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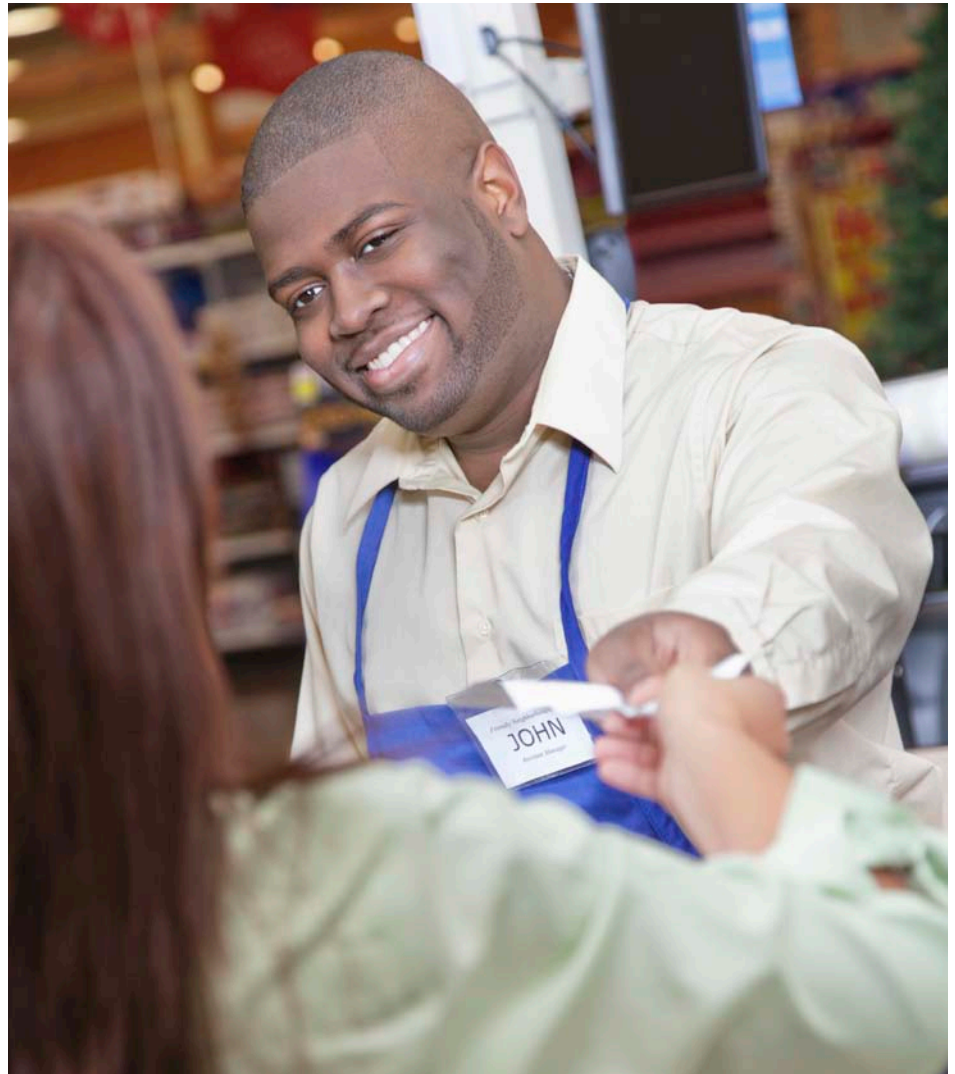
JOB VACANCY AND HIRING SURVEY REPORT

Firm size
Industries
Occupations
Areas
Education

Employment Security Department
WASHINGTON STATE

Labor Market and Performance Analysis
December 2013

2013 Spring Job Vacancy and Hiring Survey Report

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Contents

About the job vacancy and hiring survey

Each spring and fall, the Employment Security Department surveys Washington employers.

In spring 2013, employers were surveyed to collect information within three components:

1. Job vacancies.
2. Recent hires.
3. Expected future vacancies.[1]

A recent hire was defined as any new external hire – a worker hired from outside the firm. This definition excludes internal promotions, including those promotions to a newly created position within the firm.

The same scientific sample was used for all three components of the survey. This sample was drawn from the universe of employers covered by the unemployment-insurance system, after removing from the population the public administration industry sector and private households. All estimates based on the survey and all references to total covered employment throughout this report refer to this universe.

The job-vacancy component asked employers whether they were currently recruiting for any vacancies at their location – using their current Washington business address. The information collected revealed a snapshot-in-time of Washington's job-vacancy situation. We learned about the estimated number of vacant positions by occupation and industry, the characteristics of those vacant positions and the workforce needs of employers. In the job-vacancy component, we collected the following information:

- Job title of each opening.
- Number of current openings.
- Number of current openings that were newly created.
- How long the positions had been open.
- Full-time or part-time status of each opening.
- Education level required for each opening.
- Permanent or seasonal status of each opening.
- License or certification requirement of each opening.
- Previous experience required for each opening.

The hiring component asked employers whether they made any new external hires from January 1 through March 31, 2013, the first quarter of the year.

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[1]The spring 2013 survey was the first to ask about expected future vacancies.

In the hiring component, we collected the following information:
- Job title of each hire.
- Number of positions filled.
- Number of positions filled that were newly created.
- How long the positions were open.
- Starting hourly wages paid.

The component about expected future vacancies asked for an estimate of expected openings 12 months in the future, plus an estimate of the newly created positions among those future vacancies.

Note that although the three components were conducted as one study, the results were estimated separately for vacancies, hiring and expected future vacancies. These three components should not be directly compared, since the firms reporting information within each component were different. See *Appendix 7* to view the complete survey form.

Changes to the survey

The Employment Security Department has conducted the job-vacancy survey since 2003. Beginning in 2012, improvements in the data-collection process were implemented, and hiring data were published for the first time. With the spring 2013 survey, questions about expected future vacancies were added.

Prior to the 2012 reports, data were broken out by the 12 workforce development areas (WDAs). Beginning in 2012, results were displayed by four types of geographic areas in the state: west urban, west rural, east urban and east rural. *Appendix 1* identifies the counties that make up these four areas.

See *Appendix 4* for more information about the survey design and how the survey was conducted.[2]

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[2]Only results that pass publication standards, based on the number of responses and confidence intervals, were reported. See *Appendix 4* for more details on these design and quality standards.

Executive summary

This report presents the results of the 2013 spring job-vacancy and hiring survey, which collected data by surveying 12,000 Washington employers during April and May 2013. Response rates varied among the three components of the survey, as well as by individual question. For the vacancy component of the survey, 5,987 employers responded; for the expected-future-vacancy component, 5,372 employers responded; and 5,984 employers responded to the hiring component. Results of the spring 2013 survey can be compared to the spring and fall 2012 surveys, but not to prior years' surveys due to changes in methodology.

Job vacancies and hiring were well above last year

Job vacancies increased from about 52,000 in spring 2012 to about 85,000 in spring 2013, and hiring increased from about 118,000 to about 157,000.

Expected vacancies in early 2014 well above spring 2013 vacancies

For the first time, the spring 2013 survey asked employers how many vacancies they expected to have 12 months in the future. Employers expected to have 157,214 vacancies during spring 2014, almost double the 85,424 vacancies they reported for spring 2013.

Spring 2013 job-vacancy results

Statewide, job vacancies and vacancy rates for the spring of 2013 increased sharply relative to the comparable estimates for the spring of 2012 – up to 85,424 from 51,934.

Job vacancies by area

Employers reported an estimated 85,424 vacancies statewide, representing an estimated 3.2 percent of employment covered by unemployment insurance.[3] Regionally, employers in the west urban area of the state reported an estimated 57,451 vacancies, accounting for more than two-thirds of the state's vacancies. There were 11,845 vacancies in the east urban area, 9,790 vacancies in the east rural area and 6,272 vacancies in the west rural area.

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[3]Shares were estimated based on survey design. For more detail, see *Appendix 5*.

Top three occupations

The three occupations with the most vacancies were:

- Retail salespersons (4,539 vacancies, comprising 5.3 percent of total vacancies),
- Farmworkers and laborers, crop, nursery and greenhouse (3,065 vacancies, comprising 3.6 percent of total vacancies), and
- Food-preparation workers (2,542 vacancies, comprising 3.0 percent of total vacancies).

Top three industry sectors

Although covered employment could not be estimated for occupations, this comparison could be made for industries. The three industry sectors with the most vacancies were:

- Healthcare and social assistance (11,430 vacancies, comprising an estimated 2.7 percent of covered employment),
- Accommodation and food services (11,404 vacancies, comprising an estimated 5.2 percent of covered employment), and
- Administrative and support and waste management (10,089 vacancies, comprising an estimated 7.8 percent of covered employment).

Vacancy duration

- Statewide, job vacancies had been open for an average of 31.3 days.
- The longest duration, 34.3 days, was in the west urban area.

Vacancies in newly created positions

Newly created positions made up 26.0 percent of estimated vacancies statewide. This compares to 22.0 percent of estimated vacancies in the spring 2012 survey.

Vacancies by firm employment size

The smallest firms, those employing fewer than 10 workers, had the highest number of vacancies statewide (21,398 vacancies, for a 25.0 percent share).

Educational requirements

Nearly 70 percent of all vacancies required either no educational requirement or only a high school education.

License or certification requirements

Statewide, 38.4 percent of the vacancies required some form of license or certification.

Experience requirements

Statewide, 52.7 percent of vacancies required some experience.

Vacancies for STEM occupations

The increasingly competitive global market has increased the demand for workers in science, technology, engineering and mathematics (STEM) occupations.

> "In the 21st century, scientific and technological innovations have become increasingly important as we face the benefits and challenges of both globalization and a knowledge-based economy. To succeed in this new information-based and highly technological society, students need to develop their capabilities in STEM to levels much beyond what was considered acceptable in the past."[4]

The federal Department of Labor's Occupational Information Network (O*NET) has designated certain occupations as STEM occupations. The three STEM occupations with the most vacancies were:

- Business operations specialists (804 vacancies, comprising 0.94 percent of total vacancies),
- Automotive service technicians and mechanics (742 vacancies, comprising 0.87 percent of total vacancies), and
- Software developers, systems software (713 vacancies, comprising 0.83 percent of total vacancies).

Spring 2013 hiring results

Statewide, there were an estimated 157,371 hires during the period January 1, 2013, through March 31, 2013, comprising 5.9 percent of covered employment for that period.

Hires by area

The urban areas of the state drove the hiring experience, accounting for 83.6 percent of all hires – five out of six. The largest share was in the west urban area, 100,206, or 63.8 percent.

Hires paid $13.67 average hourly wage

The average estimated hourly wage rate for hires was $13.67 statewide. Regionally, the average ranged from $14.85 in the west urban area of the state to $11.46 in the east urban area. Large decreases in hourly wage rates were reported statewide relative to the spring 2012 survey. This was driven by decreases in the west urban area ($14.85 in spring 2013, compared to $16.84 in spring 2012).

Top three occupations

The three occupations with the most hires were:

- Farmworkers and laborers, crop, nursery and greenhouse (11,235 hires, comprising 7.1 percent of total hires),
- Retail salespersons (8,550 hires, comprising 5.4 percent of total hires), and
- Cashiers (5,334 hires, 3.4 percent of total hires).

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[4]National Science Foundation, http://www.nsf.gov/nsb/documents/2007/stem_action.pdf

Top three industry sectors

Although covered employment could not be estimated for occupations, this comparison could be made for industries. The three industry sectors with the most hires were:

- Accommodation and food services (21,633 hires, comprising 9.9 percent of covered employment),
- Healthcare and social assistance (21,302 hires, comprising 5.1 percent of covered employment), and
- Retail trade (19,446 hires, comprising 6.3 percent of covered employment).

16-day average to hire

On average, positions were open statewide for slightly more than two calendar weeks (16.2 days). While quite a bit lower than spring 2012, the average time to hire was just a bit over those from fall 2012.

Industry sectors with the longest time to hire were:

- Utilities (39.8 days),
- Transportation and warehousing (29.5 days), and
- Finance and insurance industry and management of companies and enterprises industry, both at 28.8 days.

Hiring by firm employment size

- Firms employing 10 to 24 workers experienced the shortest time to hire (12.3 days), and
- Firms employing 100 to 499 workers experienced the longest time to hire (21.1 days).

Spring 2013 expected-future-vacancy results

When asked about expected future vacancies, employers across the state reported that an estimated 157,214 jobs were expected for spring 2014. By way of context, employers reported currently having an estimated 85,424 vacancies.

Expected future vacancies by area for spring 2014

- At 56.2 percent, the west urban area had the highest percent of expected future vacancies.
- At 5.4 percent, the west rural area had the lowest percent of expected future vacancies.

Expected future vacancies by occupation for spring 2014

In terms of expected future vacancies, the top three occupations were:

- Farmworkers and laborers, crop, nursery and greenhouse (25,711, comprising 16.4 percent of total expected future vacancies),
- Retail salespersons (8,674, comprising 5.5 percent of total expected future vacancies), and
- Laborers and freight, stock and material movers, hand (7,135, comprising 4.5 percent of total expected future vacancies).

Expected future vacancies by industry for spring 2014

In terms of expected future vacancies, the top three industry sectors were:

- Agriculture, forestry, fishing and hunting (33,611), comprising 21.4 percent of total expected future vacancies,
- Accommodation and food services (19,879), comprising 12.6 percent of total expected future vacancies, and
- Retail trade (18,192), comprising 11.6 percent of total expected future vacancies.

Expected future vacancies in newly created positions

- In the west urban area, 37.5 percent of expected future vacancies were expected to be newly created positions.
- In the east rural area, 20.6 percent of expected future vacancies were newly expected to be newly created positions.

Spring 2013 relative probability of filling job vacancies (hazard ratios)

Hazard ratios were used to compare the relative likelihood of filling a job vacancy by various characteristics (e.g., types of geographic areas, occupation, industry, firm size). Based upon both the vacancy and hiring components of the survey, the hazard ratio shows how relatively easy it was, in terms of a given time-period, to fill a given position.

Areas

The east rural area had the lowest relative probability of filling its job vacancies within a given time period. In contrast, the east urban area had the highest relative probability of filling its job vacancies.

Occupations

Construction occupation vacancies had the highest probability of being filled, whereas vacancies in computer and mathematical occupations had the lowest probability of being filled.

Industry sectors

The construction industry sector had the highest probability of filling its job vacancies within a given time period. However, firms in the management of employers and enterprises industry sector had the lowest probability of filling vacancies.

Spring 2013 job-vacancy survey results

The job-vacancy component asked Washington state employers whether they were currently recruiting for any vacancies at their location. The information collected revealed a snapshot-in-time of Washington employment conditions. We learned the estimated number of vacant positions, the characteristics of those vacant positions, the workforce needs of employers, and vacancy trends by industry and occupation.

Of the 12,000 employers in the survey sample, 5,987 employers provided usable responses to the job-vacancy component, for a response rate of 49.9 percent. Estimates were produced with 95 percent confidence intervals. This measure of statistical reliability was used for determining whether the data met Employment Security Department (ESD) publishing standards. (See description of publishing standards in *Appendix 4*).

Vacancies by areas

An estimated 85,424 positions were vacant statewide. These vacancies represented 3.2 percent of employment covered by the unemployment-insurance program.[5] Statewide, the area with the largest estimated share of vacancies as a percent of covered employment was eastern rural, at a 4.4 percent share. The western urban area registered a 3.3 percent share; western rural, 3.1 percent; followed by eastern urban, with a 2.4 percent vacancy share.

These estimates reflect a considerable labor market improvement from the spring 2012 estimates, when, statewide, there were an estimated 51,934 vacancies – only a 2.0 percent share of covered employment. Spring 2013 vacancies in western urban Washington alone were estimated to be 57,451 jobs. *Figure 1* shows the vacancies by area for the spring of 2013.

Figure 1. Vacancies by areas
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

Areas	Vacancies[1]	Estimated percent of vacancies in covered employment2
East rural	9,790	4.4%
East urban	11,845	2.4%
West rural	6,272	3.1%
West urban	57,451	3.3%
Washington state	**85,424**	**3.2%**

[1]Area estimates do not add to statewide total since some respondents could not be assigned to any specific area.
[2]Shares were estimated based on survey design. For more detail, see *Appendix 5*.

Although most vacancies were in the west urban area, the east rural area had the largest proportion of vacancies to covered employment.

[5]The public administration industry sector and private households have been removed from the initial population. All estimates based on the survey and all references to total covered employment throughout this report refer to this universe.

Top 25 occupations with vacancies

For this survey, every job title was coded based on the Standard Occupational Classification (SOC) system. The U.S. Bureau of Labor Statistics, other federal agencies and most state employment agencies also use SOC codes for occupation-based research and reporting.

The top 25 occupations represented 37,998 of the 85,424 estimated vacancies, or 44.5 percent of the total, as shown in *Figure 2*.

From the state total of estimated vacancies, the top three occupations, in terms of their share of total vacancies, were:
- Retail salespersons (4,539 vacancies, 5.3 percent),
- Farmworkers and laborers, crop, nursery and greenhouse worker (3,065 vacancies, 3.6 percent), and
- Tied for third place, at 3.0 percent of the vacancy total, were: food-preparation workers (2,542 vacancies), heavy and tractor-trailer truck drivers (2,528) and waiters and waitresses (2,523).

In contrast, year-over-year, the top three occupational vacancies in spring 2012 were retail salespersons, registered nurses and customer service representatives.

Figure 2. Top 25 occupations with vacancies
Washington state, spring 2013
Source: Employment Security Department/LMPA

SOC	Occupations	Vacancies	Percent of total vacancies
41-2031	Retail salespersons	4,539	5.3%
45-2092	Farmworkers and laborers, crop, nursery and greenhouse	3,065	3.6%
35-2021	Food preparation workers	2,542	3.0%
53-3032	Heavy and tractor-trailer truck drivers	2,528	3.0%
35-3031	Waiters and waitresses	2,523	3.0%
43-4051	Customer service representatives	2,295	2.7%
53-7062	Laborers and freight, stock and material movers, hand	2,047	2.4%
29-1141	Registered nurses	1,716	2.0%
41-2011	Cashiers	1,277	1.5%
53-3033	Light truck or delivery services drivers	1,168	1.4%
25-2031	Secondary school teachers, except special and career/technical education	1,125	1.3%
45-2041	Graders and sorters, agricultural products	1,080	1.3%
31-1014	Nursing assistants	1,060	1.2%
35-2014	Cooks, restaurant	1,014	1.2%
37-2012	Maids and housekeeping cleaners	996	1.2%
35-3022	Counter attendants, cafeteria, food concession and coffee shop	990	1.2%
39-9021	Personal care aides	974	1.1%
43-4171	Receptionists and information clerks	950	1.1%
43-5052	Postal service mail carriers	836	1.0%
47-2031	Carpenters	823	1.0%

SOC	Occupations	Vacancies	Percent of total vacancies
13-1199	Business operations specialists, all other	804	0.9%
37-3011	Landscaping and groundskeeping workers	745	0.9%
49-3023	Automotive service technicians and mechanics	742	0.9%
25-2011	Preschool teachers, except special education	742	0.9%
15-1133	Software developers, systems software	713	0.8%
37-2011	Janitors and cleaners, except maids and housekeeping cleaners	705	0.8%
	Total	**37,998**	**44.5%**

The three occupations with the most estimated vacancies were retail salespersons; farmworkers and laborers, crop, nursery and greenhouse; and food preparation workers.

Vacancies by industry sectors

Employers were classified into industries based on the North American Industry Classification System (NAICS). The U.S. Bureau of Labor Statistics, other federal agencies and most state employment agencies use NAICS for industry-based research and reporting.

Although covered employment could not be estimated for occupations, this comparison could be made for industries. The top three industry sectors for vacancies, in terms of the number of vacancies, were:

- Healthcare and social assistance (11,430 vacancies, comprising an estimated 2.7 percent of covered employment),
- Accommodation and food services (11,404 vacancies, comprising an estimated 5.2 percent of covered employment), and
- Administrative support and waste management (10,089 vacancies, comprising an estimated 7.8 percent of covered employment).

Figure 3 shows the number of vacancies and estimated percent of vacancies in employment covered by unemployment insurance for each major industry sector.

At 10.1 percent, the agriculture, forestry, fishing and hunting industry sector had the largest proportional share of vacancies relative to covered employment. The spring 2013 survey was conducted at the time of year when farms are beginning to recruit for seasonal farm workers.

Figure 3. Vacancies by industry sector
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

NAICS	Industry sector	Vacancies	Estimated percent of vacancies in covered employment[1]
11	Agriculture, forestry, fishing and hunting	8,708	10.1%
21	Mining	*	*
22	Utilities	73	0.3%
23	Construction	3,651	2.6%
31-33	Manufacturing	4,487	1.9%
42	Wholesale trade	2,253	2.2%
44-45	Retail trade	8,135	2.6%
48-49	Transportation and warehousing	5,180	5.3%
51	Information	1,169	2.8%
52	Finance and insurance	1,966	3.5%
53	Real estate and rental and leasing	981	2.6%
54	Professional, scientific and technical services	3,985	2.9%
55	Management of companies and enterprises	*	*
56	Administrative and support and waste management	10,089	7.8%
61	Educational services	5,229	1.1%
62	Healthcare and social assistance	11,430	2.7%
71	Arts, entertainment and recreation	2,543	3.8%
72	Accommodation and food services	11,404	5.2%
81	Other services	3,399	3.9%

*Only results which passed publication standards (based on the number of responses and confidence intervals) are reported. See the appendices for more detail about these standards.
[1]Shares were estimated based on the survey design. For more detail, see *Appendix 5.*

The healthcare and social assistance industry sector had the most vacancies at an estimated 11,430 vacancies, representing 2.7 percent of covered employment in that industry sector.

Vacancy duration by area

Statewide, job vacancies stayed open for an average of 31.3 days (*Figure 4*). Vacancies had the shortest duration in the east urban area (22.5 days). The longest duration, 34.3 days, was in the west urban area.

Figure 4. Average days vacancies were open, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
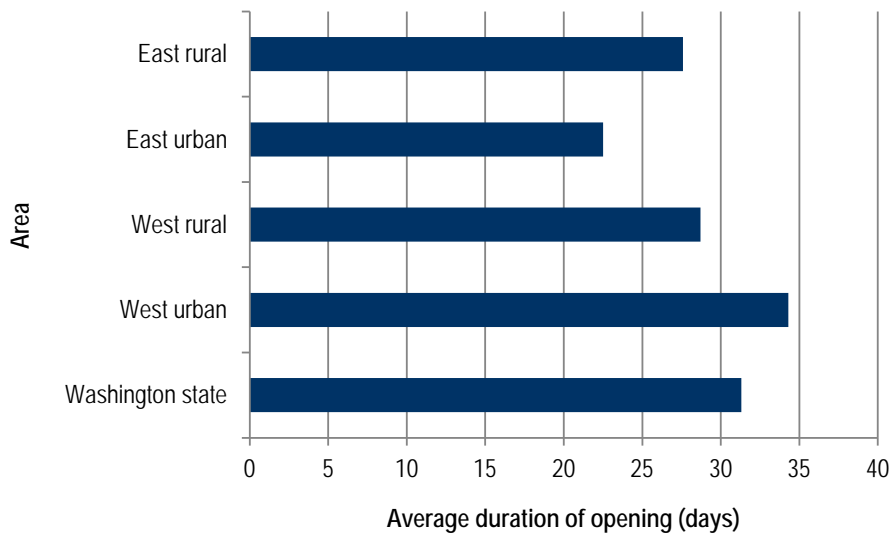
Job vacancies were open the shortest period of time in the east urban area.

Vacancy duration by industry sector

On average, positions were vacant for 105.3 days in the transportation and warehousing industry sector, more than double the duration in any other industry sector (*Figure 5*). This contrasts with the average vacancy duration of 31.3 days for all industry sectors combined. Arts, entertainment and recreation reported the shortest duration, on average (10.6 days).

Figure 5. Average days vacancies were open, by industry sector
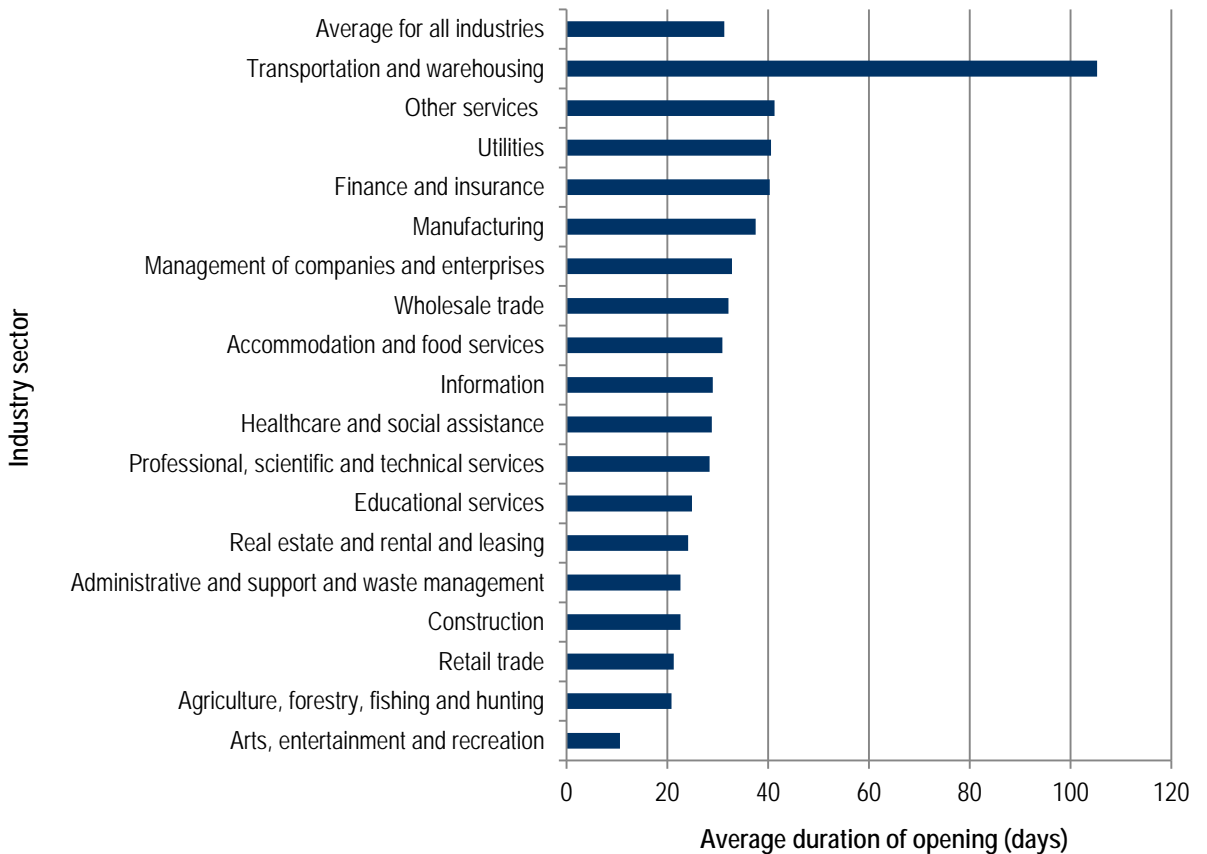Washington state, spring 2013
Source: Employment Security Department/LMPA

Statewide, the average duration of a vacancy was 31.3 days.

Vacancy duration by firm employment size

Firms employing fewer than 10 workers reported an average vacancy duration of 37.4 days – the longest vacancy duration among employment size groups (*Figure 6*). The shortest job-vacancy duration (24.1 days) was for firms with 10 to 24 workers. Firms employing 500 or more workers experienced an average vacancy duration of 27.1 days.

Figure 6. Average days vacancies were open, by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA
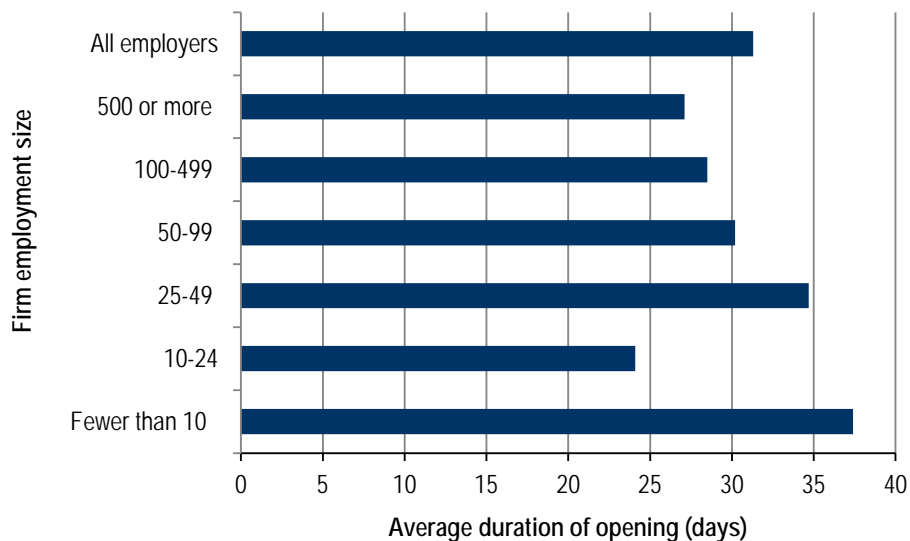
The smallest firms experienced the longest average duration of vacancies.

More than 1 in 4 vacancies were newly created positions

For each reported vacancy, the survey asked employers how many of those openings were newly created positions. A newly created position is defined in the survey as a position that was never previously filled. In general, estimations of the newly created positions show employment growth.

Newly created positions made up 26.0 percent of estimated vacancies statewide. This compares to 22.0 percent estimated new vacancies in the Spring 2012 survey. At 27.7 percent, the west urban area had the highest percent of new vacancies. The lowest percent of new vacancies, 16.3 percent, was in the eastern rural area, which has a large component of agriculture and related support industry sectors (*Figure 7*).

Figure 7. Vacancies in newly created positions, by area
Washington state, spring 2013
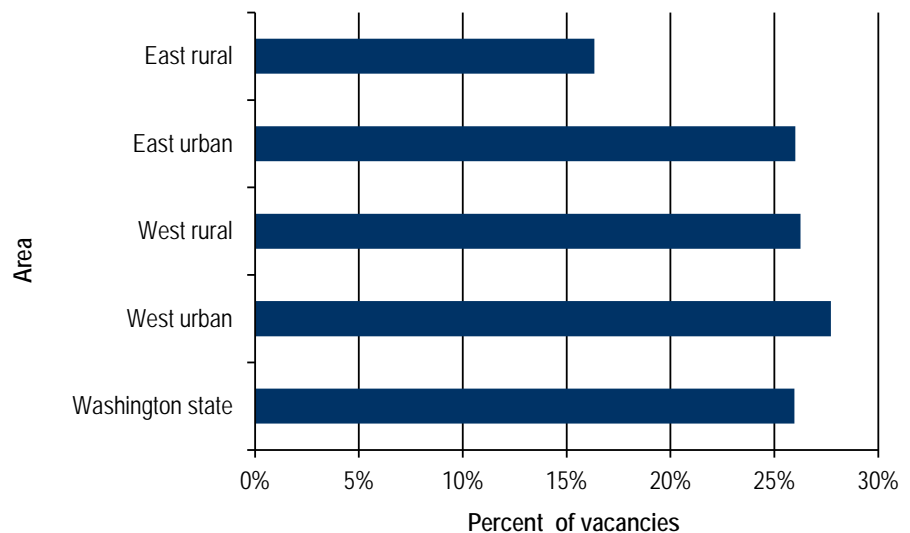Source: Employment Security Department/LMPA

The west urban area of the state had the highest share of newly created estimated vacancies, at 27.7 percent.

Vacancies at smaller firms made up a greater share of employment

The survey found that firms with fewer than 10 employees had the greatest share of vacancies, at 21,398 (25.0 percent, of the 85,424 total estimated vacancies). Firms employing 500 or more workers reported 12,691 vacancies (14.9 percent of the total number of vacancies reported statewide). *Figure 8* shows the number of vacancies by firm employment size.

Figure 8. Vacancies by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA
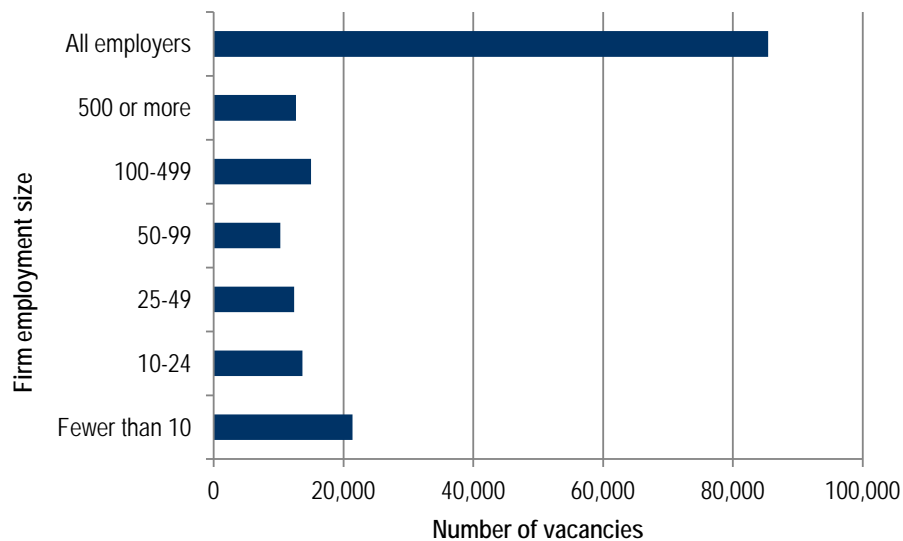
Employers with fewer than 10 employees had the most vacancies, accounting for 21,398 of the estimated 85,424 vacancies statewide.

When the estimated vacancies were viewed as a percent of the total covered employment by firm employment size, employers with fewer than 10 employees had the highest proportion of vacancies, comprising an estimated 5.6 percent of total covered employment (21,398). Larger employers had a smaller proportion of vacancies than did firms employing less than 100 employees. *Figure 9* shows the estimated vacancies and the percent of total covered employment by firm employment size.

Figure 9. Vacancies by firm employment size and percent of total covered employment
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

Firm employment size	Vacancies	Total covered employment	Vacancies as a percent of covered employment
Fewer than 10	21,398	383,509	5.6%
10-24	13,681	383,662	3.6%
25-49	12,391	321,658	3.9%
50-99	10,278	330,228	3.1%
100-499	14,984	627,884	2.4%
500 or more	12,691	636,444	2.0%
Total	**85,424**	**2,683,384**	**3.2%**

Employers with fewer than 10 employees had the greatest percent of estimated vacancies based on covered employment.

About five out of eight vacancies were full-time positions

Of the total estimated vacancies statewide, an estimated 62.4 percent were full-time positions (*Figure 10*). The highest percent of full-time vacant positions was in the urban areas of the state – east urban, with 68.8 percent and west urban, with 63.3 percent.

Figure 10. Vacancies in full-time positions, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
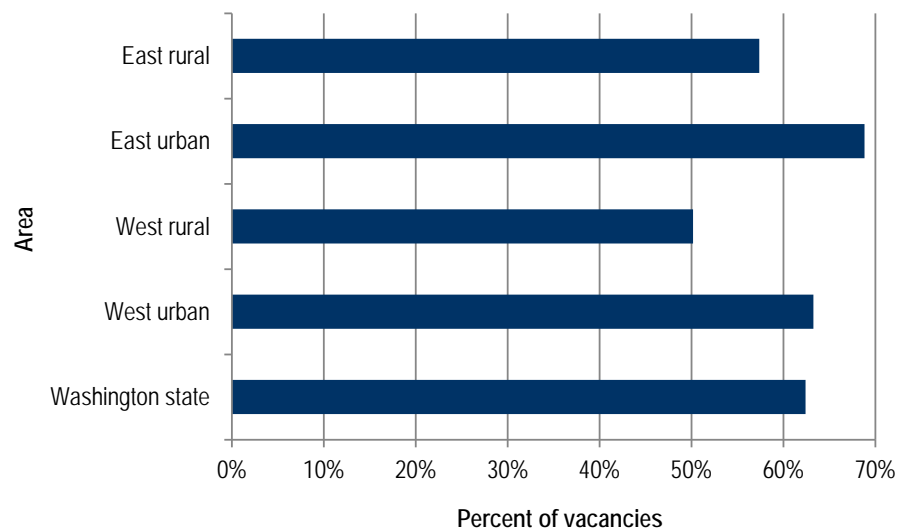
Urban areas of the state had the highest percentage of full-time vacancies, with 63.3 percent in west urban areas and 68.8 percent in east urban areas.

Nearly eight in 10 vacancies were permanent positions

For each reported vacancy, employers were asked whether the vacancy was a permanent or seasonal (non-permanent) position. The survey did not define permanent or seasonal employment.

Statewide, an estimated 77.8 percent (64,448) of estimated vacancies were permanent positions (*Figure 11*). This contrasts with 86.0 percent of new positions being permanent in spring 2012. The west urban area had the highest percentage of permanent positions at 86.0 percent, followed by the east urban area with 79.2 percent. East rural, with its high proportion of seasonal farm workers, had the smallest percent of permanent new vacancies at 36.1 percent.

Figure 11. Vacancies in permanent positions, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
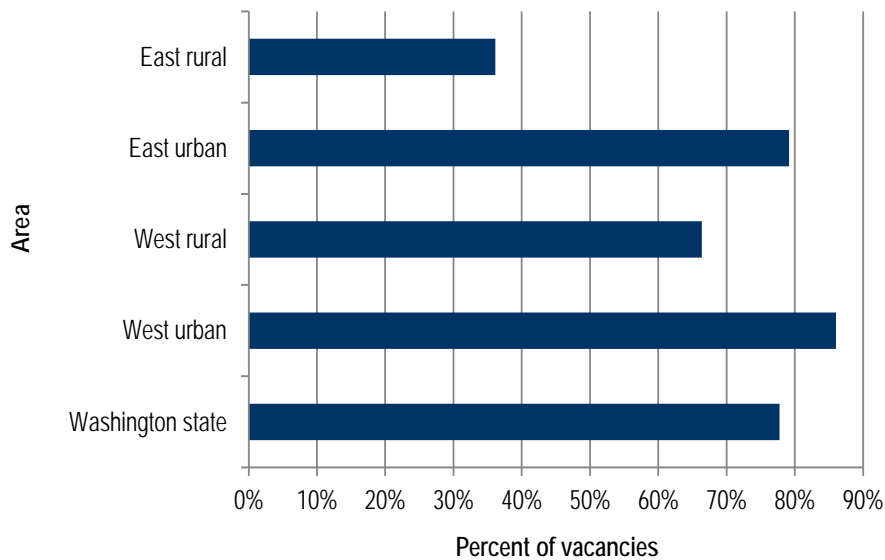

Of all vacancies, 77.8 percent were permanent positions. At 86.0 percent, the west urban area had the largest percent of permanent positions.

Most vacancies required only a high school diploma or had no educational requirement

Employers were asked about education requirements for current job vacancies, with response options of: no requirement, high school diploma, some college, no degree, associate or vocational degree, bachelor's degree, graduate degree, or other. The "other" category accommodates education requirements that did not fit into any of the available categories.

The survey results showed that an estimated 33.0 percent of all estimated vacancies required a high school diploma and an additional 36.7 percent had no education requirement. Associate's degrees were required for 7.0 percent of the vacancies, bachelor's degrees were required for 10.3 percent of the vacancies, and graduate degrees were required for 3.4 percent of vacancies. *Figure 12* shows the education-level requirements of vacancies.

Figure 12. Vacancies by education level
Washington state, spring 2013
Source: Employment Security Department/LMPA
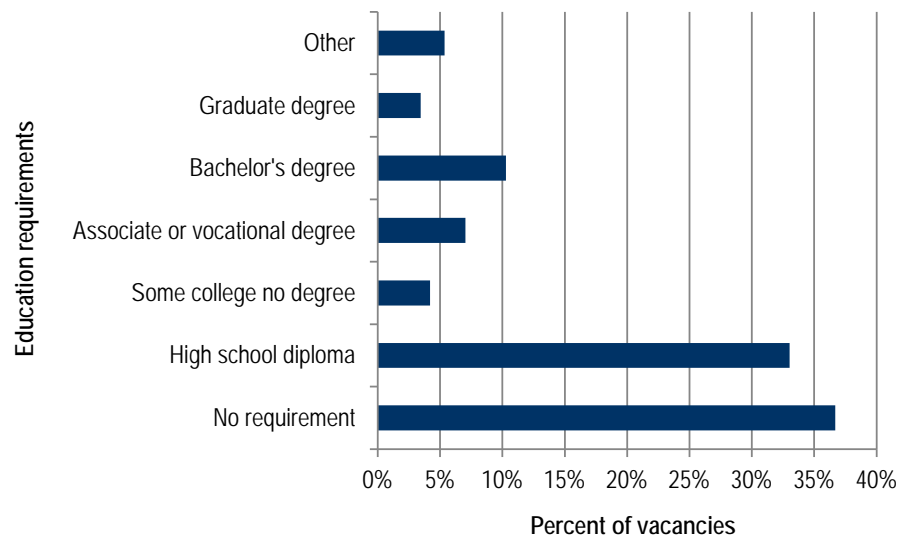
Of the total estimated vacancies, two-thirds required either a high school diploma or no education requirement at all.

It is important to note that these were the *minimum* education requirements listed in job postings. A position could require a high school diploma, but, based on the applicant pool, the employer might hire someone with more education.

See *Appendix 6* for education-level requirements by area.

Nearly two-fifths of vacancies required a license or certification

Statewide, a license or certification was required for 38.4 percent of all vacancies (*Figure 13*). This is similar to the results of the spring 2012 survey. East urban Washington had the highest percent of vacancies requiring a license or certification, at 40.1 percent. West urban Washington followed this with an estimated 39.8 percent of all vacancies requiring a license or certification.

Figure 13. Vacancies requiring a license or certification, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
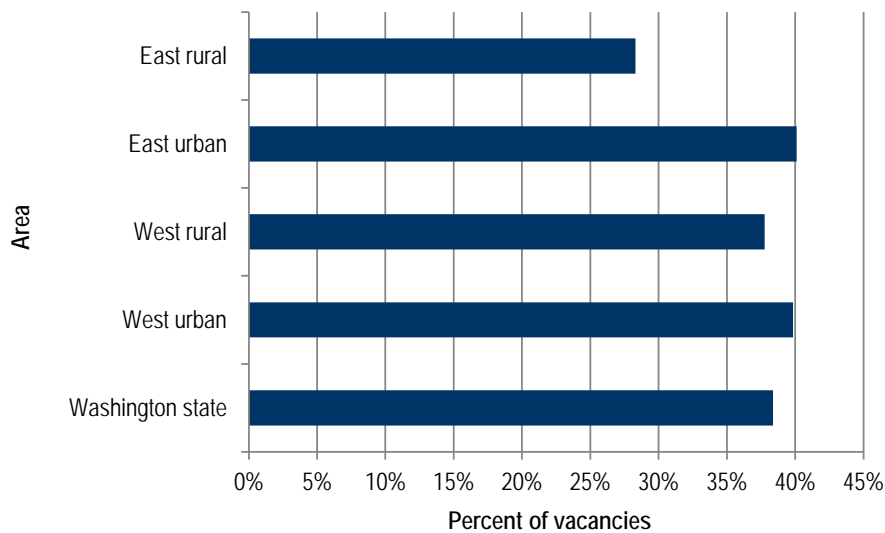
Almost two-fifths of the vacancies statewide required a license or certification.

Most vacancies required previous experience

Based on survey responses, an estimated 52.7 percent of vacancies in the spring of 2013 required experience. This contrasts, year-over-year, with an estimated 63 percent of all vacancies that required previous work experience in spring 2012 (*Figure 14*). At 57.4 percent, west urban area vacancies were most likely to require job experience. At 40.8 percent, east urban area vacancies were least likely to require job experience.

Figure 14. Vacancies requiring experience, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA

Statewide, an estimated 52.7 percent of vacancies required experience.

One out of 12 vacancies were in STEM occupations

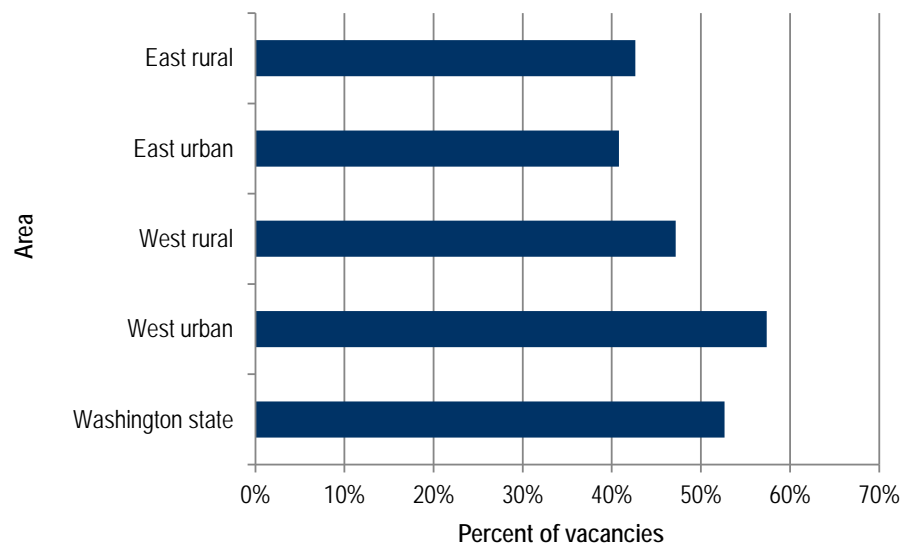The federal Department of Labor's Occupational Information Network (O*NET) has designated certain occupations in the fields of science, technology, engineering and mathematics (STEM) as STEM occupations. *Figure 15* shows the percent of vacancies estimated to be STEM occupations. Statewide, 8.3 percent, or one out of every 12 vacancies, were in STEM-designated occupations. Contrast this statistic with the educational requirements shown in *Figure 9*, where an estimated 20.7 percent of vacancies required a post-secondary degree.[6]

Figure 15. Percent of science, technology, engineering and mathematics (STEM) vacancies, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
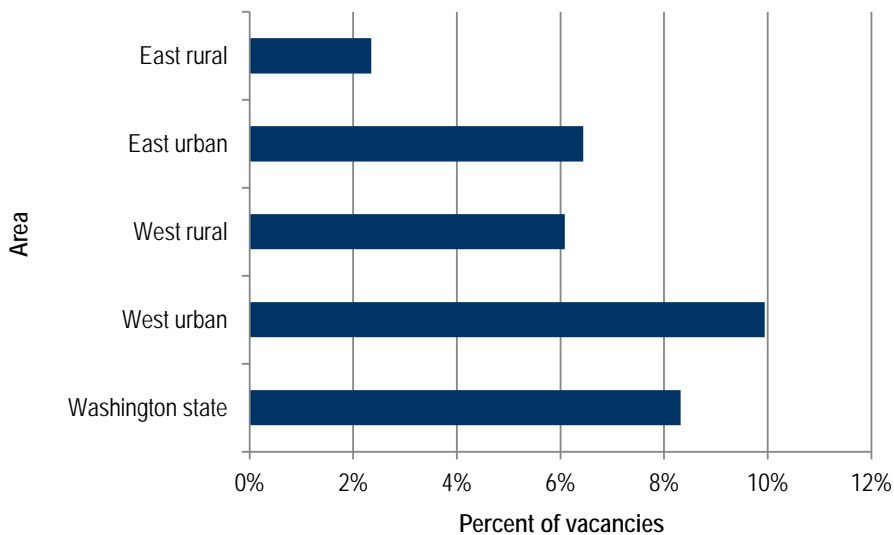
Statewide, one out of 12 vacancies was estimated to be a STEM occupation.

The top 10 occupations represented 7,109 of the 85,424 estimated vacancies, or 8.3 percent of the total, as shown in *Figure 16*.

The three STEM occupations with the most vacancies were:
- Business operations specialists (804 vacancies, comprising 0.94 percent of total vacancies),
- Automotive service technicians and mechanics (742 vacancies, comprising 0.87 percent of total vacancies), and
- Software developers, systems software (713 vacancies, comprising 0.83 percent of total vacancies).

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[6]STEM occupations are identified based on O*NET definitions, which can be found at http://www.onetonline.org/find/stem.

Figure 16. Top 10 science, technology, engineering and mathematics (STEM) occupations with vacancies
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

SOC	Occupations	STEM vacancies	Percent of total STEM vacancies	Percent of total vacancies
13-1199	Business operations specialists, all other	804	11.3%	0.94%
49-3023	Automotive service technicians and mechanics	742	10.4%	0.87%
15-1133	Software developers, systems software	713	10.0%	0.83%
35-1012	First-line supervisors of food preparation and serving workers	498	7.0%	0.58%
15-1152	Computer network support specialists	475	6.7%	0.56%
17-2141	Mechanical engineers	294	4.1%	0.34%
11-9199	Managers, all other	221	3.1%	0.26%
13-2011	Accountants and auditors	207	2.9%	0.24%
15-1121	Computer systems analysts	150	2.1%	0.18%
17-2071	Electrical engineers	146	2.1%	0.17%
	Total STEM occupations	**7,109**	**59.8%**	**8.32%**

The top 10 STEM occupations account for over half of all estimated STEM vacancies (59.8 percent).

Spring 2013 hiring results

The hiring component of the survey asked employers whether they made any new external hires (workers hired from outside the firm) from January 1 through March 31, 2013. This information provided an indicator of employment growth and the relative vigor of the state economy. We learned the estimated number of positions filled, the characteristics of those positions, the workforce needs employers were able to meet and trends by industry and occupation.

For this survey, hires were defined as any new external hire – a worker hired from outside the firm, and excluding any internal promotions to an existing or new job. Hires could be for either a new or an existing position in the firm.

The same sample of 12,000 employers was surveyed for the hiring component of the survey as for the job-vacancy component. The hiring component received 5,984 usable responses, for a response rate of 49.9 percent. Estimates were produced with 95 percent confidence intervals. This measure of statistical reliability was used for determining whether the data met Employment Security Department (ESD) publishing standards. (See the description of publishing standards in *Appendix 4*).

Hires by area

As *Figure 17* shows, hires represented an estimated 5.9 percent of total employment covered by the unemployment-insurance program. Employers hired an estimated 157,371 new external workers statewide from January 1 through March 31, 2013. This estimate contrasts favorably with the 117,729 hires estimated for the same period of 2012.

As a percent of covered employment, hires ranged from an estimated 6.4 percent in the east urban area to 5.7 percent in the west urban area.

Figure 17. Hires by area
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

Area	Hires[1]	Estimated percent of hires in covered employment[2]
East rural	13,896	6.3%
East urban	31,250	6.4%
West rural	11,802	5.8%
West urban	100,206	5.7%
Washington state	157,371	5.9%

[1] Area estimates do not add to a statewide total since some respondents could not be assigned to any one set of areas.
[2] Shares were estimated based on the survey design. For more detail, see *Appendix 5.*

Hires represented an estimated 5.9 percent of total employment covered by the unemployment-insurance program.

Hires paid $13.67 average hourly wage

For each hire, employers were asked for the starting wage offered. Regionally, the average hourly wage ranged from an estimated $14.85 in the west urban area to $11.46 in the east urban area. Large decreases in average hourly wage rates for the state, relative to the spring 2012 survey, were driven by decreases in the west urban area (estimated $16.84 in spring 2012, compared to $14.85 in spring 2013). Statewide, the average hourly wage rate was an estimated $13.67 for spring 2013, compared to $15.45 for spring 2012.

Estimated median[7] wages were considerably lower than their respective estimated average hourly wages, which suggests that somewhat fewer workers were paid a much higher wage rate. The statewide median hourly wage offered was estimated as $9.99. The highest estimated median hourly wage was in the west urban area at $10.99, and the lowest was in the east rural area at $9.24. *Figure 18* shows the average and median estimated hourly wages for hires by area.

Figure 18. Average and median hourly wage rates for hires, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
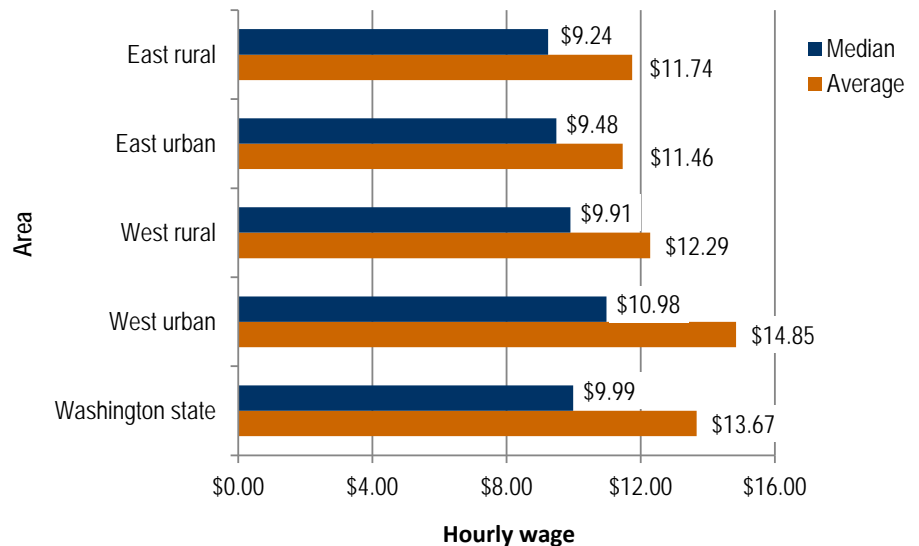
Across all areas, the average estimated starting wage offered was higher than the median. The highest estimated starting hourly wage offered to hires was in the west urban area.

Top 25 occupations for hires

Every job title was defined and coded based on the Standard Occupational Classification (SOC) system. The U.S. Bureau of Labor Statistics, other federal statistical agencies and most state employment agencies also use SOC coding for occupation-based research and reporting.

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[7]The median is that number which separates the sample into halves – half of the observations lie below the median and half of the observations lie above the median.

The top 25 occupations accounted for 78,507 of the estimated 117,729 hires (66.7 percent), as shown in *Figure 19*. The top three occupations by number of hires, among the top 25 occupations, were:

- Farmworkers and laborers, crop, nursery and greenhouse (11,235, comprising 7.1 percent of total hires),
- Retail salespersons (8,550, comprising 5.4 percent of total hires), and
- Laborers and freight, stock and material movers, hand (5,334, comprising 3.4 percent of total hires).

The estimated average hourly wage rates for the top 25 hires by occupation are shown below. The three occupations with the highest estimated average starting hourly wage rate, among the top 25 occupations, were:

- Registered nurses ($27.37 per hour),
- Electricians ($25.35 per hour), and
- Carpenters ($20.54 per hour).

With one exception, landscaping and groundskeeping workers, the median estimated hourly wage rate was always less than the average estimated hourly wage rate. For seven of the 25 top hires by occupation, the median estimated hourly wage equaled the state minimum wage.

Figure 19. Starting average hourly and median wage rates for the top 25 hires by occupation
Washington state, spring 2013
Source: Employment Security Department/LMPA

SOC	Occupations	Hires	Percent of total hires	Average hourly wage	Median hourly wage
45-2092	Farmworkers and laborers, crop, nursery and greenhouse	11,235	7.1%	$9.35	$9.19
41-2031	Retail salespersons	8,550	5.4%	$10.14	$9.41
41-2011	Cashiers	5,334	3.4%	$9.59	$9.19
43-4051	Customer service representatives	4,569	2.9%	$10.62	$9.50
35-3031	Waiters and waitresses	4,059	2.6%	$9.28	$9.19
53-7062	Laborers and freight stock and material movers, hand	3,584	2.3%	$10.89	$9.85
35-3021	Combined food preparation and serving workers, including fast food	3,240	2.1%	$9.21	$9.19
43-9061	Office clerks, general	2,826	1.8%	$12.46	$12.04
47-2061	Construction laborers	2,741	1.7%	$15.52	$11.39
51-9199	Production workers, all other	2,580	1.6%	$11.61	$11.22
37-2011	Janitors and cleaners, except maids and housekeeping cleaners	2,378	1.5%	$10.97	$9.94
31-1014	Nursing assistants	2,340	1.5%	$12.01	$9.98
43-4171	Receptionists and information clerks	2,320	1.5%	$12.19	$11.21
37-3011	Landscaping and groundskeeping workers	2,194	1.4%	$11.45	$11.55

SOC	Occupations	Hires	Percent of total hires	Average hourly wage	Median hourly wage
53-3032	Heavy and tractor-trailer truck drivers	2,158	1.4%	$15.55	$15.32
47-2031	Carpenters	2,156	1.4%	$20.54	$19.23
37-3013	Tree trimmers and pruners	2,128	1.4%	$10.03	$9.19
35-2021	Food preparation workers	2,108	1.3%	$9.38	$9.19
39-9021	Personal care aides	2,062	1.3%	$10.73	$10.02
25-3099	Teachers and instructors, all other	2,039	1.3%	$13.13	$9.49
37-2012	Maids and housekeeping cleaners	1,792	1.1%	$10.31	$9.54
49-9071	Maintenance and repair workers, general	1,674	1.1%	$14.14	$12.82
35-3022	Counter attendants, cafeteria, food concession and coffee shop	1,502	1.0%	$9.61	$9.19
47-2111	Electricians	1,473	0.9%	$25.35	$24.21
29-1141	Registered nurses	1,465	0.9%	$27.37	$26.11

Average hourly wage rates were consistently higher than median hourly wage rates, suggesting that somewhat fewer workers were paid higher wages across occupations.

Hires by industry sectors

Employers are defined and coded into industries based on the North American Industry Classification System (NAICS). The U.S. Bureau of Labor Statistics, other federal statistical agencies and most state employment agencies also use NAICS for industry-based research and reporting.

The top three industry sectors with the greatest number of estimated hires were:

- Accommodation and food services (21,633 hires, comprising 17.0 percent of covered employment),
- Healthcare and social assistance (21,302 hires, comprising 5.1 percent of covered employment), and
- Retail trade (19,446 hires, comprising 6.3 percent of covered employment).

At an estimated 17.0 percent, the agriculture, forestry, fishing and hunting industry sector had the largest proportional share of estimated hires relative to covered employment. Most of these were in agriculture, which reflects the normal seasonal hiring pattern. At 1.4 percent, utilities and educational services were tied for the smallest share of estimated hires relative to covered employment. The smallest absolute number of estimated hires was in mining (244). *Figure 20* shows the estimated number of hires by industry sector.

Figure 20. Hires by industry sector
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages

NAICS	Industry sector	Hires	Estimated percent of hires in covered employment*
11	Agriculture, forestry, fishing and hunting	14,725	17.0%
21	Mining	244	7.4%
22	Utilities	405	1.4%
23	Construction	12,495	8.9%
31-33	Manufacturing	12,283	5.1%
42	Wholesale trade	5,876	5.8%
44-45	Retail trade	19,446	6.3%
48-49	Transportation and warehousing	5,479	5.5%
51	Information	1,796	4.3%
52	Finance and insurance	2,413	4.3%
53	Real estate and rental and leasing	1,822	4.8%
54	Professional, scientific and technical services	7,448	5.5%
55	Management of companies and enterprises	954	3.4%
56	Administrative and support and waste management	11,682	9.1%
61	Educational services	6,286	1.4%
62	Healthcare and social assistance	21,302	5.1%
71	Arts, entertainment and recreation	4,460	6.6%
72	Accommodation and food services	21,633	9.9%
81	Other services	6,623	7.6%

*Shares were estimated based on survey design. For more detail, see *Appendix 5*.

At 17.0 percent, agriculture, forestry, fishing and hunting had the largest proportional share of estimated hires relative to covered employment in that industry sector.

On average, vacant positions were open just over two weeks

For each hire that a company reported, employers were asked how long the position was open.

Statewide, hires took an estimated average of 16.2 days to fill (*Figure 21*). In the spring of 2012, hires took a longer time to fill (an estimated 29 days, on average). Employers in the west rural and east urban areas filled their positions in slightly more than 13 days each – about two weeks. The east rural and west urban areas took slightly more than 17 days to fill the average vacancy – about two and a half weeks.

Figure 21. Average days hires were open by area and mathematics (STEM) vacancies, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
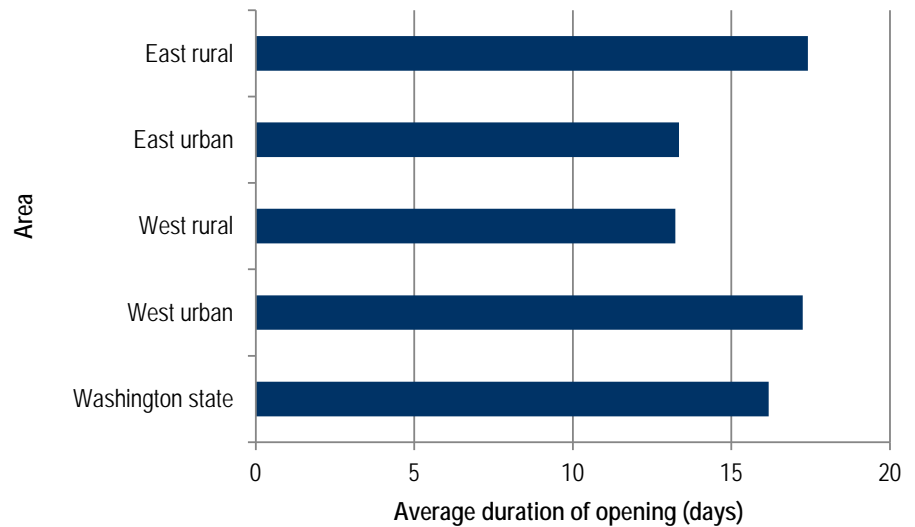
Statewide, hires took about 16 days to fill.

Average duration of openings by industry sectors

Figure 22 shows the average length of time hires were open by industry sector. The industry sectors with the longest estimated vacancy durations were:

- Utilities (39.8 days),
- Transportation and warehousing (29.5 days), and
- Management of employers and enterprises, and finance and insurance (tied at 28.8 days).

Construction positions were filled in the shortest time period (10.4 days), followed closely by accommodation and food services at 10.5 days.

Figure 22. Average days that hires were open by industry sector
Washington state, spring 2013
Source: Employment Security Department/LMPA
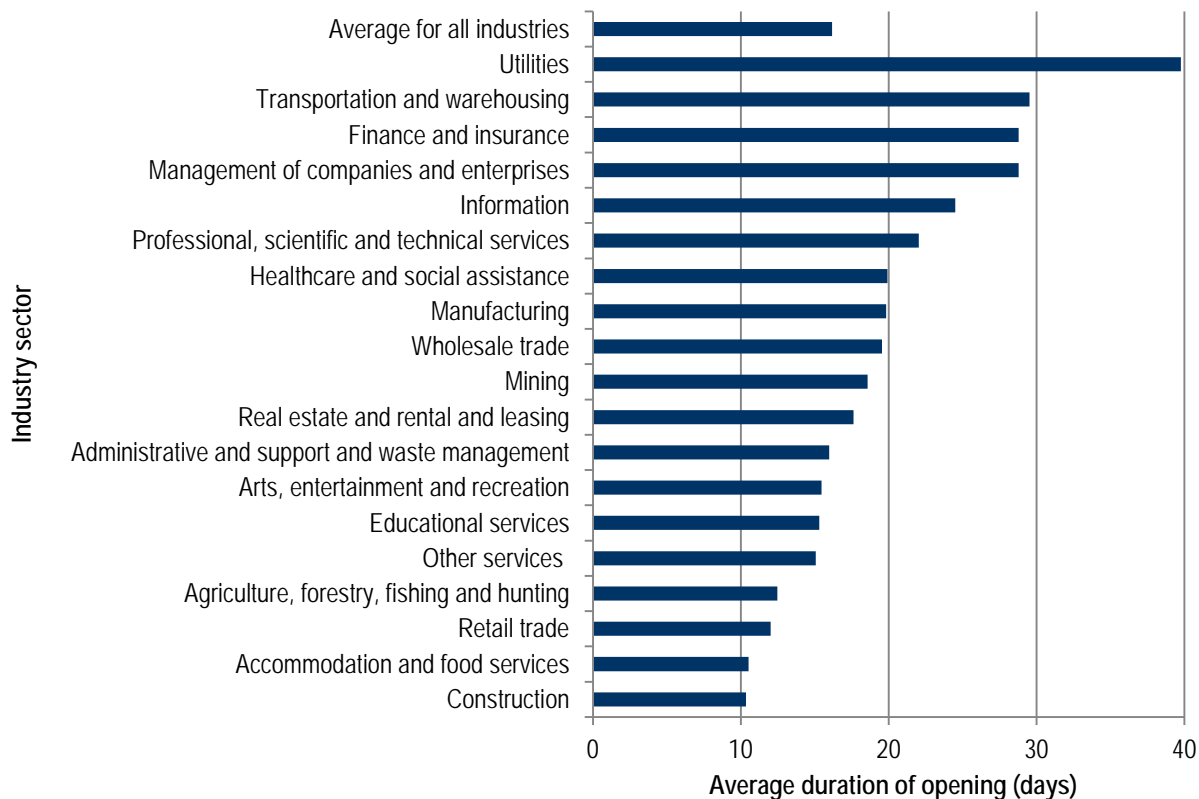
Utilities took an estimated average of 39.8 days to fill their hires compared to the overall estimated average of 16.2 days.

Larger firms took the longest to fill hires

Firms with larger labor forces took longer on average to hire. Firms with 100 through 499 workers required an estimated 21.1 days to hire, firms with 500 or more employees required an estimated 18.7 days and firms with only 10 through 24 employees took just an estimated 12.3 days. *Figure 23* shows the estimated duration by firm employment size.

Figure 23. Average days hires were open by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA
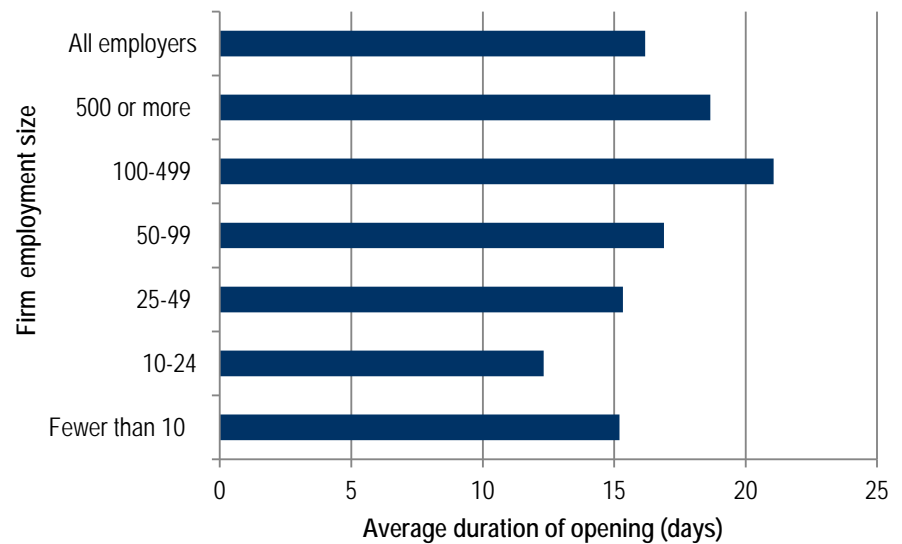
Firms with 100 through 499 employees took the longest estimated time to hire.

Firms with fewer than 50 employees made the majority of hires

Firms with fewer than 10 employees hired an estimated 38,360 workers, while firms with 500 or more employees hired an estimated 13,515 (*Figure 24*). The shares of hires as a percent of total hires are similar to the pattern for the spring 2012 survey.

Figure 24. Hires as a percent of total hires by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA
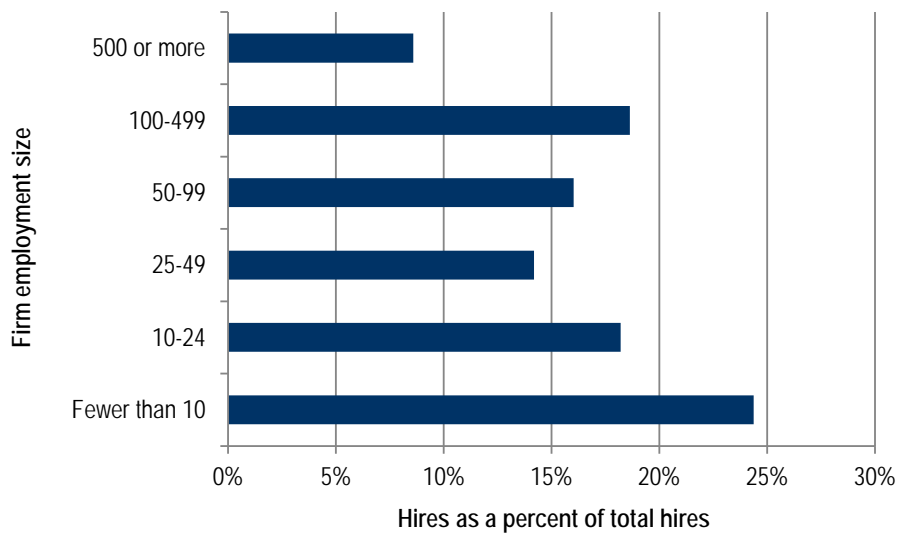
Firms with 100 through 499 employees took the longest estimated time to hire.

Firms with fewer than 10 employees had the highest share of hires relative to their firm employment size

Figure 25 displays the estimated percent of hires with respect to covered employment by firm employment size. At an estimated 10.0 percent, firms with fewer than 10 employees had the highest share of estimated hires relative to covered employment. At 2.1 percent, firms with 500 or more employees had the smallest share of estimated hires relative to covered employment.

Figure 25. Hires as a percent of covered employment by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages
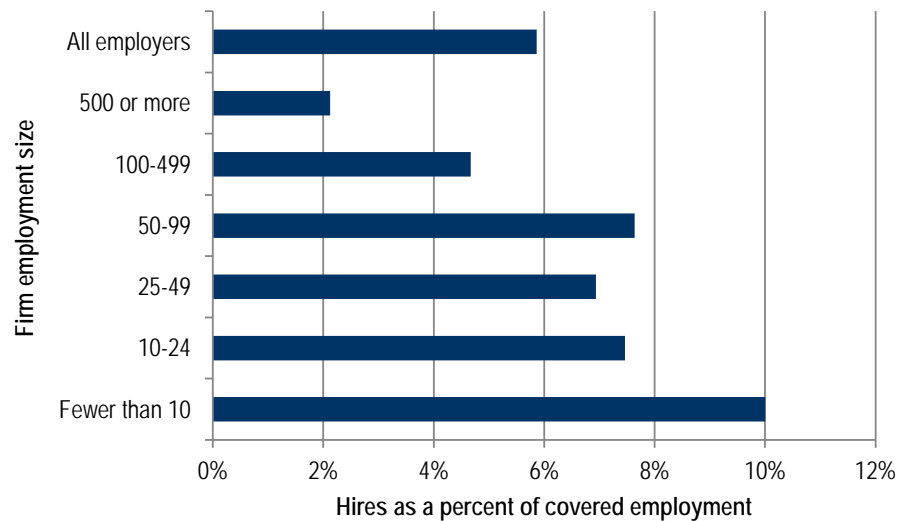
Hires for firms with fewer than 10 employees comprised an estimated 10.0 percent of their covered employment.

Six percent of hires were in STEM occupations

The increasingly competitive global market has increased the demand for workers in science, technology, engineering and mathematics (STEM) occupations. The federal Department of Labor's Occupational Information Network (O*NET) has designated certain occupations as STEM occupations.

Statewide, an estimated 6.0 percent of hires were in STEM occupations (*Figure 26*). An estimated 6.9 percent of all hires in both the west urban and west rural areas of the state were STEM employees. The east urban area, at 2.8 percent, contained the lowest estimated share of STEM hires out of total estimated hires.

Figure 26. Percent of science, technology, engineering and mathematics (STEM) hires, by area
Washington state, spring 2013
Source: Employment Security Department/LMPA
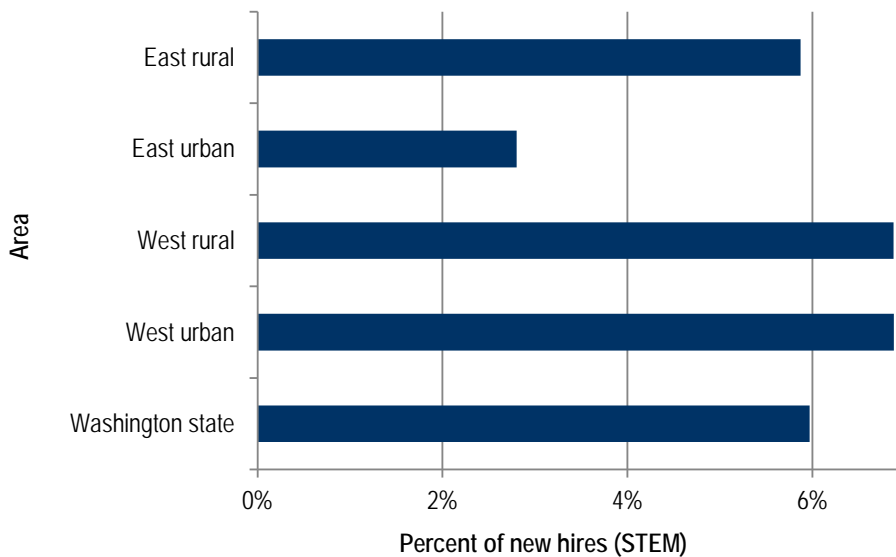
Of all hires in both the west urban and rural areas of the state, 6.9 percent were employed in STEM occupations.

Spring 2013 expected future vacancies

The spring 2013 survey included a new component, asking employers about expected future vacancies. Specifically, the survey asked employers whether they expected to be actively recruiting for positions 12 months in the future, and whether any of those positions would be newly created. The information collected provides some insight into employers' future hiring needs, but does not directly translate into an ability to hire nor is it a precise forecast of future hiring trends.

Of the 12,000 employers in the survey sample, 5,372 employers provided usable responses to the expected-future-vacancy component, for a response rate of 44.8 percent. Estimates were produced with 95 percent confidence intervals. This measure of statistical reliability was used for determining whether the data met Employment Security Department (ESD) publishing standards. (See description of publishing standards in *Appendix 4*).

Expected future vacancies by area

As *Figure 27* shows, employers expected to have almost double the number of vacancies in the spring of 2014 (157,214) – compared to the actual number of reported vacancies in the spring of 2013 (85,424). The highest number of estimated expected future vacancies was in the west urban area (87,938). The largest percentage increase was expected for the east urban area, where expected vacancies in spring 2014 were reported to be more than triple those in spring 2013.

Figure 27. Expected future vacancies by area, spring 2014
Washington state, spring 2013
Source: Employment Security Department/LMPA

Area*	Expected future vacancies (spring 2014)	Vacancies (spring 2013)
East rural	22,908	9,790
East urban	37,168	11,845
West rural	8,449	6,272
West urban	87,938	57,451
Washington state	**157,214**	**85,424**

*Area estimates do not add to statewide total since some respondents could not be assigned to any one area.

The highest number of future vacancies is expected in the west urban area (87,938).

Top 25 occupations for expected future vacancies

Each job title was defined and coded based on the Standard Occupational Classification (SOC) system. The U.S. Bureau of Labor Statistics, other federal agencies and most state employment agencies also use SOC for occupation-based research and reporting. The top 25 occupations accounted for 58.9 percent of the estimated 157,214 expected future vacancies, as shown in *Figure 28*.

The top three occupations, by number of expected future vacancies, were:

- Farmworkers and laborers, crop, nursery and greenhouse (25,711, comprising 16.4 percent of total expected future vacancies),
- Retail salespersons (8,674, comprising 5.5 percent of total expected future vacancies), and
- Laborers and freight, stock and material movers (7,135, comprising 4.5 percent of total expected future vacancies).

Figure 28. Top 25 occupations with expected future vacancies, spring 2014
Washington state, spring 2013
Source: Employment Security Department/LMPA

SOC	Occupations	Expected future vacancies (spring 2014)	Percent of total expected future vacancies
45-2092	Farmworkers and laborers, crop, nursery and greenhouse	25,711	16.4%
41-2031	Retail salespersons	8,674	5.5%
53-7062	Laborers and freight, stock and material movers, hand	7,135	4.5%
41-2011	Cashiers	4,363	2.8%
35-3031	Waiters and waitresses	4,162	2.6%
53-7064	Packers and packagers, hand	3,901	2.5%
35-3021	Combined food preparation and serving workers, including fast food	3,443	2.2%
47-2031	Carpenters	2,855	1.8%
53-3032	Heavy and tractor-trailer truck drivers	2,819	1.8%
43-4051	Customer service representatives	2,777	1.8%
31-1014	Nursing assistants	2,721	1.7%
37-3011	Landscaping and groundskeeping workers	2,364	1.5%
35-2021	Food preparation workers	2,193	1.4%
29-1141	Registered nurses	2,181	1.4%
47-2061	Construction laborers	2,016	1.3%
47-2111	Electricians	1,986	1.3%
39-9021	Personal care aides	1,940	1.2%
35-2014	Cooks, restaurant	1,657	1.1%
37-2012	Maids and housekeeping cleaners	1,484	0.9%
43-4171	Receptionists and information clerks	1,473	0.9%
49-3023	Automotive service technicians and mechanics	1,442	0.9%
31-1011	Home health aides	1,441	0.9%
35-3022	Counter attendants, cafeteria, food concession and coffee shop	1,372	0.9%
45-2041	Graders and sorters, agricultural products	1,355	0.9%
43-9061	Office clerks, general	1,129	0.7%
	Total	**92,593**	**58.9%**

Farmworkers and laborers, crop, nursery and greenhouse occupations represented the highest proportion of expected future vacancies.

Agriculture, forestry, fishing and hunting show the largest number of industry sector expected future vacancies

Employers were classified into industries based on the North American Industry Classification System (NAICS). The U.S. Bureau of Labor Statistics, other federal agencies and most state employment agencies use NAICS for industry-based research and reporting.

The top three industry sectors for expected future vacancies, in terms of the number of vacancies, were:

- Agriculture, forestry, fishing and hunting (33,611, comprising 21.4 percent of total expected future vacancies),
- Accommodation and food services (19,879, comprising 12.6 percent of total expected future vacancies), and
- Retail trade (18,192, comprising 11.6 percent of total expected future vacancies).

These three industry sectors accounted for an estimated 45.6 percent of total expected future vacancies. At 33,611 vacancies, the agriculture, forestry, fishing and hunting industry sector showed the highest number of expected vacancies for spring 2014 (*Figure 29*). Most of these expected vacancies were in agriculture, which experiences fluctuating employment based on the seasonal nature of this industry.

The estimated number of vacancies is expected to more than double in three industry sectors: agriculture, forestry, fishing and hunting; construction; and retail trade.

Figure 29. Expected future vacancies by industry sector, spring 2014
Washington state, spring 2013
Source: Employment Security Department/LMPA

NAICS	Industry sector	Expected future vacancies (spring 2014)	Vacancies (spring 2013)	Percent of total expected future vacancies
11	Agriculture, forestry, fishing and hunting	33,611	8,708	21.4%
21	Mining	*	*	*
22	Utilities	84	73	0.1%
23	Construction	13,538	3,651	8.6%
31-33	Manufacturing	6,064	4,487	3.9%
42	Wholesale trade	3,716	2,253	2.4%
44-45	Retail trade	18,192	8,135	11.6%
48-49	Transportation and warehousing	8,403	5,180	5.3%
51	Information	1,340	1,169	0.9%
52	Finance and insurance	2,844	1,966	1.8%
53	Real estate and rental and leasing	1,575	981	1.0%
54	Professional, scientific and technical services	6,415	3,985	4.1%
55	Management of companies and enterprises	301	*	*
56	Administrative and support and waste management	10,212	10,089	6.5%
61	Educational services	5,775	5,229	3.7%
62	Healthcare and social assistance	16,129	11,430	10.3%
71	Arts, entertainment and recreation	3,680	2,543	2.3%
72	Accommodation and food services	19,879	11,404	12.6%
81	Other services	5,455	3,399	3.5%
Total		**157,214**	**84,683**	**100.0%**

*Only results that passed publication standards (based on number of responses and confidence intervals) are reported. See appendix for more details about these standards.

The agriculture, forestry, fishing and hunting industry sector showed the highest number of expected vacancies for spring 2014.

Expected future vacancies by area – newly created positions

Figure 30 shows expected future vacancies, which are anticipated to be for newly created positions, by area. The west urban area had the highest proportion of newly created expected future vacancies, a 37.5 percent share of total expected vacancies. In the east rural area, just 20.6 percent of total expected future vacancies were reported to be for newly created positions.

Figure 30. Newly created positions as a percent of expected future vacancies by area, spring 2014
Washington state, spring 2013
Source: Employment Security Department/LMPA
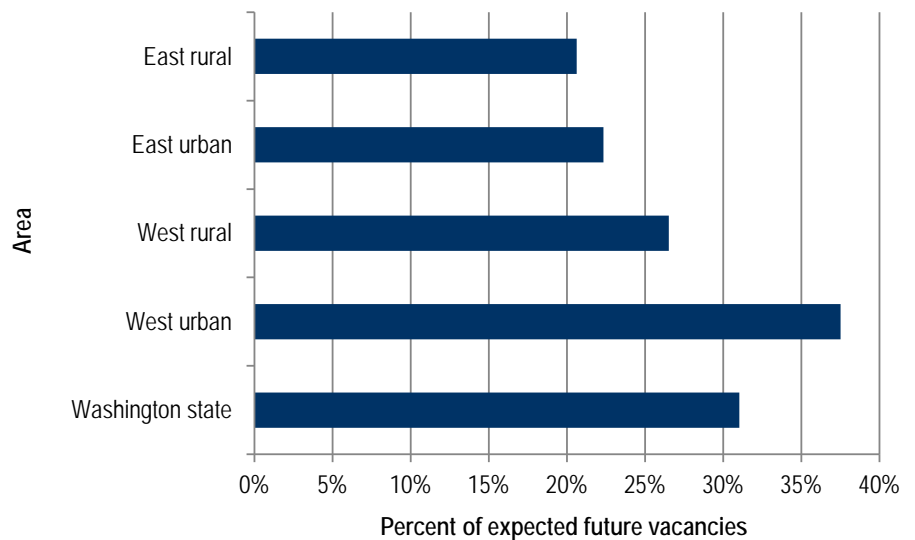
The west urban area had the highest proportion of newly created expected vacancies (37.5 percent).

Expected future vacancies by firm employment size

Figure 31 shows expected future vacancies by firm employment size. There is little variance between the firm employment size of vacancies estimated in spring 2013 compared to expected future vacancies estimated for spring 2014. Firms with fewer than 10 employees had the highest share of expected future vacancies relative to their firm employment size. The smallest firms are expected to more than double their estimated vacancies, while the largest firms show only a modest expected increase of about 10 percent.

Figure 31. Current and expected future vacancies by firm employment size
Washington state, spring 2013 and spring 2014
Source: Employment Security Department/LMPA

Firm employment size	Expected future vacancies (spring 2014)	Percent of total expected future vacancies (spring 2014)	Vacancies (spring 2013)	Percent of total vacancies (spring 2013)
Fewer than 10	50,123	31.9%	21,398	25.0%
10-24	27,483	17.5%	13,681	16.0%
25-49	18,063	11.5%	12,391	14.5%
50-99	23,743	15.1%	10,278	12.0%
100-499	23,939	15.2%	14,984	17.5%
500 or more	13,864	8.8%	12,691	14.9%
Total	**157,214**	**100.0%**	**85,424**	**100.0%**

Firms employing fewer than 10 workers had the highest percentage share of expected future vacancies (31.9 percent).

The west urban area had the largest number and share of expected future vacancies in STEM occupations

There were an estimated 8,568 expected future vacancies in STEM occupations, statewide. Of these, 6,556 were located in the west urban area, 76.5 percent of the total expected STEM vacancies. These 6,556 expected STEM vacancies represent 7.5 percent of the 87,938 expected future vacancies in the west urban area (*Figure 32*). There were only 210 STEM vacancies reported as expected future vacancies in the east rural area of the state. This represents only 0.9 percent of the 22,908 expected future vacancies in the east rural area of the state.

Figure 32. Percent of expected future vacancies for STEM occupations, by area
expected future vacancies by area, spring 2014
Washington state, spring 2013
Source: Employment Security Department/LMPA
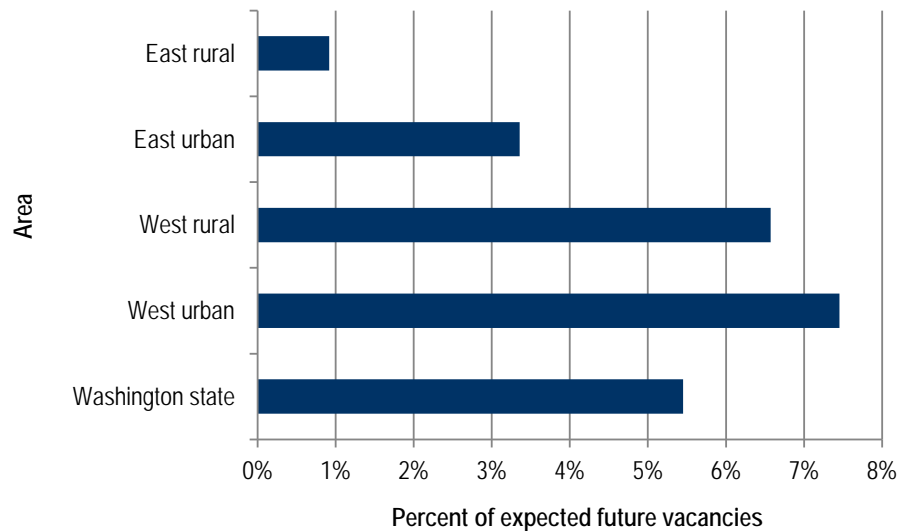
The west urban area had the highest proportion of newly created expected vacancies (37.5 percent).

The three STEM occupations with the most expected future vacancies were:

- Business operations specialists (804, comprising 0.94 percent of total expected future vacancies),
- Automotive service technicians and mechanics (742, comprising 0.87 percent of total expected future vacancies), and
- Software developers, systems software (713, comprising 0.83 percent of total expected future vacancies).

Hazard ratios: the relative likelihood of job vacancies and hires being filled in a given time period

Hazard ratios are used to estimate the relative likelihood of the occurrence of an event over some period of time. Hazard ratios are expressed as follows: one of the events being analyzed is assigned a value of 1 (the base reference value), and other events are expressed as multiples of 1. Thus, an event with a hazard ratio of 1.5 is three times more likely to occur over a given period of time than an event with a hazard ratio of 0.5.

In this analysis, we compared the relative likelihood of filling a job vacancy among different areas, occupations, industries and firm sizes. To calculate the hazard ratio, we combined the results relating to duration from the job-vacancy and hiring components of the survey. The hazard ratio was measured from the perspective of the employer rather than the employee and shows how relatively easy it was, in terms of a given time duration, to fill a given position. The model used in this study assumed that the ratios were constant over time.

Figure 33 shows the relative hazard ratios for filling job vacancies by area of the state. The most important point of this figure is that the areas of the state varied widely in their relative chance of filling job vacancies within a given time period. The base comparison[8] was the west urban area with an assigned scale of 1.00. The hazard ratio was assumed to be constant over time, so that at any given point in time the chances of filling a job in the east urban area were 29 percent greater than in the west urban area, but the chances in the east rural area were 37 percent lower.

Figure 33. Hazard ratios for duration of vacancies by area
Washington state, spring 2013
Source: Employment Security Department/LMPA

Area	Hazard ratio
East rural	0.63
East urban	1.29
West rural	1.08
West urban	1.00

The state economic/geographic areas varied widely in their relative likelihood of filling their job vacancies within a given time period.

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[8]The base reference for hazard ratio comparisons was developed in SAS. The SAS program automatically selects one of the categorical values as a base.

Occupational vacancies varied widely in their relative likelihood of being filled

As shown in *Figure 34*, occupational groups in the state varied widely in their relative likelihood of having the average job vacancy filled within a given time period. Using transportation and material moving occupations as the base comparison,[9] construction and extraction occupations had the highest relative likelihood of filling their vacancies within a given period of time (2.58), and the computer and mathematical occupations had the lowest relative likelihood (0.79).

Figure 34. Hazard ratios for duration of vacancies by occupational group
Washington state, spring 2013
Source: Employment Security Department/LMPA

SOC	Occupational group	Hazard ratio
11	Management occupations	1.38
13	Business and financial operations occupations	1.35
15	Computer and mathematical occupations	0.79
17	Architecture and engineering occupations	0.80
19	Life, physical and social science occupations	1.41
21	Community and social services occupations	1.16
23	Legal occupations	2.04
25	Education, training and library occupations	1.49
27	Arts, design, entertainment, sports and media occupations	1.42
29	Healthcare practitioners and technical occupations	0.80
31	Healthcare support occupations	1.32
33	Protective service occupations	1.50
35	Food preparation and serving related occupations	2.17
37	Building and grounds cleaning and maintenance occupations	2.01
39	Personal care and service occupations	1.13
41	Sales and related occupations	1.83
43	Office and administrative support occupations	1.69
45	Farming, fishing, and forestry occupations	1.77
47	Construction and extraction occupations	2.58
49	Installation, maintenance and repair occupations	1.55
51	Production occupations	1.80
53	Transportation and material moving occupations	1.00

Construction and extraction occupations had the highest relative likelihood of filling their vacancies within a given period of time.

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[9]The base reference for hazard ratio comparisons was developed in SAS. The SAS program automatically selects one of the categorical values as a base.

Industry sectors varied widely in their relative likelihood of filling job vacancies

Figure 35 shows the relative hazard ratios for filling job vacancies by industry sector. The key point of this figure is that the various industry sectors varied widely in their relative likelihood of filling the average job vacancy within a given time period. Using "other services" as the base comparison,[10] the management of companies and enterprises sector had the lowest relative likelihood of filling its vacancies within a given time period, with a hazard ratio of 0.52. On the other hand, the construction sector had the highest likelihood of filling its job vacancies, with a hazard ratio of 1.53 – about three times more likely than the management of companies and enterprises sector.

Figure 35. Hazard ratios for duration of vacancies by industry sector
Washington state, spring 2013
Source: Employment Security Department/LMPA

NAICS	Industry sector	Hazard ratio
11	Agriculture, forestry, fishing and hunting	0.83
21	Mining	1.09
22	Utilities	0.79
23	Construction	1.53
31-33	Manufacturing	0.91
42	Wholesale trade	0.97
44-45	Retail trade	1.26
48-49	Transportation and warehousing	0.59
51	Information	0.66
52	Finance and insurance	0.64
53	Real estate and rental and leasing	0.86
54	Professional, scientific and technical services	0.81
55	Management of companies and enterprises	0.52
56	Administrative and support and waste management	0.94
61	Educational services	0.85
62	Healthcare and social assistance	0.87
71	Arts, entertainment and recreation	1.19
72	Accommodation and food services	1.18
81	Other services	1.00

The management of companies and enterprises sector took the longest time to fill its vacancies, with a hazard ratio of 0.52.

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[10]The base reference for hazard ratio comparisons was developed in SAS. The SAS program automatically selects one of the categorical values as a base.

The largest firms in terms of employment size were less likely to fill their vacancies than smaller firms

Figure 36 shows the hazard ratios for filling vacancies by firm employment size. Smaller firms were more likely to fill their vacancies in a given period of time than larger firms.

Figure 36. Hazard ratios for duration of vacancies by firm employment size
Washington state, spring 2013
Source: Employment Security Department/LMPA

Firm employment size	Vacancies (spring 2014)	Hazard ratio
Fewer than 10	50,123	1.00
10-24	27,483	1.10
25-49	18,063	0.87
50-99	23,743	0.92
100-499	23,939	0.79
500 or more	13,864	0.77

The largest firms in terms of employment size took longer to fill their job vacancies.

Appendices

Appendix 1. Definition of areas

Data in this report are broken out by four types of geographic areas in the state: West urban, west rural, east urban and east rural. *Figure A-1* identifies the county composition of each area.

Figure A-1. Washington state areas
Source: Employment Security Department/LMPA

County	Area
Adams	East rural
Asotin	East rural
Benton	East urban
Chelan	East rural
Clallam	West rural
Clark	West urban
Columbia	East rural
Cowlitz	West urban
Douglas	East rural
Ferry	East rural
Franklin	East urban
Garfield	East rural
Grant	East rural
Grays Harbor	West rural
Island	West rural
Jefferson	West rural
King	West urban
Kitsap	West urban
Kittitas	East rural
Klickitat	East rural
Lewis	West rural
Lincoln	East rural
Mason	West rural
Okanogan	East rural
Pacific	West rural
Pend Oreille	East rural
Pierce	West urban
San Juan	West rural
Skagit	West urban
Skamania	West rural
Snohomish	West urban
Spokane	East urban
Stevens	East rural

County	Area
Thurston	West urban
Wahkiakum	West rural
Walla Walla	East rural
Whatcom	West urban
Whitman	East rural
Yakima	East urban

Appendix 2. Industry classifications

We classify the reporting establishments into industries based on the North American Industry Classification System (NAICS). The U.S. Bureau of Labor Statistics, other federal statistical agencies and most state employment agencies also use the NAICS for industry-based research and reporting.

The table below lists the 20 2-digit industry sector classifications and descriptions used in this report. To learn more, visit the U.S. Bureau of Labor Statistics NAICS website at www.bls.gov/bls/naics.htm.

Figure A-2. Industry sector classifications
Source: U.S. Department of Commerce, National Technical Information Service, North American Classification System: United States, 2012

NAICS	Industry classification	Industry description
11	Agriculture, forestry fishing and hunting	Firms engaged in growing crops, raising animals, harvesting timber, harvesting fish and other animals from farms, ranches or the animals' natural habitat.
21	Mining	Firms that extract naturally occurring mineral solids, liquid minerals and gases.
22	Utilities	Firms engaged in generating, transmitting, and/or distributing electricity, gas, steam and water, and removing sewage through a permanent infrastructure.
23	Construction	Firms engaged in erecting buildings and other structures; heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs.
31-33	Manufacturing	Firms engaged in the mechanical, physical or chemical transformation of material, substances or components into new products.
41-43	Wholesale trade	Firms engaged in selling or arranging for the purchase of sale of goods for resale; capital or durable nonconsumer goods; and raw and intermediate materials and supplies used in productions, and providing services incidental to the sale of merchandise.
44-45	Retail trade	Firms engaged in retailing merchandise generally in small quantities to the general public and providing services incidental to the sale of the merchandise.
48-49	Transportation and warehousing	Firms that provide transportation of passengers and cargo, warehousing and storing goods, scenic and sightseeing transportation, and supporting these activities.
51	Information	Firms engaged in distributing information and cultural products, providing the means to transmit or distribute these products as data or communications, and processing data.
52	Finance and insurance	Firms engaged in the creation, liquidation or change in ownership of financial assets (financial transactions) and/or facilitating financial transaction.

NAICS	Industry classification	Industry description
53	Real estate and rental and leasing	Firms engaged in renting, leasing or otherwise allowing the use of tangible or intangible assets (except copyrighted works), and providing related services
54	Professional, scientific and technical services	Firms specializing in performing professional, scientific and technical services for the operations of other organizations
55	Management of companies and enterprises	Firms who hold securities of companies and enterprises, for the purpose of owning controlling interest or influencing their management decision, or administering, overseeing and managing other establishments of the same company or enterprise and normally undertaking the strategic or organizational planning and decision making of the company or enterprise.
56	Administrative and support and waste management and remediation services	Firms performing routine support activities for the data-to-day operation of other organizations.
61	Educational services	Firms providing instruction and training in a wide variety of subjects.
62	Healthcare and social assistance	Firms providing healthcare and social assistance for individuals.
71	Arts, entertainment and recreation	Firms engaged in operating of providing services to meet varied cultural, entertainment and recreational interests of their patrons.
72	Accommodation and food services	Firms providing customers with lodging and/or preparing meals, snacks and beverages for immediate consumption.
81	Other services (except public administration)	Firms providing services not elsewhere specifies, including repairs, religious activities, grant making, advocacy, laundry, personal care, healthcare and other personal services.
92*	Public administration	Federal, state and local government agencies that administer, oversee and manage public programs and have executive, legislative or judicial authority over other institutions in a given area.

*Public administration was excluded from the employer universe from which the survey sample was drawn and for which estimates were provided in this report.

Appendix 3. Occupational classifications

We classify the major occupational groups and specific occupations based on the Standard Occupational Classification (SOC) system. The U.S. Bureau of Labor Statistics, other federal statistical agencies and most state employment agencies also use SOC coding for occupation-based research and reporting.

Figure A-3 lists the 22 two-digit major occupational groups used in this report and provides examples of the occupations in each group. For the complete SOC dictionary, and to learn more about the SOC system, visit the U.S. Bureau of Labor Statistics SOC website at www. bls.gov/soc/home.htm.

Figure A-3. Occupational classifications
Source: U.S. Bureau of Labor Statistics

SOC	Major occupational group	Sample occupations
11	Management	Educational administrators, marketing managers and medical and health service managers
13	Business and financial operations	Accountants, financial analysts and human resource specialist
15	Computer and mathematical	Actuaries, computer programmers and computer support specialists
17	Architecture and engineering	Architects, chemical engineers and drafters
19	Life, physical and social science	Anthropologists, chemists and geographers
21	Community and social service	Clergy, health educators, marriage and family therapists
23	Legal	Court reporters, lawyers and paralegals
25	Education, training and library	Librarians, postsecondary teachers and special education teachers
27	Art, design, entertainment and media	Coaches, producers and directors and radio operators
29	Health care practitioners and technical	Dentists, physicians and registered nurses
31	Health care support	Dental assistants, home health aides and pharmacy aides
33	Protective service	Animal control workers, detectives and police officers
35	Food preparation and serving related	Cooks, food preparation workers and waiters and waitresses
37	Building, grounds cleaning and maintenance	Housekeeping cleaners, janitors and pest control workers
39	Personal care and service	Child care workers, hairdressers and hairstylists and personal and home care aids
41	Sales and related	Cashiers, insurance sales agents and retail salespersons
43	Office and administrative support	Customer service representatives, tellers and secretaries
45	Farming, fishing and forestry	Agricultural inspectors, animal breeders and farmers
47	Construction and extraction	Construction laborers, carpenters and electricians
49	Installation, maintenance and repair	Automotive service technicians and mechanics, motorcycle mechanics and millwrights
51	Production	Butchers and meat cutters, foundry mold and coremakers and machinists
53	Transportation and material moving	Airline pilots, bus drivers and truck driver

Appendix 4. Survey methodology and response rate

Approach

The job-vacancy and hiring survey is a bi-annual survey conducted by the Employment Security Department each spring and fall. Washington employers were surveyed to collect information about their current job vacancies, expected future vacancies and hires. Beginning in 2012, there were two components of this survey:

- Job vacancies, and
- Recent hires.

A recent hire was defined as any new external hire, and excluded internal promotions (even for newly created positions). Then, in spring 2013, a third component was added: expected future vacancies 12 months from the date surveyed.

Since the current-vacancy, expected-future-vacancy and hiring components used the same base sample, the initial sampling weights used to adjust the sample statistics to the population measures were the same.

The three components of the spring 2013 survey were treated separately because the questions relevant to each section (current vacancies, expected future vacancies and hires) were not answered by all respondents in the sample (of 12,000 for spring 2013). For example, some employers answered the questions concerning vacant positions but did not answer the questions in the hiring component. As a result, the response for each set of variables was different for the three components. This is why the estimated relative shares for different variables cannot be directly compared.

Sample Design

The survey is a scientific unstratified sample drawn by using the probability of selection proportional to size (PPS) without replacement method. The official source for this sample is the Enhanced Quarterly Unemployment Insurance (EQUI) file for the second quarter of 2012, with the sample drawn by establishment unemployment-insurance account and the accompanying address. The EQUI file contains all employment covered by the unemployment-insurance system for Washington state. Since individual locations were used, primary accounts were removed. Private households and all public administration establishments were removed from the EQUI file, creating the population that was used for this survey. From this population, a sample of 12,000 establishments was selected to be contacted. The total employment referenced in this report is the employment of the sample weighted to reflect the total population from which it was drawn. The estimated shares in total employment were based on weights adjusted by class sizes. Consequently, except for class sizes, multiplying these weights by covered employment would not produce the universe for the domains used in the tables (for industries and areas). See Appendix 5 for more information.

Response

The sample frame consisted of 12,000 establishments in Washington state. The vacancy component received 5,987 usable responses, for a response rate of 49.9 percent. The expected-future-vacancy component received 5,372 usable responses, for a response rate of 44.8 percent. The hiring component received 5,984 usable responses, for a response rate of 49.9 percent. Estimates are available with 95 percent confidence interval. In this report, confidence intervals were used to determine which cells to report and which were to be suppressed for publication. (See further discussion of publishing standards).

Comparability

Results of the spring 2013 survey can be compared to the spring and fall 2012 surveys, but not to prior years' surveys due to changes in methodology. Comparisons cannot be made to past surveys for three reasons. First, past estimations were based on data collected from online sources. This method has largely been replaced with more interactive data-collection methods. Next, the weighting method used for the surveys beginning with spring 2012 has been enhanced, taking firm employment size into account for non-response adjustments. Third, for surveys prior to 2012, the sample was stratified by workforce development area (WDA). This imposed significant error on the estimated statewide values that were estimated by this stratified sample. Beginning with the 2012 survey, an un-stratified sample was created, which allows estimations to be made at the state level with far greater accuracy. In turn, this un-stratified sample changed the nature of area estimations.

Geography

Beginning in 2012, the survey grouped counties into four economic/geographical areas: east urban, east rural, west urban and west rural. East and west were defined by the Cascade Range as a divide. Urban and rural were defined based on population. Counties that contained a city with a population greater than 35,000 were defined as urban. All other counties were defined as rural. See Appendix *Figure A-1* for a list of counties and their type of geographic area designations.

Publishing standards

For an estimate to be publishable, it had to pass three criteria:
- The number of respondents in any given cell had to be at least four;
- The coefficient of variation had to be less than 50 percent; and
- The lower limit of the 95 percent confidence interval had to be greater than zero.

In the majority of cases, if the lower band of the confidence interval was positive (criterion three), the other two criteria were also satisfied.

Appendix 5. Technical notes

Sample selection

SAS software was used for sample selection and estimations.

The sample was not stratified. The size of each primary sampling unit (PSU) was defined by the average covered employment in the second quarter of 2012. Once firm employment size was determined, the default selection method was used – the probability of selection proportional to size (PPS) without replacement. This method is more complex than selection with replacement, but provides the ability to produce estimations that are more accurate. Under the PPS method of sample selection without options, the probability of selection for each unit is equal to:

(Unit size) x (number of units in sample)/total sample size.

A "certainty" option was applied by an iteration, which provided a smooth transition of probabilities from sample units with a certainty of selection to the selection of those firms with the next largest firm size. After 13 iterations, the firm size that determined PPS with certainty (a probability of selection equal to 1.0) was calculated to be those firms having 241 or more employees.

To avoid extreme weights for small units, a MINSIZE option was applied, which interpreted each sampling unit of size less than MINSIZE as equal to the MINSIZE value for PPS selection. The MINSIZE was determined to be a firm with 10 employees, which allows limiting the maximum initial weight to 24.1.

Weights adjustments

Beginning with 2012, the weight adjustments for the survey were enhanced, taking the size of firm into account for non-response adjustments.

To account for missing values due to non-responses and invalid responses, each class size was assumed to have the same distribution as the respondents in the primary sample unit (PSU) with valid responses. Primary weights were adjusted for missing values based on this assumption, and the final weights used for the population estimates were then calculated.

Survey estimations

Since the sample was not stratified, all estimates of variance (except for median wage rates) were produced using the DOMAIN statement SURVEYMEANS procedure (procsurveymeans) in SAS.

> "The DOMAIN statement names the variables that identify domains, which are called domain variables. It is common practice to compute statistics for domains. The formation of these domains might be unrelated to the sample design. Therefore, the sample sizes for the domains are random variables. In order to incorporate this variability into the variance estimations, you should use a DOMAIN statement"

The estimated shares in total employment are based on weights adjusted by firm employment size. Except for firm size, multiplying these weights by covered employment would not produce the same universe for the domains used in figures (industries and areas). Consequently, for each industry and area, multiplying the initial universe (Quarterly Census of Employment and Wages) by the estimated percent of vacancies in covered employment would not produce the number of estimated vacancies.

For estimations of median wage rates, domain estimation could not be used. For these estimations, subgroup estimations were treated as if the sample for that subgroup were stratified by the estimation variable. We can produce standard errors only as a proxy for domain variances. These standard errors were multiplied by 1.96 (for the 95 percent confidence level) to compare the standard errors with coefficient of variances.

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[4]SAS/STAT 9.2 User's Guide, Second Edition, Chapter 85. "The SURVEYMEANS Procedure" p. 6,485.

Appendix 6. Vacancies by education level and areas

Figure A-6. Vacancies by education level and areas
Source: Employment Security Department/LMPA

Areas	Education requirements	Number of vacancies	Percent of total vacancies
East rural	No requirement	7,237	74.0%
	High school diploma	1,275	13.0%
	Some college no degree	83	0.8%
	Assoc. or voc. degree	391	4.0%
	Bachelor's degree	413	4.2%
	Graduate degree	166	1.7%
	Other	212	2.2%
East urban	No requirement	4,712	40.7%
	High school diploma	3,777	32.6%
	Some college no degree	565	4.9%
	Assoc. or voc. degree	848	7.3%
	Bachelor's degree	790	6.8%
	Graduate degree	312	2.7%
	Other	582	5.0%
West rural	No requirement	2,396	39.4%
	High school diploma	2,093	34.5%
	Some college no degree	281	4.6%
	Assoc. or voc. degree	298	4.9%
	Bachelor's degree	536	8.8%
	Graduate degree	198	3.3%
	Other	272	4.5%
West urban	No requirement	16,032	29.0%
	High school diploma	20,155	36.4%
	Some college no degree	2,526	4.6%
	Assoc. or voc. degree	4,277	7.7%
	Bachelor's degree	6,779	12.3%
	Graduate degree	2,172	3.9%
	Other	3,362	6.1%
Washington state	No requirement	30,377	36.7%
	High school diploma	27,300	33.0%
	Some college no degree	3,455	4.2%
	Assoc. or voc. degree	5,814	7.0%
	Bachelor's degree	8,518	10.3%
	Graduate degree	2,848	3.4%
	Other	4,428	5.4%

Appendix 7. Survey form

Figure A-7. Job-vacancy and hiring survey form
Source: Employment Security Department/LMPA

Spring 2013
Washington State Job Vacancy and New Hires Survey

1

About the survey

- Please direct this survey to your personnel manager or human resources department.
- All information collected is confidential and will not be provided to any other entity; it is used for research purposes only. Survey results are presented in aggregate form so that no individual response can be identified.
- In order to use your information, please respond within 15 days. Your prompt response is appreciated.
- Please respond even if you have no current vacancies, new hires, or expected future vacancies.
- Results from the latest Job Vacancy and New Hires Survey can be found at: https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/job-vacancy-report

Options for responding to the survey

- Return the survey in the enclosed postage-paid envelope, or
- Fax both sides to 866-406-2449, or
- Contact us at 855-222-4383 to report by telephone.

Please report for the location listed on the address label

How many employees do you currently have at this location? (Include full time and part time) _____

How many **hours per week** do employees need to work to be considered **full time**? _____

Are you actively recruiting for job vacancies at this location?
Yes _____   No _____

Do you expect to be actively recruiting for job vacancies at this location 12 months from today?
Yes _____   No _____

Did you have any new hires from July 1st through September 30th?
Yes _____   No _____

Contact Person

Name: _____

Title: _____

Telephone: _____

Date: _____

Thank you for participating!

Your information is important, as it will be used to produce estimates of specific occupations within your area and industry. Results from the lastest Job Vacancy and New Hires Survey can be found at:
https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/job-vacancy-report

LMEA

Washington State
Employment Security Department
Labor Market and Economic Analysis

LM-13-0359

PO Box 9046, Olympia, WA 98507-9046
Phone: 855-222-4383; Fax: 866-406-2449; Email: JVSSurvey@esd.wa.gov

The Employment Security Department is an equal-opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities.

Washington Relay Service: 800-833-6384

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If more space is needed, please photocopy this page, as needed.

Job vacancies and new hires

Section one: current vacant position(s)

List positions for which you are currently actively recruiting.

Job title(s) List positions for which you are currently actively recruiting. • Exclude consultants, outside contractors and others not considered employees. • If you have multiple positions for one job title, break out part time and full time in separate rows.	Number of current openings Enter number of openings for each position.	Newly created positions How many of the current openings are newly created? Only count positions not previously filled. If none are newly created, enter 0.	Days position has been open (on average if multiple positions)	Full time or part time Enter one of the following codes: FT = full time PT = part time	Education level required Enter only one code: 1 = No requirement 2 = High school diploma 3 = Some college no degree 4 = Assoc. or Voc. degree 5 = Bachelor's degree 6 = Graduate degree (Ph.D., MA, MD, etc.) 7 = Other (specify)	Seasonal or temporary Please fill in YES or NO	License or certification required License/certification examples CDL, cosmetologist, licensed RN/LPN, certified mechanic, food service. Do not include driver's license unless used for work purposes. Please fill in YES or NO	Previous experience required Please fill in YES or NO
Example: Registered nurse	7	0	15	PT	5	○ ●	○ ●	● ○
						○ ○	○ ○	○ ○
						○ ○	○ ○	○ ○
						○ ○	○ ○	○ ○

Section two: expected future vacant position(s)

List positions for which you expect to be actively recruiting 12 months from today.

Job title(s) List positions for which you expect to be actively recruiting 12 months from today.	Number of expected openings	Newly created positions
Example: Registered Nurse	7	0

Would you like to be contacted by WorkSource for assistance filling your vacancies? Yes _____ No _____

Section three: new external hires

List only those hires from July 1st through September 30th.

Job title(s) List new hires from July 1st through September 30th filled externally. • Do not include internal transfers or promotions of existing workers within the organization.	Number of positions	Newly created positions	Days position was open (on average if multiple positions)	Starting wage offered
				Hourly
Example: Cashier	2	2	15	$9.19