. \_\_\_\_\_  
\_\_\_\_\_