American Society of Employers Recruitment and Retention Survey

Instructions:

This questionnaire includes a series of multiple choice, yes/no, numerical and open-ended questions. To record your responses, either select the box or boxes that correspond to your answer choice or type your answer in the space provided.

Please use the navigation buttons located at the bottom of this window to move back and forth through the survey. Do not use your browser buttons.

At anytime you may pause and resume the survey. To do this, simply click "SAVE" and your survey responses will be stored. You will then be provided with further instructions to save your data.

Completed questionnaire responses should be submitted by August 26, 2016.

If you have any questions regarding this survey, please contact Survey Services at surveys@aseonline.org or (248) 353-4500; *especially if it makes the difference between participating or not. Thank you!*

Is your organization concerned about employee retention?

🔿 No

Which employee groups do you have at your organization? (check all that apply)



- Managerial / Supervisory
- Professional
- Administrative / Technician
- Production Union
 - Production Non-Union

Recruitment

Over the last 12 months, how difficult has it been for your organization to **<u>FIND/SOURCE</u>** qualified applicants?

	Not Difficult	Somewhat Difficult	Very Difficult	N/A-No hiring activity of this group
Non-technical applicants	\bigcirc	\bigcirc	\bigcirc	\bigcirc
	1			

Technical applicants	\bigcirc	0 0	\bigcirc
	Not Difficult	Somewhat Difficult	Very Difficult
Executive / Senior Management applicants	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory applicants	\bigcirc	\bigcirc	\bigcirc
Professional applicants	\bigcirc	\bigcirc	\bigcirc
Administrative / Technician applicants	\bigcirc	\bigcirc	\bigcirc
Production Union applicants	\bigcirc	\bigcirc	\bigcirc
Production Non-Union applicants	\bigcirc	\bigcirc	\bigcirc

In your experience, which of the following has had the most significant positive impact on your organization's ability to <u>ATTRACT</u> qualified applicants to your organization? *Please rank order your responses with <u>1</u> being the most significant.*

	1-Most S ignifican t	2	3	4	5	6	7	8-Least Significa nt
Base salary, other cash incentives	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Health/welfare benefits, etc.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Flexible work arrangements/perquisites	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Employee growth and development	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Intrinsic incentives/benefits (i.e., the type of work performed)	0	\bigcirc						
The organization's employment brand/reputation	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Working environment/conditions/location	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Employee referrals/word of mouth	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

Which of the following types of broad based recruitment methods does you organization use? (check all that apply)

Major or local newspapers	Job fairs
Employment agencies or search firms	College co-op or intern program
Internet employment sites (i.e., CareerBuilder, Monster, etc.)	On-campus college recruitment
Company website	Employee referral program
State employment services	Professional organization listings (i.e., job hotline)
	Social media sites (i.e., LinkedIn, Facebook, etc.

Please rate the effectiveness of each at finding **QUALIFIED APPLICANTS?** (check all that apply)

Somewhat Effective

Very Effective

Not Effective

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Employment agencies or search firms		
Internet employment sites (i.e., CareerBuilder, Monster, etc.)		
Company website		
State employment services		
Job fairs		
College co-op or intern program		
On-campus college recruitment		
Employee referral program		
Professional organization listings (i.e., job hotline)		
Social media sites (i.e., LinkedIn, Facebook etc.)		

What other recruitment methods, not listed in the previous questions, has your organization found to be "Very Effective" in finding **QUALIFIED APPLICANTS**?

Over the last 12 months, how difficult has it been for your organization to get qualified applicants to **ACCEPT EMPLOYMENT?**

Non-technical applicants	Not Difficult	Somewhat Difficult	Very Difficult	N/A-No hiring activity of this group
Technical applicants	\bigcirc	\bigcirc	\bigcirc	\bigcirc
	Not Difficult	Somewha	at Difficult	Very Difficult
Executive / Senior Management applicants	\bigcirc	(C	\bigcirc
Managerial / Supervisory applicants	\bigcirc	()	\bigcirc
Professional applicants	\bigcirc	()	\bigcirc
Administrative / Technician applicants	\bigcirc	()	\bigcirc
Production Union applicants	\bigcirc	()	\bigcirc
Production Non-Union	\bigcirc	()	\bigcirc

Does your organization formally track or calculate time-to-fill metrics?

- O Yes
- 🔿 No

What does your organization use as the starting point for the time-to-fill measurement period?

- O When the position becomes open
- When the opening is approved
- When the job recquistion was received
- When the position is published
- Other

Please describe other:

How does your organization report time-to-fill metrics?

	By	employee	category	(i.e.,	technical)
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- By employee department/group (i.e., accounting)
- By job level (i.e., supervisors)
- Time-to-fill reported as one number for overall organization
- Other
 - Please describe other:

What type(s) of employment test does your organization utilize? (check all that apply)

- Assessment center
- Cognitive ability tests (i.e., reasoning or reading comprehension)
- Integrity tests (i.e., honest or trustworthiness)
- Job knowledge
- Personality tests (i.e., extraversion or optimism)
- Work simulation tests
- None, no employment tests used
- Other

Please describe other:

How important are the following employment tests in your organization's hiring decisions? *Please rate the answer choices from 1 to 5, with 5 having great importance in hiring decisions.*

	1-Little Importance	2	3	4	5-Great Importance
Assessment center	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Cognitive ability tests (i.e., reasoning or reading comprehension)	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Integrity tests (i.e., honesty or trustworthiness)	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Job knowledge	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Personality tests (i.e., extraversion or optimism)	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Work simulation tests	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

Retention

How concerned is your organization regarding its ability to retain key employees over the next 12 to 24 months?

- Not concerned at all
- Somewhat concerned
- O Very concerned

Compared to the previous 12 months, has your organization's concern:

- Increased
- Stayed the same
- O Decreased

Does your organization utilize any form of retention bonuses?

- 🔘 Yes
- 🔿 No

Under what circumstances are *retention bonuses* utilized? (check all that apply)

- Case by case basis
- Merger / acquisition
- Operation / plant closure
- Project completion
- Other milestone

Please describe other:

What type of payment method	is used for the	retention bonus?
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- O Lump sum
- Increase to base pay
- Combination
- Other
- Please describe other:

Please describe the retention bonuses you have paid in the last 12 months:

	Average dollar amount (\$)
Executive / Senior Management	
Managerial / Supervisory	
Professional	
Administrative / Technician	
Production Union	
Production Non-Union	

Average Award (%)				

In your experience, what are the most critical factors impacting your organization's ability to **<u>RETAIN</u>** key employees?

Please rank order your responses with <u>1</u> being the most significant.

	1-Most S ignifican t	2	3	4	5	6	7	8-Least Significa nt
Base salary, other cash incentives	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Health/welfare benefits, etc.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Flexible work arrangements/perquisites	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Employee growth and development	\bigcirc	O_{6}	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

| Intrinsic incentives/benefits (i.e., the type of work performed) | \bigcirc |
|--|------------|------------|------------|------------|------------|------------|------------|------------|
| The organization's employment brand/reputation | \bigcirc |
| Working environment/conditions/location | \bigcirc |
| Effectiveness/strength of
supervisors/managers | \bigcirc |

Among the following components, how will your organization's focus change in 2017 in an effort to **<u>RETAIN</u>** key employees?

	More focus	No Change	Less focus
Competitiveness of base salaries	\bigcirc	\bigcirc	\bigcirc
Employee development training	\bigcirc	\bigcirc	\bigcirc
Employee recognition/rewards	\bigcirc	\bigcirc	\bigcirc
Flexible work arrangements	\bigcirc	\bigcirc	\bigcirc
Health benefits	\bigcirc	\bigcirc	\bigcirc
Other cash incentives, long-term	\bigcirc	\bigcirc	\bigcirc
Other cash incentives, short-term	\bigcirc	\bigcirc	\bigcirc
Specific retention efforts (i.e, retention bonuses, counter-offers)	\bigcirc	\bigcirc	\bigcirc
Succession planning/career pathing	\bigcirc	\bigcirc	\bigcirc
Supervisory/managerial development	\bigcirc	\bigcirc	\bigcirc
Use of non-cash incentives (e.g., gifts, merchandise, etc.)	\bigcirc	\bigcirc	\bigcirc
Welfare/retirement benefits	\bigcirc	\bigcirc	\bigcirc

Which of the following employee retention programs does your organization formally maintain? (*Note: "formally maintain" implies that program(s) is documented with established procedures and practices*)

	Yes	No	No, but considering
High-potential program	\bigcirc	\bigcirc	\bigcirc
Employee mentoring	\bigcirc	\bigcirc	\bigcirc
On-boarding (i.e., expanded employee orientations)	\bigcirc	\bigcirc	\bigcirc
Stay interviews	\bigcirc	\bigcirc	\bigcirc
Exit interviews	\bigcirc	\bigcirc	\bigcirc
Alumni programs	\bigcirc	\bigcirc	\bigcirc

Does your organization have plans, programs, or practices that specifically address the retention of key employees?

Yes

🔿 No

What specific measures has your organization taken, or intends to take, to retain key employees?

Does your organization specifically track/measure turnover of key employees? (e.g., high-potential turnover)

🔵 Yes

🔵 No

Sign-On Bonus Program

Does your organization utilize sign-on bonuses for new hires?

🔵 Yes

🔵 No

Does your organization utilize **<u>sign-on</u>** bonuses for new hires in each of the following employee groups?

	Yes, all hires	Yes, select hires only	No
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc
Professional	0	\bigcirc	\bigcirc
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc
Production Union	0	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	\bigcirc	\bigcirc

Please describe the **<u>sign-on</u>** bonuses your organization paid in the last 12 months:

	Minimum bonus (\$)
Executive / Senior Management	
Managerial / Supervisory	
Professional	
Administrative / Technician	
Production Union	

Production	Non-U	nion
1 1000001011	11011 0	111011

Average bonus (\$)

Maximum bonus (\$)

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Does your organization split the payout so that part of the **<u>sign-on</u>** bonus is given upon hire and remainder after a set period of time?

	Yes	No
Executive / Senior Management	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc
Professional	\bigcirc	\bigcirc
Administrative / Technician	0	0
Production Union	0	0
Production Non-Union	0	\bigcirc

What is the service requirement to receive the full **<u>sign-on</u>** bonus payment?

	1-30 days	31-60 days	61-90 days	91-180 days	Over 180 days	One year	
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
Professional	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
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Production Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

Is the employee required to pay back the **<u>sign-on</u>** bonus if they voluntarily leave within the following time frames?

	Yes, 0-3 months	Yes, 4-6 months	Yes, 7-9 months	Yes, 10-12 months	Varies	No
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Professional	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Production Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

In the last 12 months, the use of a sign-on bonus has:

	Increased	Decreased	Stayed the same
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc
Professional	\bigcirc	\bigcirc	\bigcirc
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc
Production Union	\bigcirc	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	\bigcirc	\bigcirc

Referral Bonus Program

Does your organization maintain an **employee referral program**? Note: With this program your organization provides incentives to employees who refer a qualified applicant who is subsequently hired.

- O Yes
- 🔿 No

Does your organization target certain job families in its referral program?

- O Yes
- 🔘 No

Which	job	families?	
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What type of incentives does your organization use? (check all that apply)

Cash

Non-cash (i.e., gift cards, extra vacation time, etc.)

Please describe the non-cash incentives.

How does your organization handle payment of employee referral bonuses?

	One lump sum payment after the employee has worked a set number of days	Incremental payments (i.e., 50% now, 50% later)	Other
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc
Professional	\bigcirc	\bigcirc	\bigcirc
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc
Production Union	\bigcirc	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	0	0

How long must the new employee be employed for the full employee <u>referral bonus</u> to be paid out?

	1-30 days	31-60 days	31-90 days	91-180 days	Over 180 days	One year
Executive / Senior Management	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Managerial / Supervisory	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Professional	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Administrative / Technician	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Production Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Production Non-Union	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

If your organization uses incremental payments, how are they paid out? (check all that apply)

	Award for candidate being inte rviewed	Award for candidate being offered position	employee working a set number of days (e.g.	days (e.g. 60 days	Other
Executive / Senior Management					
Managerial / Supervisory					
Professional					
Administrative / Technician					
Production Union					
Production Non-Union					

Please describe any referral bonuses paid in the last 12 months:

	Minimum bonus (\$)
Executive / Senior Management	
Managerial / Supervisory	
Professional	
Administrative / Technician	
Production Union	
Production Non-Union	

Average bonu	us (\$)	
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Maximum bonus (\$)

Counter Offers

Under what circumstances are counter offers made by your organization?

- Employees who are in key positions and who are outstanding performers
- Employees who are in key positions
- Employees who are outstanding performers
- Routinely at the request of the employee's manager
- Other
- Not applicable-counter offers are never made

Please describe other:

Which response best describes your organization's counter offer policy?

- O Formal policy that is strictly followed
- O Formal policy; exceptions are made for unique situations
- Informal policy that provides general guidance
- O No policy but made decisions based on each individual situation

Please describe the counter offers your organization has paid in the last 12 months:

	Average percentage increase over current salary (%)		
Executive / Senior Management			
Managerial / Supervisory			
Professional			
Administrative / Technician			
Production Union			
Production Non-Union			

Demographic Information

Required information: Information contained in the next questions is used for categorization and informational purposes and will be kept confidential.

Organization name:

Address:	
City:	
Zip code:	
Submitted by:	
Telephone number:	
Email address:	

A majority of the employees reported in the questionnaire work in which geographical area?

- **Ann Arbor** (Washtenaw county)
- Detroit Metro (Livingston, Macomb, Oakland, St. Clair or Wayne county)
- Flint (Genesee, Lapeer, or Shiawassee county)
- Grand Rapids/Muskegon/Holland (Allegan, Barry, Kent, Montcalm, Muskegon, or Ottawa)
- Grand Traverse (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, or Leelanau county)
- **Jackson** (Hillsdale, Jackson, or Lenawee county)
- Kalamazoo/Battle Creek (Berrien, Branch, Calhoun, Cass, Kalamazoo, Ottawa, St. Joseph, or Van Buren county)
- **Lansing** (Clinton, Eaton, Ingham, or Ionia county)
- Monroe (Monroe county)
- Saginaw/Bay/Midland (Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, or Tuscola county)
- Wexford/Missaukee (Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Osceola, or Wexford county)
- Other Michigan region

How many employees does your organization have in the State of Michigan?

- Fewer than 100
- 101 to 500

501 to 1,000

More than 1,000

Is your organization a Nonprofit Organization?

No

Would your organization be classified as an Automotive Supplier?

Note: An Auto Supplier, for the purpose of this survey, is defined as any organization that designs, sells, or manufactures automotive parts or components to any Original Equipment Manufacturer (OEM).

C)	Y	'es	,

No

Please select one of the following industry families:

- Good Producing, Non-Manufacturing
- Non-Durable Goods Manufacturing
- Ourable Goods Manufacturing
- Trades & Services
- O Government & Financial Services
- O Educational & Health Services

Please select one of the following industry categories:

- Natural Resources / Mining
- Utilities
- Construction

Please select one of the following industry categories:

- 🔘 Retail Trade
- Wholesale Trade
- Transportation / Warehousing
- Information (Communication / Broadcasting)
- Professional / Business Services
- Leisure / Hospitality Services
- Services, not elsewhere classified

Please select one of the following industry categories:

- O Financial Activities
- Public Administration

Please select one of the following industry categories:

- Education Services
- O Health Services
- Social Services

Thank you for your participation in this survey!

Click "Submit" to process your survey.

Please wait for the Thank You page to appear before closing this window, this ensures your answers were sent.