

# DCEDDC Hiring Practices Survey

Summer 2019

# Survey: Executive Summary

## **About jobs:**

- Most companies are looking to hire less than 10 employees per year
- Majority of open positions are replacements or retirements
- In general, most positions are full time and require a high school diploma or certificate

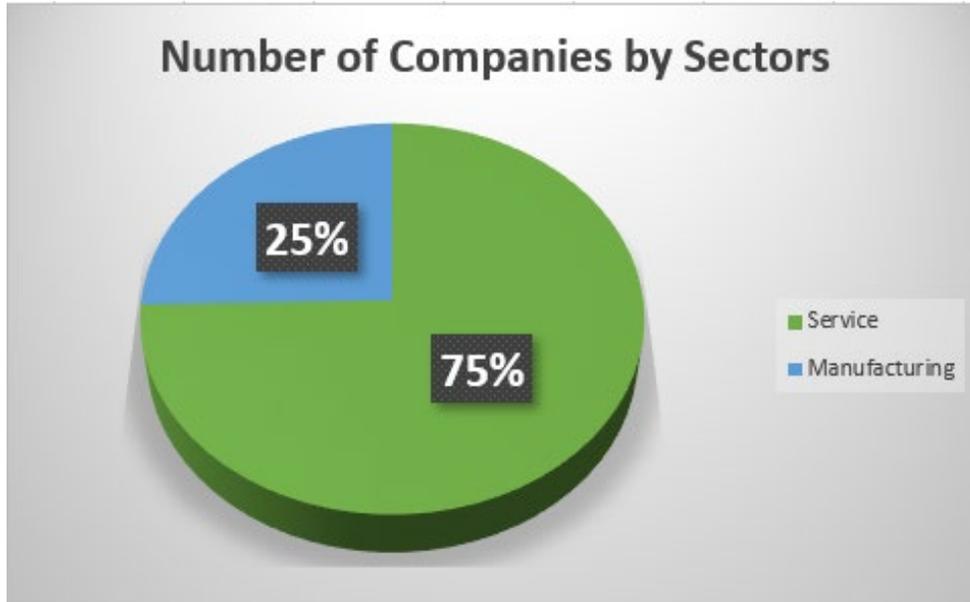
## **About recruiting:**

- Most employees use a mix of Company website, Internet Job Boards and Employee Referrals to source candidates, with Internet Job Boards and Employee Referral sourcing the best quality of candidates
- Recruitment tends to take 1-3 months, longer for more highly / mid-skilled candidates
- Biggest recruitment challenge is a limited pool of qualified candidates

## **About options for support:**

- County-wide job posting board where all area jobs could be posted
- Additional workforce development opportunities and / or skills training for local graduates
- Regular networking opportunities or roundtable sessions for local employers to learn more about local workforce and recruitment best practices

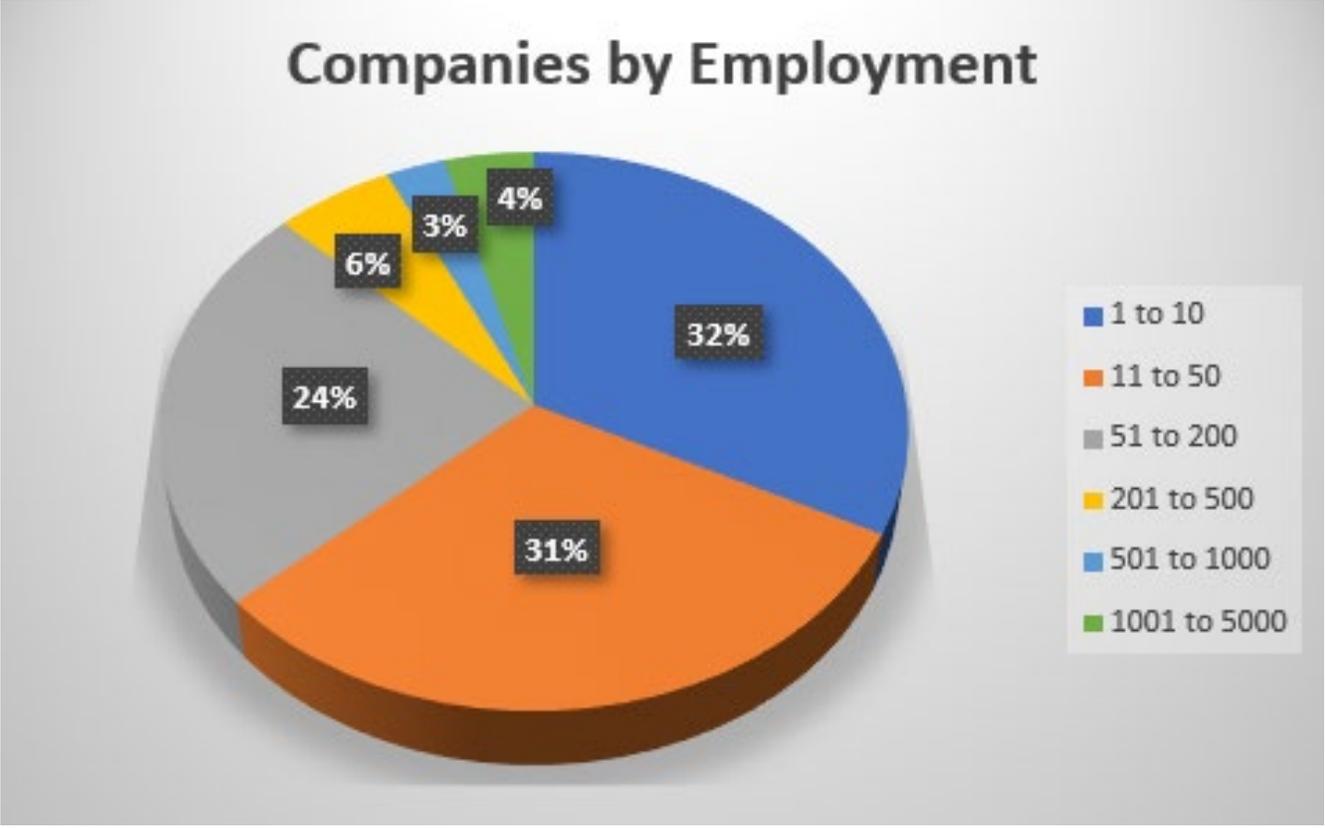
# Total survey responses - 71



Industries	Companies	Percentage %
Advertising & Marketing	3	4
Agriculture	1	1
Business Support & Logistics	3	4
Construction, Machinery, and Homes	2	3
Education	3	4
Entertainment & Leisure	1	1
Finance & Financial Services	8	11
Food & Beverages	3	4
Government	9	13
Manufacturing	18	25
Healthcare & Pharmaceuticals	4	6
Nonprofit	8	11
Real Estate	1	1
Retail & Consumer Durables	2	3
Telecommunications, Technology, Internet & Electronics	2	3
Transportation & Delivery	2	3
Utilities, Energy, and Extraction	1	1
<b>TOTAL</b>	<b>71</b>	<b>100</b>

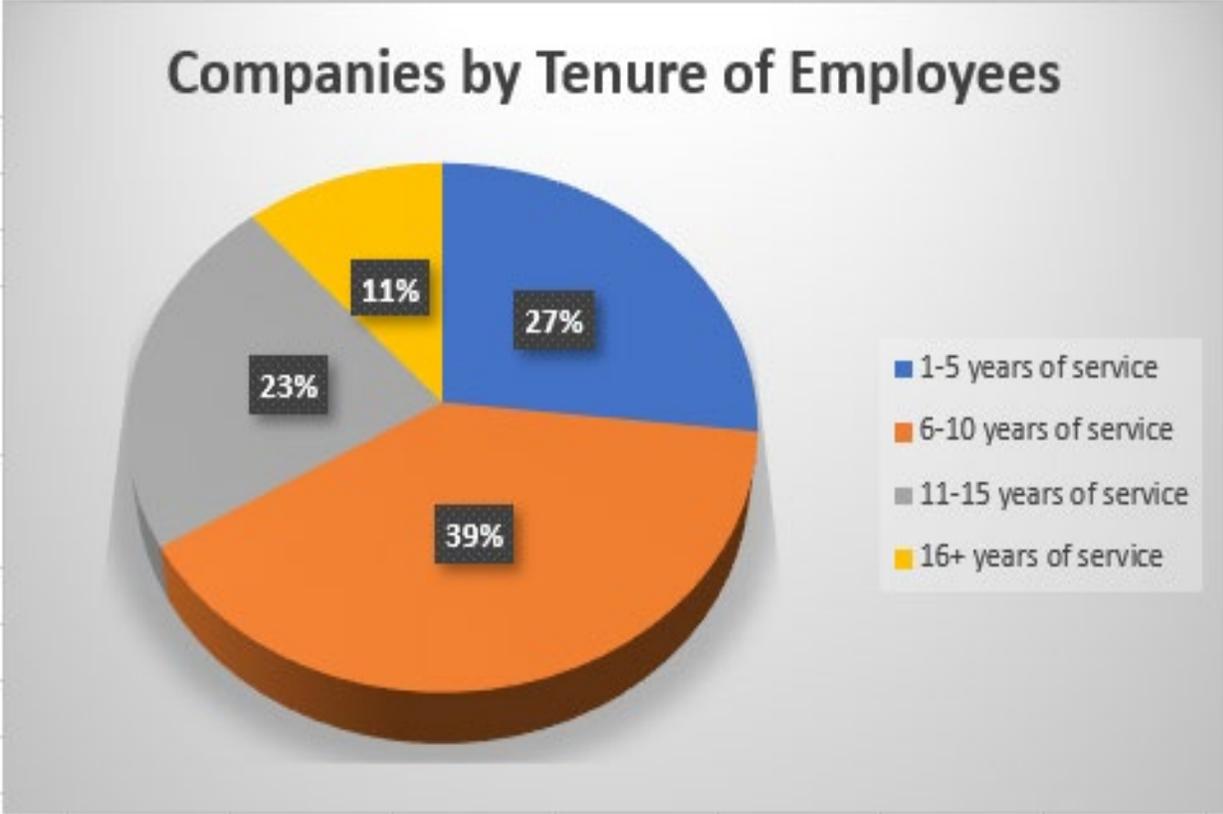
- **About 1/4 are top employers and target industries:** 18 (25%) are among the top 25 employers of the county and 14 (20%) are among the target industries of **Fabricated Metal Products Manufacturing, Transportation, Distribution & Logistics, Health Care, Computer & Electronic Product Manufacturing, Food Processing.**
- **Most are long established local firms:** 57 have been in DeKalb County for more than 10 years, 6 for 6-10 years, 6 for 2 to 5 years, 1 for less than 2 years.

Q1: Roughly, how many full-time employees currently work at your DeKalb location



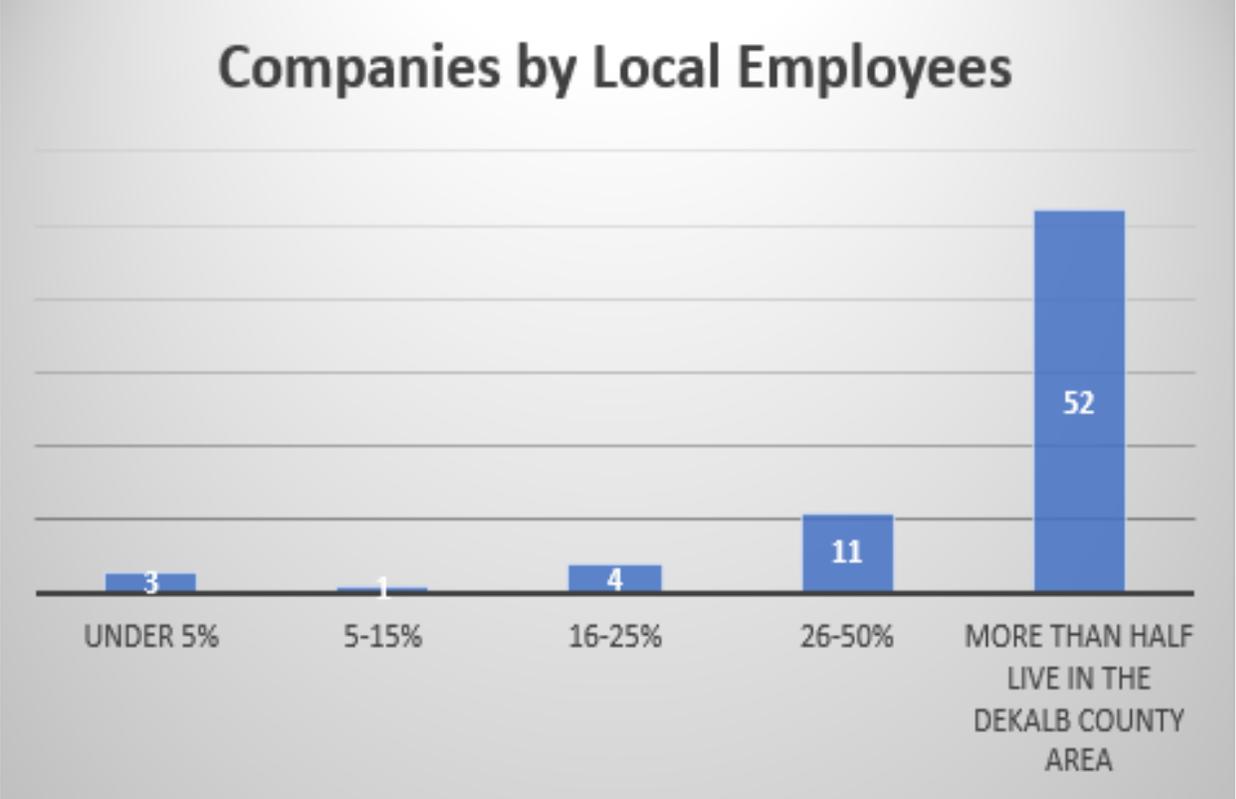
Current Employees in DeKalb	1 to 10	11 to 50	51 to 200	201 to 500	501 to 1000	1001 to 5000	TOTAL
<b>Companies by Employment</b>	23	22	17	4	2	3	71
<b>Percentage %</b>	32	31	24	6	3	4	100

# Q2: What is the average tenure of employees at your location?



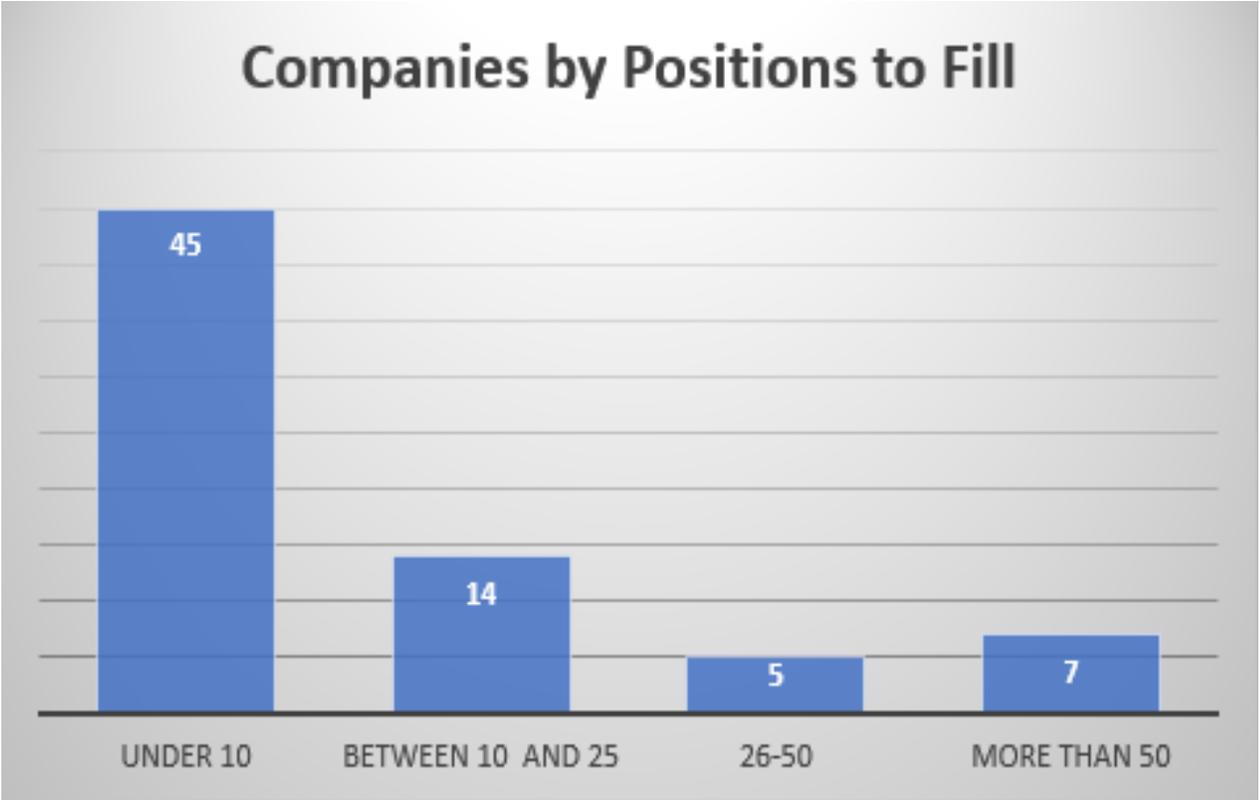
Average Tenure of Employees	1-5 years of service	6-10 years of service	11-15 years of service	16+ years of service	TOTAL
Number of Companies	19	28	16	8	71
Percentage%	27	39	23	11	100

# Q3: What percentage of your employees live in DeKalb County?



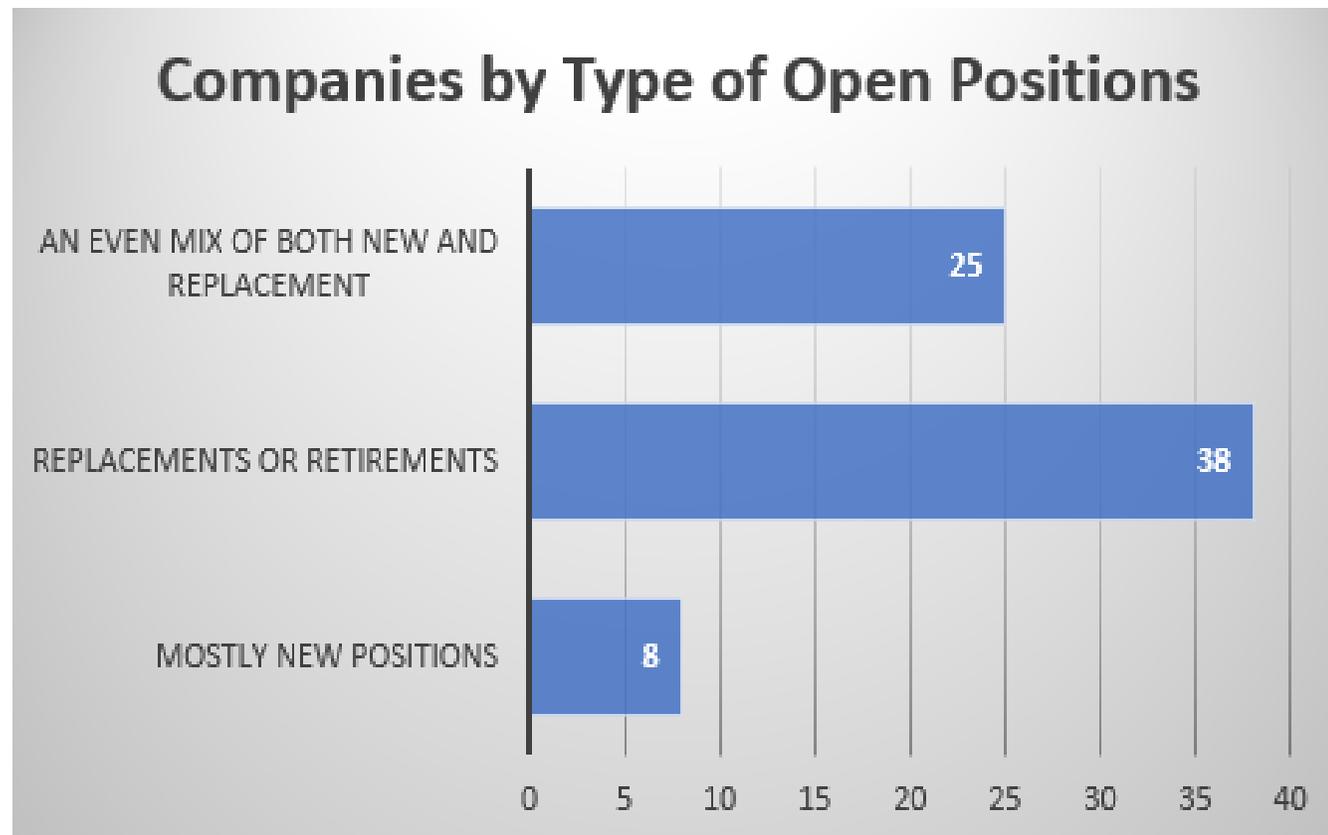
Percentage of Local Employees	Under 5%	5-15%	16-25%	26-50%	More than half live in the DeKalb County area	TOTAL
<b>Number of Companies</b>	3	1	4	11	52	71
<b>Percentage %</b>	4	1	6	15	73	100

Q4: In thinking about recruitment, about how many positions do you look to fill each year?



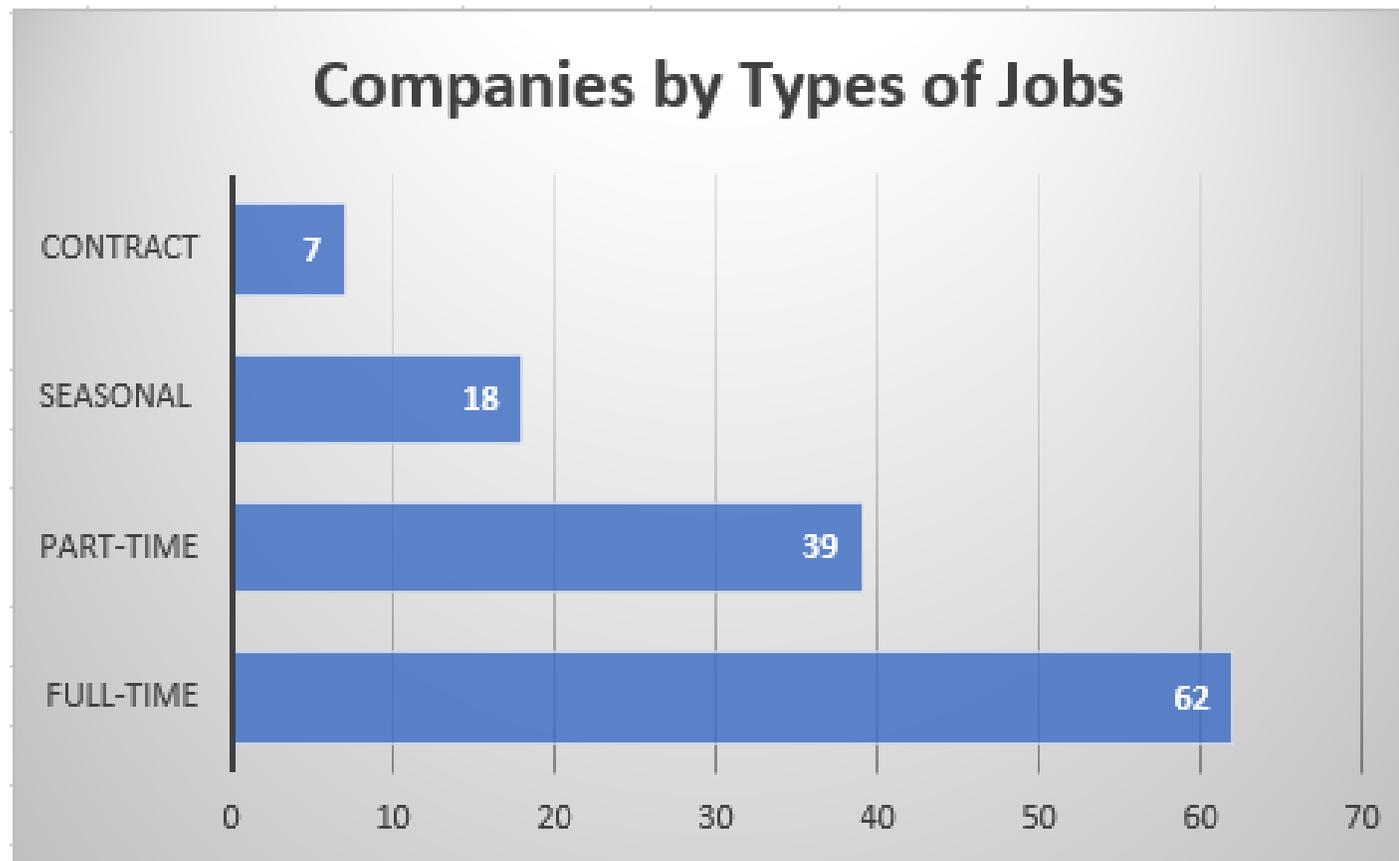
Positions to Fill Each Year	Under 10	Between 10 and 25	26-50	More than 50	TOTAL
Number of Companies	45	14	5	7	71
Percentage %	63	20	7	10	100

Q5: Are your open positions typically for new roles, replacements / retirements, or a mix of both?



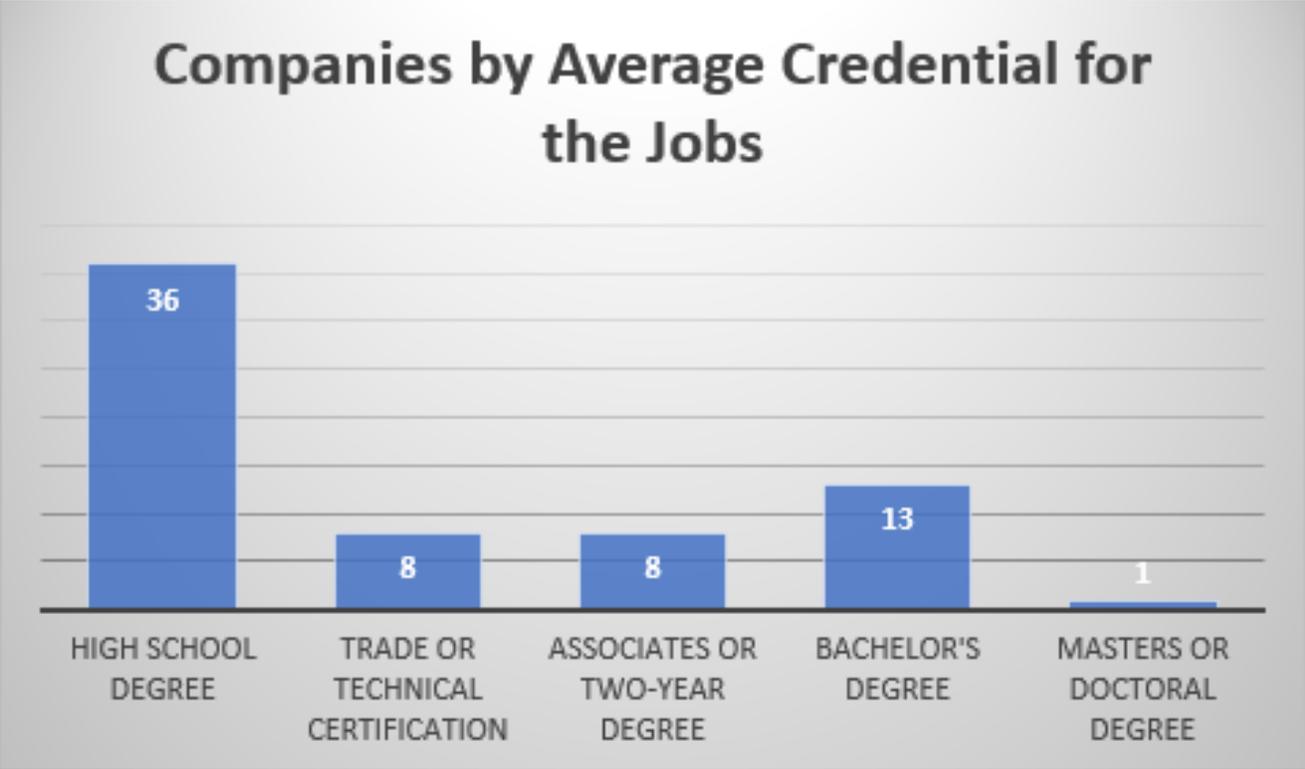
Type of Open Positions	Mostly new positions	Replacements or retirements	An even mix of both new and replacement	TOTAL
Number of Companies	8	38	25	71
Percentage %	11	54	35	100

Q6: What types of jobs are you looking to hire? Please choose all that apply.



Types of Jobs	Full-time	Part-time	Seasonal	Contract
Number of Companies	62	39	18	7

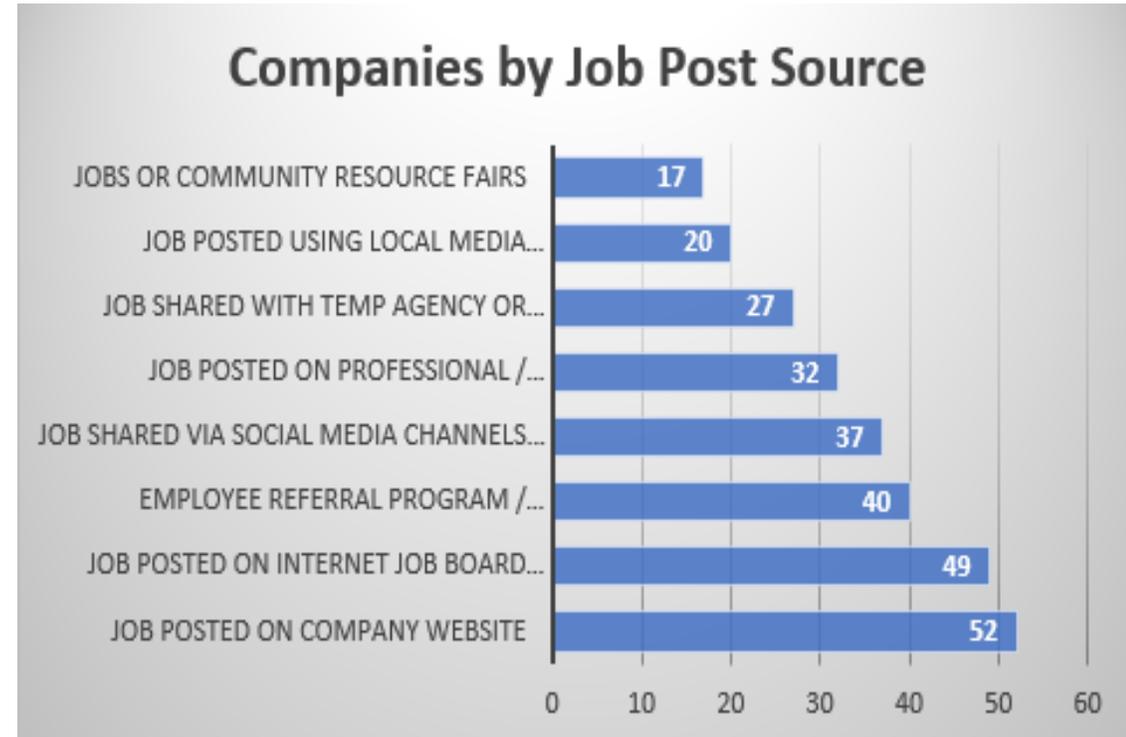
# Q7: What is the average credential required for your open positions?



Average Credential	High School degree	Trade or technical certification	Associates or two-year degree	Bachelor's degree	Masters or doctoral degree
Number of Companies	36	8	8	13	1

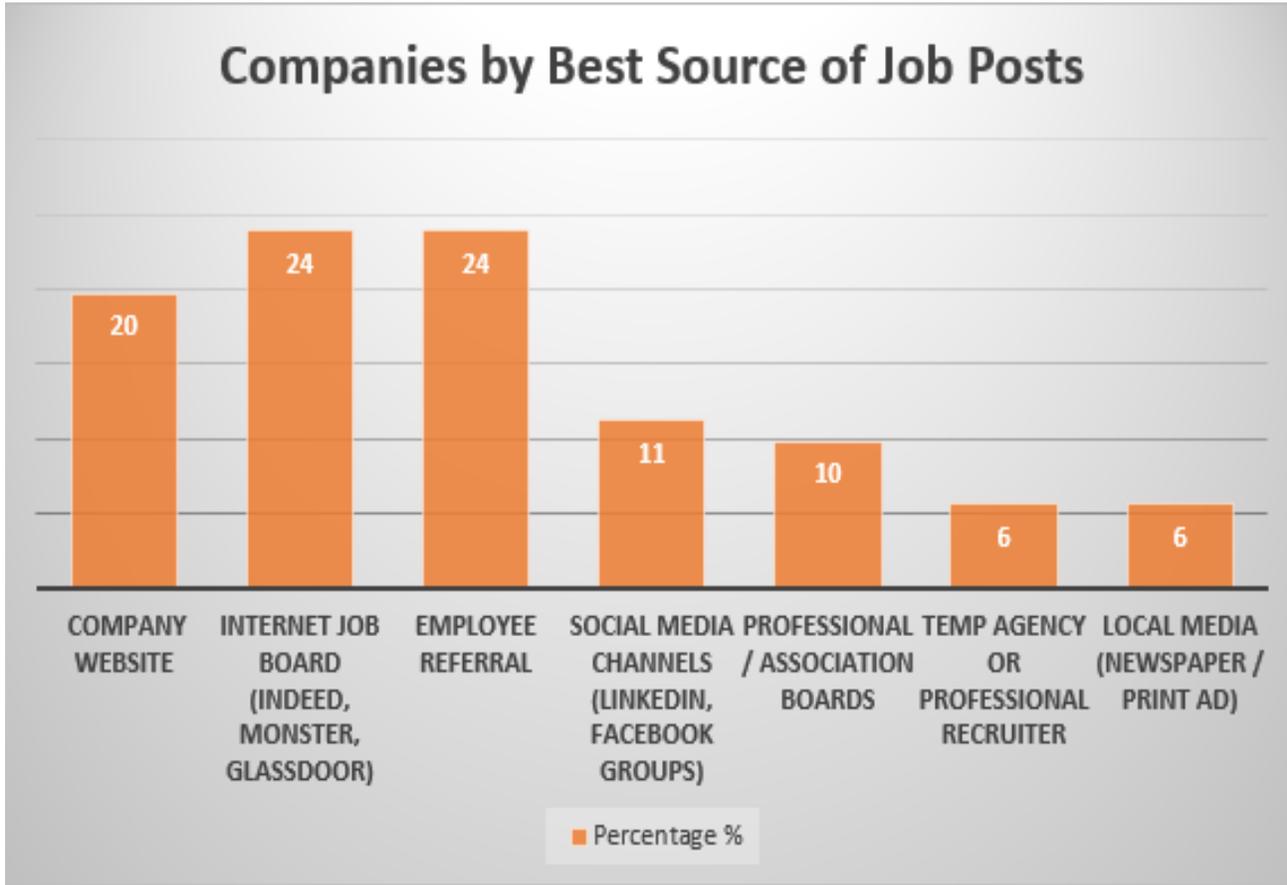
Q8: How do you currently source candidates? Please check all that apply.

Source of Job Posts	Number of Companies
Company website	52
Internet job board (Indeed, Monster, Glassdoor)	49
Employee referral program / current employee reference	40
Social media channels (LinkedIn, Facebook groups)	37
Professional / association boards	32
Temp agency or professional recruiter	27
Local media (newspaper / print ad)	20
Jobs or community resource fairs	17

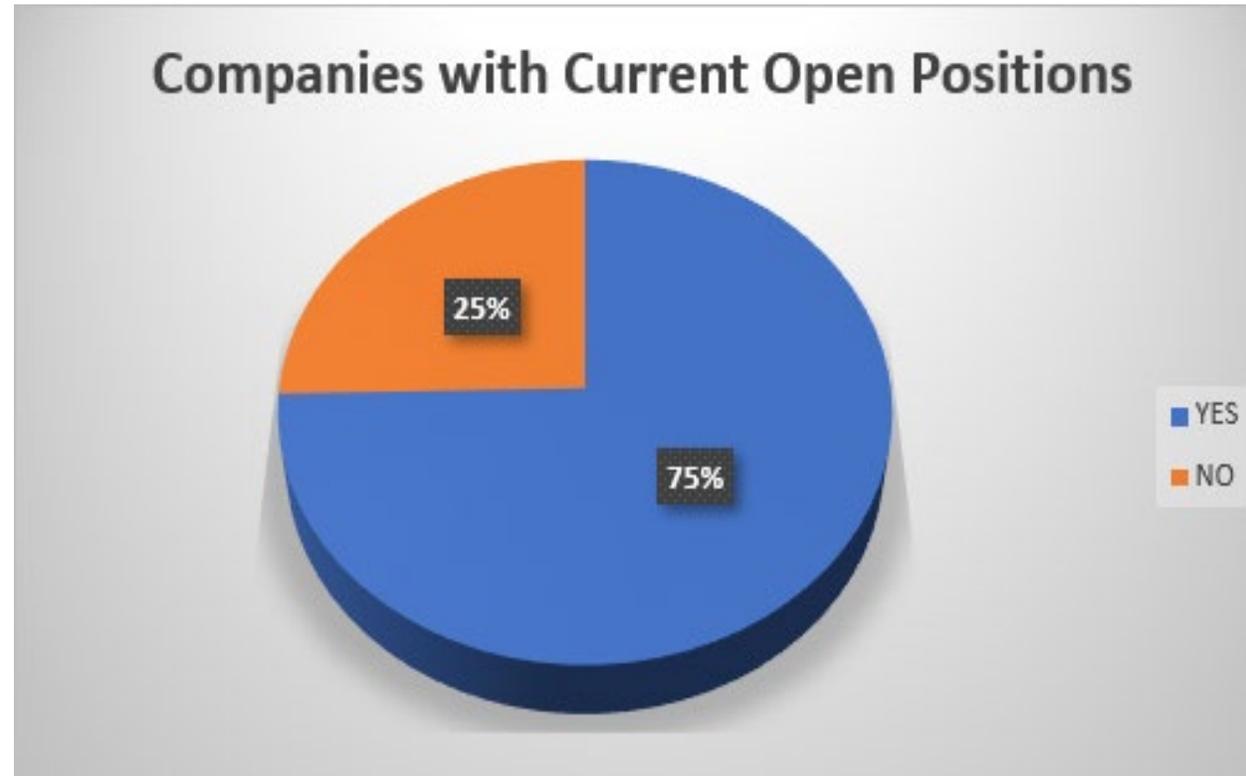


# Q9: Which source has provided you with the best quality candidates?

Best Source of Job Posts	Number of Companies	%
Company website	14	20
Internet job board	17	24
Employee referral	17	24
Social media channels	8	11
Professional / association boards	7	10
Temp agency or recruiter	4	6
Local media	4	6
<b>TOTAL</b>	<b>71</b>	<b>100</b>

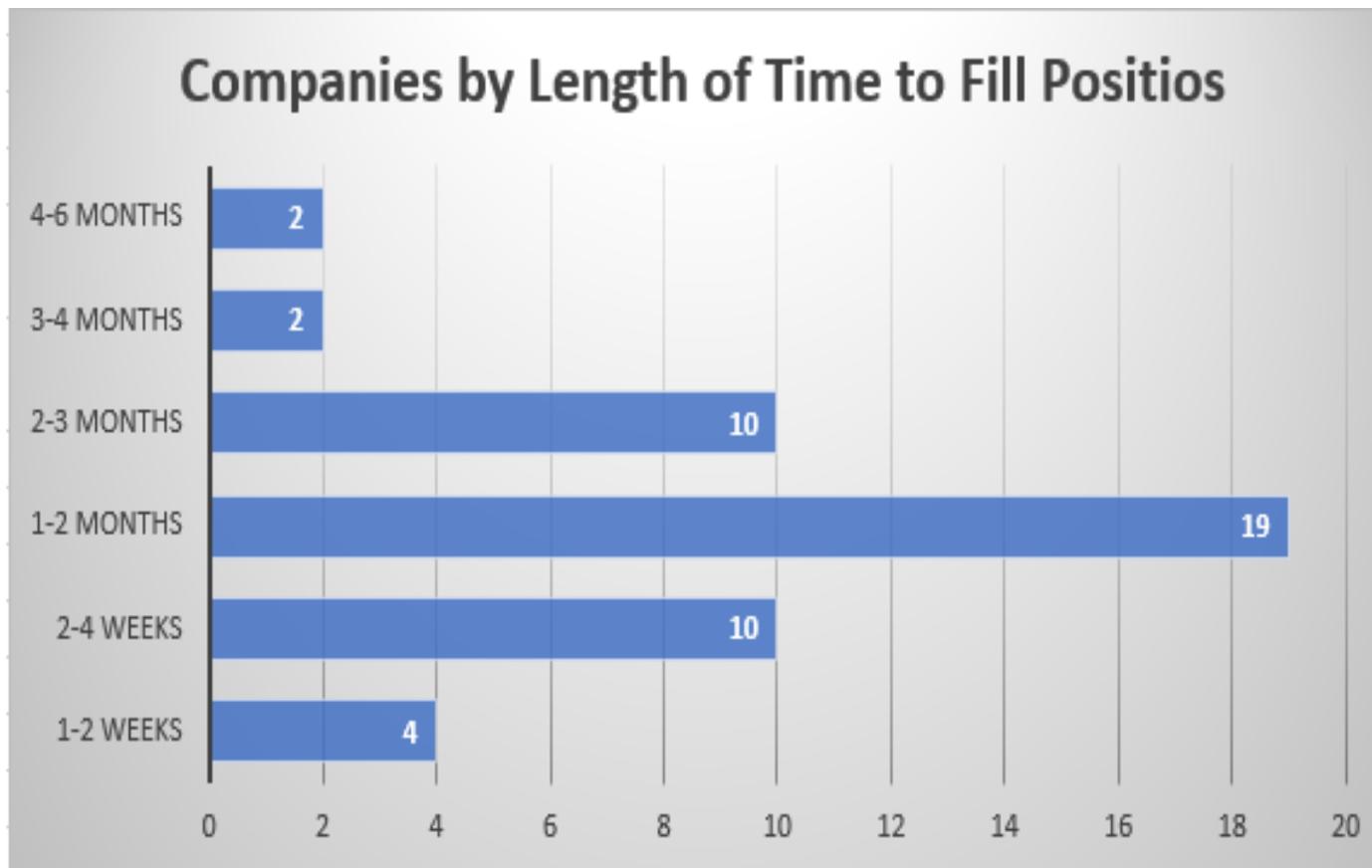


# Q10: Do you currently have open positions?



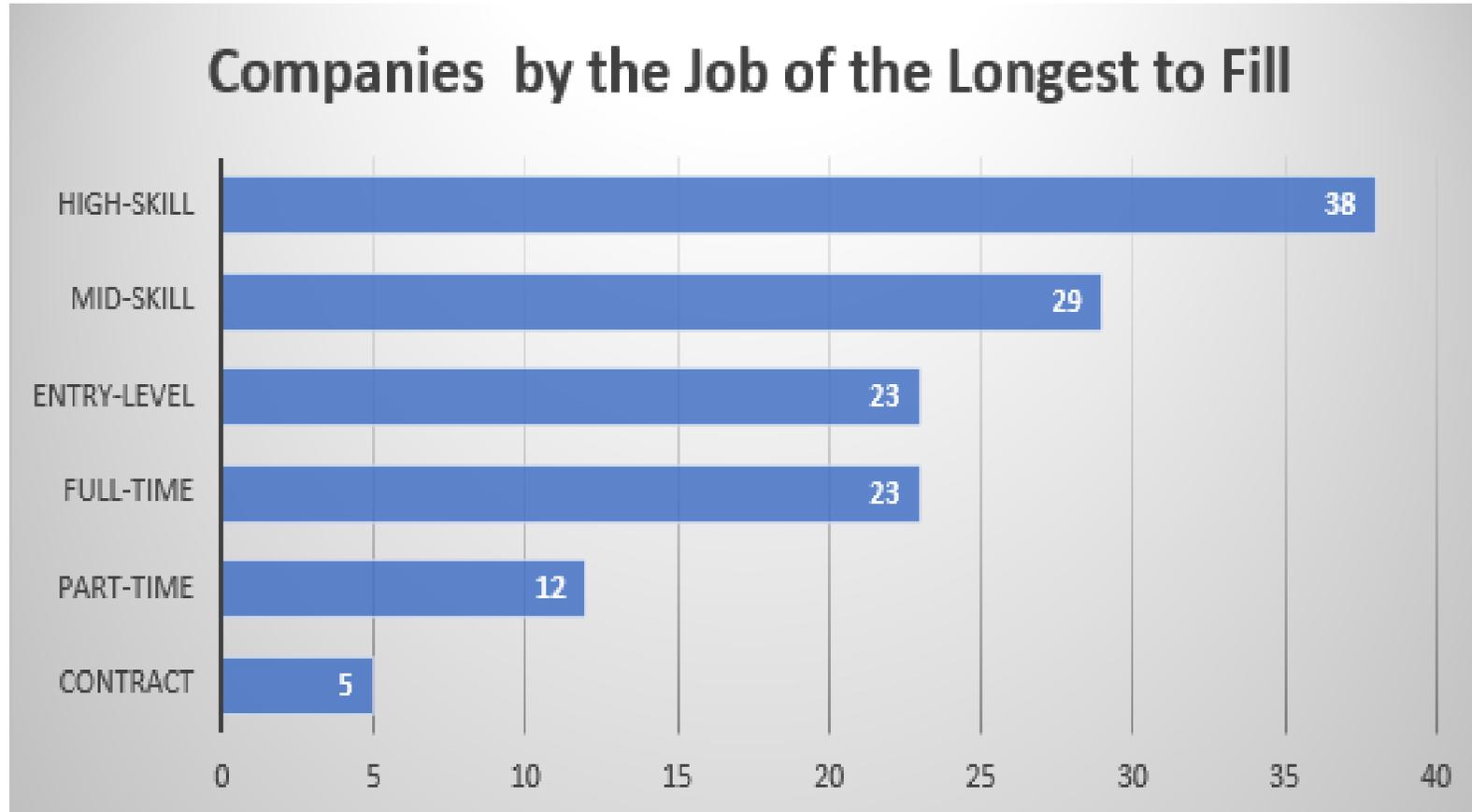
Current open positions	YES	NO	TOTAL
Number of Companies	53	18	71
Percentage %	75	25	100

Q11: If yes, on average about how long does it take to fill open roles?

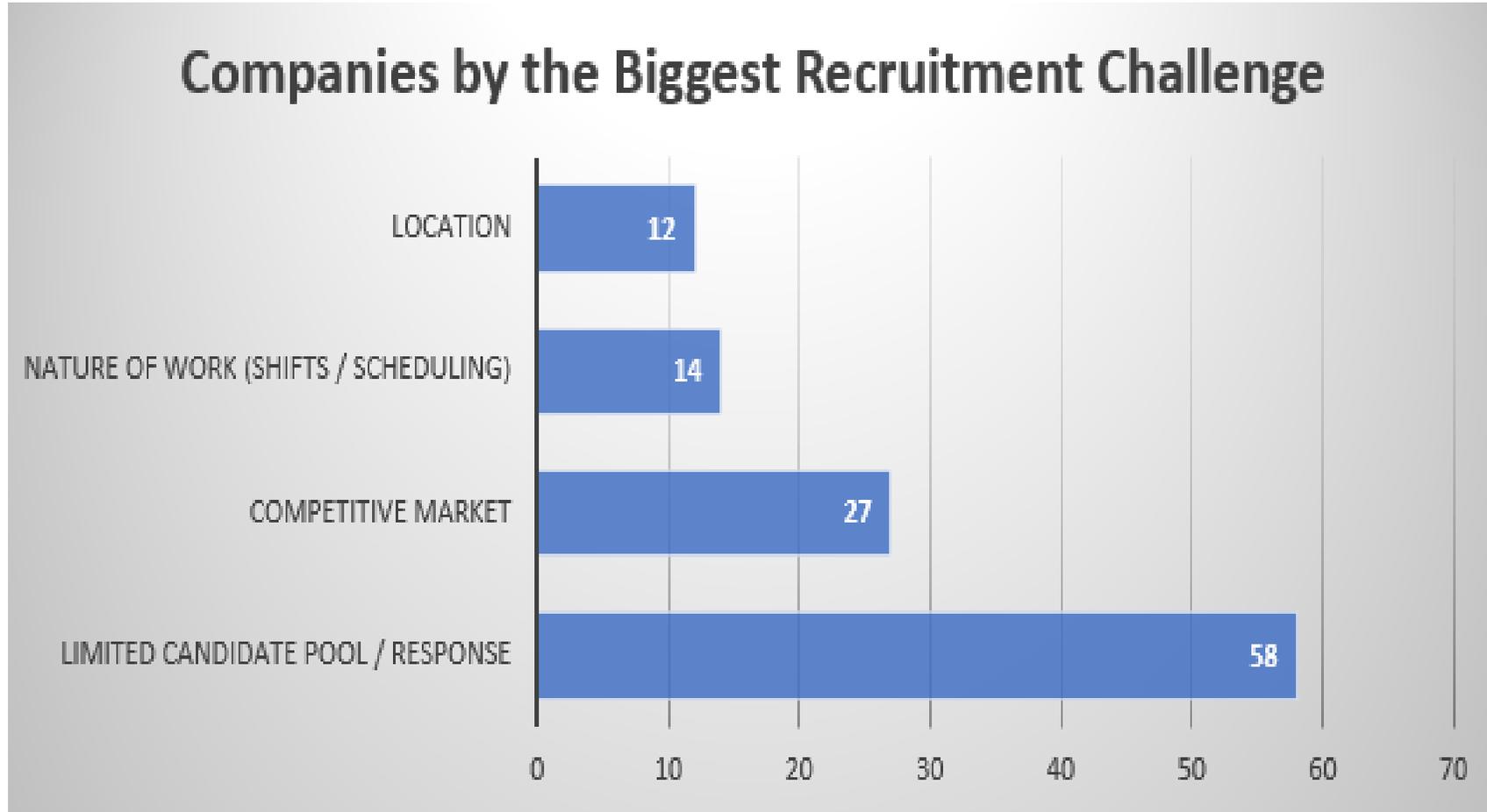


Time to fill Positions	1-2 weeks	2-4 weeks	1-2 months	2-3 months	3-4 months	4-6 months	TOTAL
Number of Companies	4	10	19	10	2	2	47
Percentage %	9	21	40	21	4	4	100

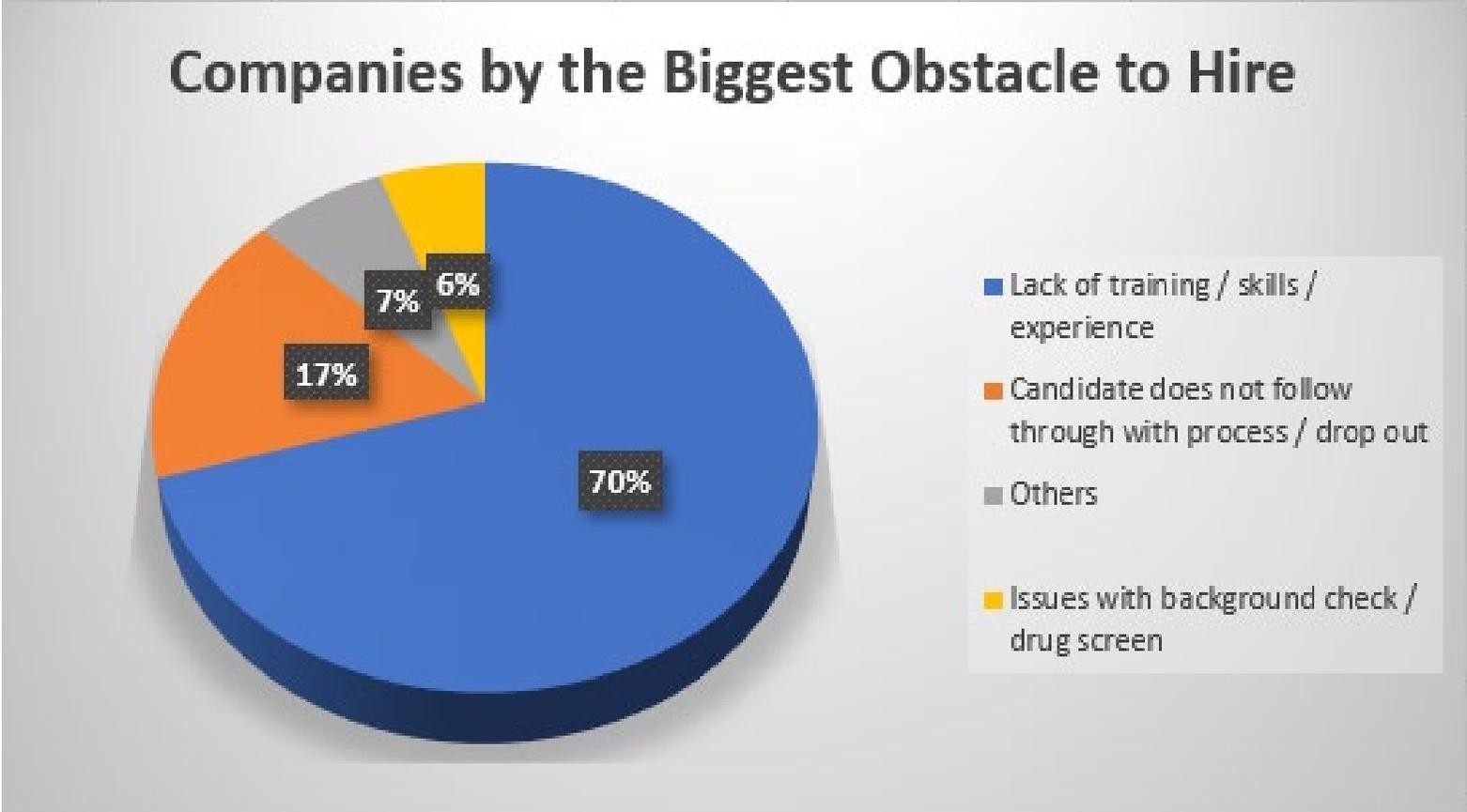
Q12: Which jobs take the longest to fill? Please check all that apply.



# Q13: What is your biggest recruitment challenge?



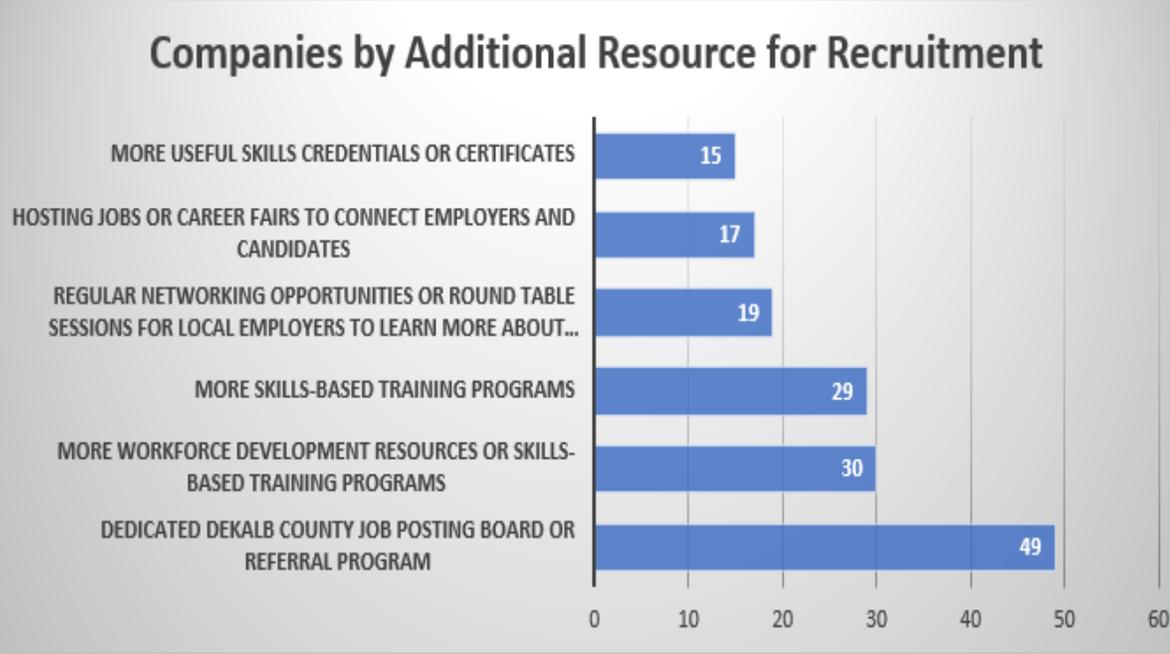
# Q14: What obstacle most often keeps candidates from being hired?



Biggest Obstacle to Hire	Lack of training / skills / experience	Candidate does not follow through with process / drop out	Others	Issues with background check / drug screen
Number of Companies	50	12	5	4

# Q15: In thinking about your recruitment in DeKalb County, what additional resources could help support you in your recruitment efforts

Additional Resource for Recruitment	Number of Companies
Dedicated DeKalb County job posting board or referral program	49
More workforce development resources or skills-based training programs	30
More skills-based training programs	29
Regular networking opportunities or round table sessions for local employers to learn more about local workforce and recruitment best practices	19
Hosting jobs or career fairs to connect employers and candidates	17
More useful skills credentials or certificates	15



# Company comments

INDUSTRY	COMMENTS
Advertising & Marketing	<p>Our industry has specific needs and there are not a lot of educational tools available in public education. We generally are looking for people with, at least, some experience or knowledge in the industry or processes that are in the job available.</p> <p>We have been happy with referrals from DCEDC and the experience received by members of the Graphics Club at DHS.</p>
Manufacturing	<p>We'd like to connect more fully with NIU or Kish to help find new talent.</p>
Education	<p>I think it hard to keep the NIU grads in the area and not as many people are moving here for entry level positions.</p>
Government	<p>We been understaffed for decades but because of budgetary constraints, staff job descriptions overlapped. Only staff hired is seasonal for the past 5 years. When we do advertise openings, advertisement was local media and trade magazines.</p>
Manufacturing	<p>We look to hire candidates that fit in with our characteristics and values. We are willing to train the right candidates. Candidates have to fit in our culture.</p>
Advertising & Marketing	<p>Filling editorial positions for us is a challenge because it is a specialized skill set that not many people possess, so they often are recruited from outside the area. We try to hire NIU graduates when possible but the applicants are not always there. Sales and reception/office jobs are easier filled, though quality of applicants is sometimes an issue.</p>

# Company comments

<b>Manufacturing</b>	There are not enough people for entry level job in the county
<b>Government</b>	We hire around 150 seasonal staff each year. Most of this is low-skill work. Our full-time positions don't turnover that much, but when they do they are tougher to fill. We can't pay as much as other companies in the area, so that is a definite challenge in recruiting.
<b>Finance &amp; Financial Services</b>	Here is some feedback of the issues with the hiring process during the last 6 months: Lack of resume writing, interviewing skills, and incomplete applications.
<b>Advertising &amp; Marketing</b>	DeKalb County Online is offering FREE listing services.
<b>Food &amp; Beverages</b>	A challenge we face for high skilled positions is finding the right candidates with the required skillsets. We often find ourselves having to increase salary compensation in order to attract candidates more interested in working in the city versus driving to DeKalb.
<b>Nonprofit</b>	The nature of the work and inadequate state fee-for-service reimbursement rates which limit our ability to raise wages to a competitive level contributes to high turnover. We need management training and development in employee relations.
<b>Manufacturing</b>	Since 2008, finding employees who want to work and will show up has been impossible. We worked with JobNet (IDES) and although we were a good match to many of the unemployed, most refused to attend an interview. Our best employees have been found by working with NIU and posting positions through their resources. That is true going back 25 years. We have a long and successful history of working with college students, on a part time basis, some staying with us as long as 2 years after obtaining their degree. We pretty much gave up on finding good, reliable, traditional employees in 2012. We now do commission and contract only.

# Company comments

<b>Manufacturing</b>	We are also looking for a seasonal part-time administrative assistant to help in the office with reporting, logistics, making tags, planning for purchases and other admin support. Position Aug - May .There are administrative opportunities in manufacturing as well and we support those positions through our education reimbursement program as well.
<b>Real Estate</b>	A pool of Spanish speaking candidates would be helpful along with skilled construction labor.
<b>Telecommunications, Technology, Internet &amp; Electronics</b>	NIU has a job fair twice a year I believe. Maybe this could be a joint job fair for Students and Community (Chambers/DCEDC). NIU though makes it very expensive for employers to attend.
<b>Manufacturing</b>	Our most significant challenge is hiring workers with substantial education requirements such as a Sales Manager or an Accounting Manager. It is also challenging trying to hire employees in the trades. We have never been able to find a strong shipping/receiving clerk.
<b>Construction, Machinery, and Homes</b>	We are a union company, so most of our hires are through a hiring hall. A lot of what I filled out in this survey doesn't really apply very well to our situation. We also are not growing at this time, so we are not really looking for many people.
<b>Manufacturing</b>	Worth considering if it is practical to set up some sort of online posting hub for all open jobs in DeKalb County so employers could post and area applicants could search open jobs in the area. Need to determine if there is a more efficient way to connect employers with potential employees.