

# LABOR VACANCY AND ASSESSMENT FOR UNDERWOOD, NORTH DAKOTA 2009

Marketing Rural Communities to  
Attract and Retain Workers.

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Research Report

April 2010



## INTRODUCTION

The Labor Vacancy Survey is part of a project titled “Marketing Rural Communities to Attract and Retain Workers”, and is a collaborative effort between the University of Nebraska, North Dakota State University, and South Dakota State University. Its purpose is to apply innovative marketing concepts and methods commonly used in business to the problem of attracting new residents to rural communities and regions. The end goal is to devising high impact workforce recruitment strategies in rural areas characterized by emerging workforce shortages. The project is funded by U.S. Department of Agriculture.

An important early step in developing an effective workforce recruitment strategy is to determine the nature of area workforce requirements. This will allow communications to be targeted to the specific market characteristics of persons possessing the training and skills required within the local economy. Existing secondary data sources are limited in both the types of information they provide and industry specificity. In fact, for many rural communities much of the available data is not reported due to confidentiality restrictions. This information gap limits the ability of rural workforce developers to make sound decisions. In this project, job vacancy surveys will be used to address this information gap by estimating the extent and nature of labor shortages in the partner communities.

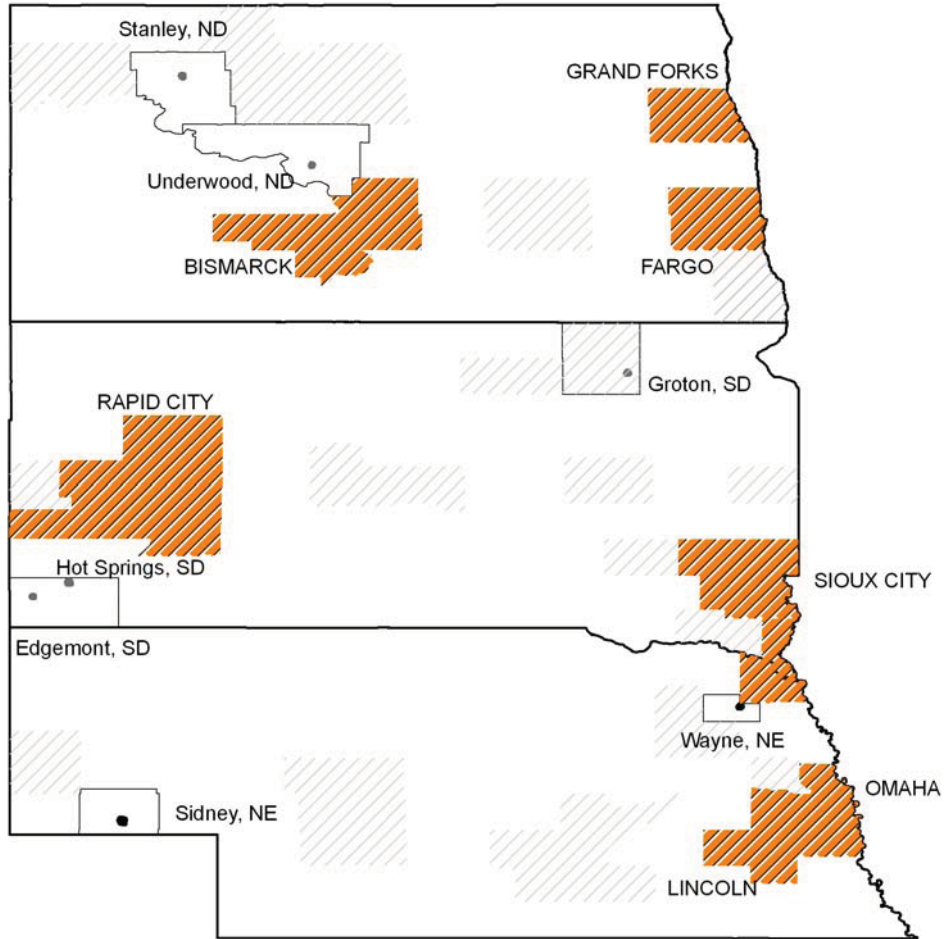
The Labor Vacancy Survey will ask four sets of core questions. The *job openings* questions will quantify the number of openings by occupation, the starting salary, employer paid benefits offered, training provided, and any financial incentives offered by the employer. The *job requirements* questions will determine the minimum experience, educational qualifications, skill requirements, and workplace competencies of each occupational opening. The *applicant assessment* questions will measure the quality and shortcomings of applicants for each occupational opening. The *vacancy analysis* questions will estimate the vacancy duration, difficulties in filling vacancies, and the degree of job turnover and retention.

Both the project team and representatives in your community have analyzed and interpreted the survey results for use in community decision making. This publication that can be used by a variety of groups in the community. The partner communities can use the information to develop strategies to attract and retain needed workers. Economic developers can use the information to understand the current demand for workers to more effectively assist employers and jobseekers. Education and training providers can use the information to understand the current demand for skills to target training programs and develop curricula to address skill gaps. Employers can use the information to determine hiring competition and prioritize human resource needs. Jobseekers can use the information to better understand the types of jobs offered in the area, the education and experience required, and the wages and benefits paid, to make informed career decisions.



The partner communities in this project are Sidney and Wayne in Nebraska; Stanley and Underwood in North Dakota; and Edgemont–Hot Springs and Groton in South Dakota.

### MAP OF PARTNER COMMUNITIES



## DATA AND METHODS

A self-administered questionnaire was mailed in August and September of 2009 to all employers in the Underwood area. Community partners identified the Underwood area as including the following ZIP codes: 58531 (Cole Harbor), 58565 (Riverdale), and 58576 (Underwood).

Employer lists were obtained through InfoUSA and Dun and Bradstreet. Both lists were reconciled to provide a more accurate and reliable sampling frame. In addition, the final employer list was screened and updated by community partners. This included adding any missing firms, dropping non-existent ones, and verifying addresses and contact information.

Of the 119 surveys sent out, 17 were completed for an unweighted response rate of 14.3%. However, this response rate does not capture the size of employers who responded. The response rate weighted by employment size is 66.3%. However, it is not the response rate that matters, rather the representativeness of the responses. Enough of the large employers in the community responded to the survey, thus the data are representative of Underwood area employers.

The data were weighted to reflect the population of employers in the region. Weights were derived from secondary data sources, specifically County Business Patterns from the US Census. Weighted employment totals from the survey (N=811) closely match totals from published federal sources (N=1,058). The weighted data are representative of known employers in the Underwood area.



## OPENINGS AND COMPENSATION

There were 262 total job openings last year in Underwood. 100 of these positions were full-time positions, while 50 were part-time positions. The remaining jobs were not identified as full-time or part-time. These job openings are broken down by job category in Figure 1.

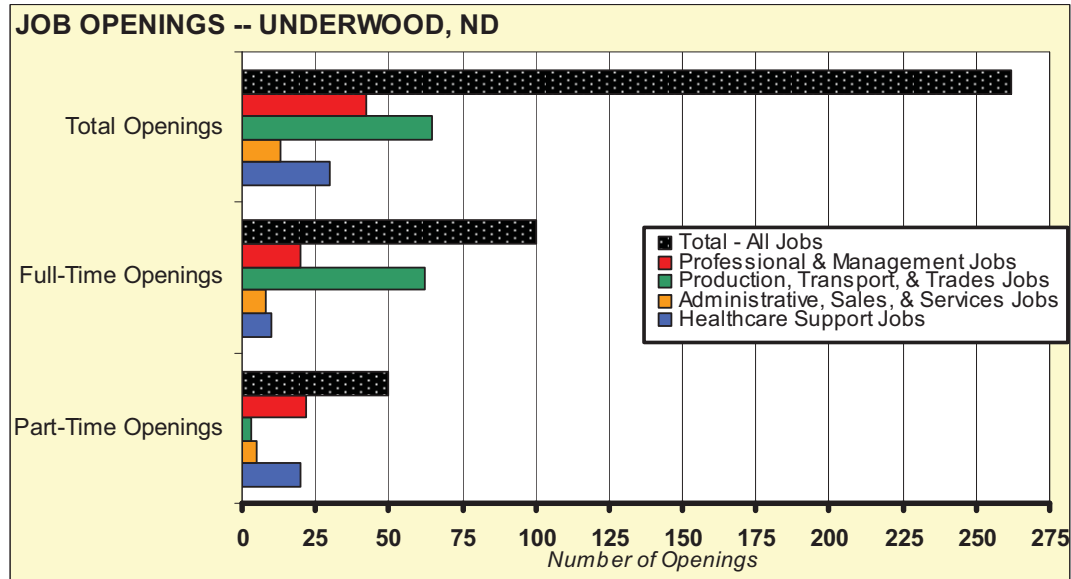


Figure 1. Job openings in Underwood, ND.

Of these job openings, 59 openings (39%) took under 30 days to fill, while 81 (54%) took 1-2 months to fill. A mere 8 (5%) openings took over 2 months to fill. The length of job vacancy is broken down by category in Figure 2 and Table 1.

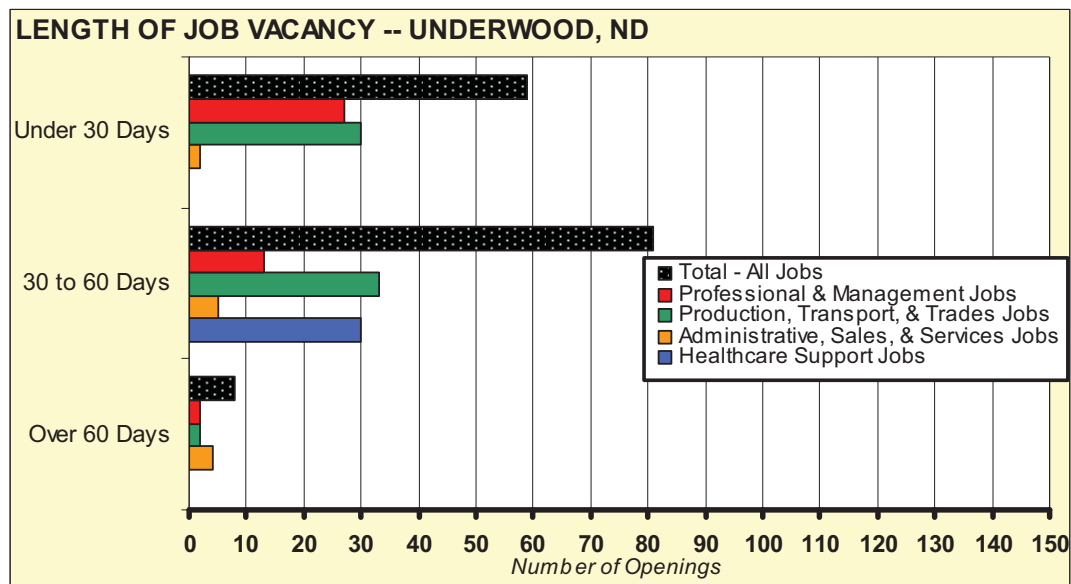
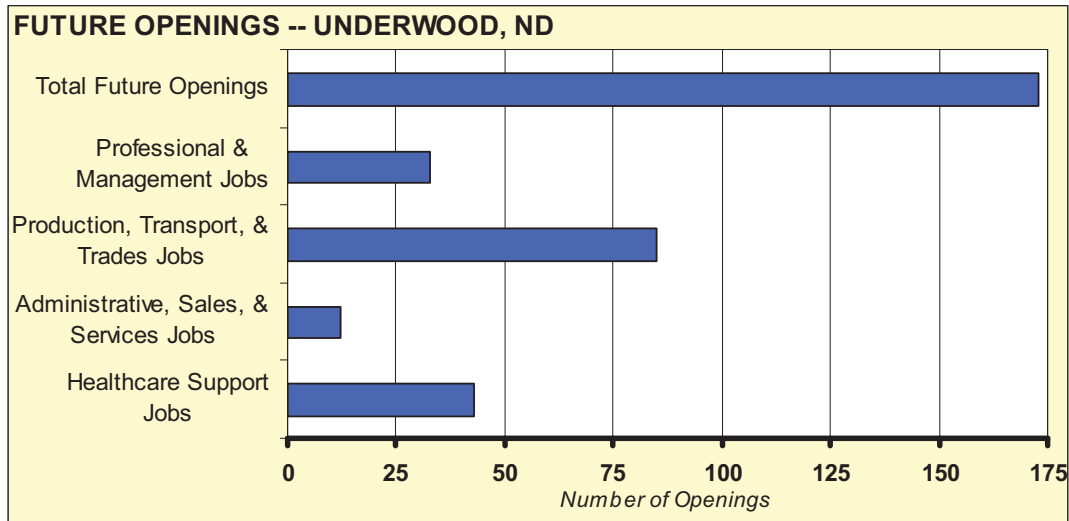


Figure 2. Length of job vacancy

**Table 1. Length of job vacancy**

		<b>Number</b>	<b>Percent</b>
<b>Under 30 Days</b>	<b>Total - All Jobs</b>	<b>59</b>	<b>39.3%</b>
	Professional & Management Jobs	27	64.3%
	Production, Transport, & Trades Jobs	30	46.2%
	Administrative, Sales, & Services Jobs	2	15.4%
	Healthcare Support Jobs	0	0.0%
<b>30 to 60 Days</b>	<b>Total - All Jobs</b>	<b>81</b>	<b>54.0%</b>
	Professional & Management Jobs	13	31.0%
	Production, Transport, & Trades Jobs	33	50.8%
	Administrative, Sales, & Services Jobs	5	38.5%
	Healthcare Support Jobs	30	100.0%
<b>Over 60 Days</b>	<b>Total - All Jobs</b>	<b>8</b>	<b>5.3%</b>
	Professional & Management Jobs	2	4.8%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	0	0.0%

There are 173 anticipated openings in coming year. 85 of these positions are production/transport/trades jobs, while 43 are healthcare support jobs, 33 are professional/managerial jobs, and 12 are admin/sales/services jobs, as presented in Figure 3.



**Figure 3. Future Openings in Underwood**

The average wage of the job openings was \$20.65. Administrative, sales, and support job openings had the highest wages at \$29.19/hr, while professional/managerial job openings had the lowest wages at \$16.54/hr. The wages of job openings for all job categories are presented in Figure 4.

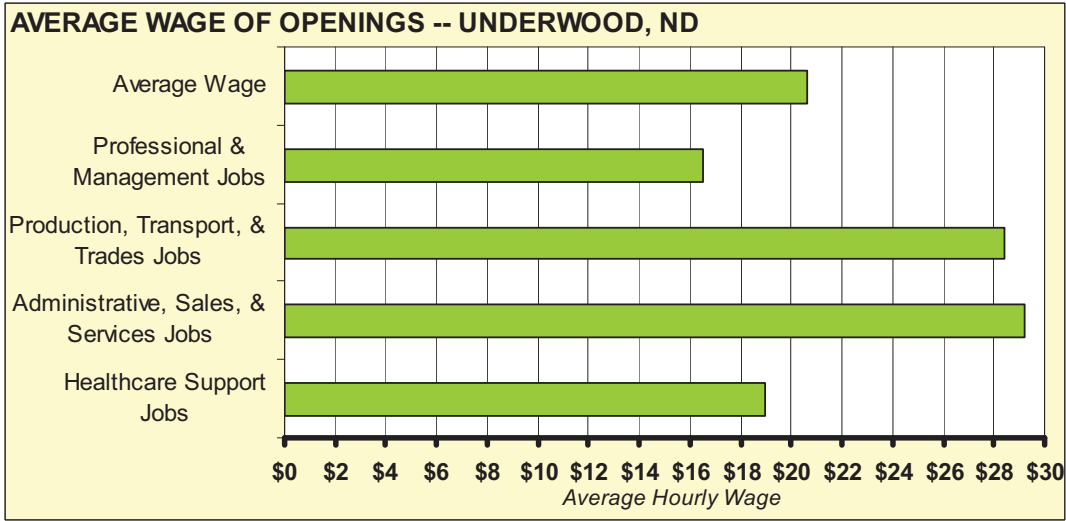


Figure 4. Average wage of openings.

The majority of job openings came with comprehensive benefits. 141 (94%) of job openings offered paid vacation, medical insurance, and job training. 116 (77%) of the job openings offered retirement plans and 112 (75%) offered dental plans. The benefits afforded to the job openings are broken down by job category in Figure 5 and Table 2.

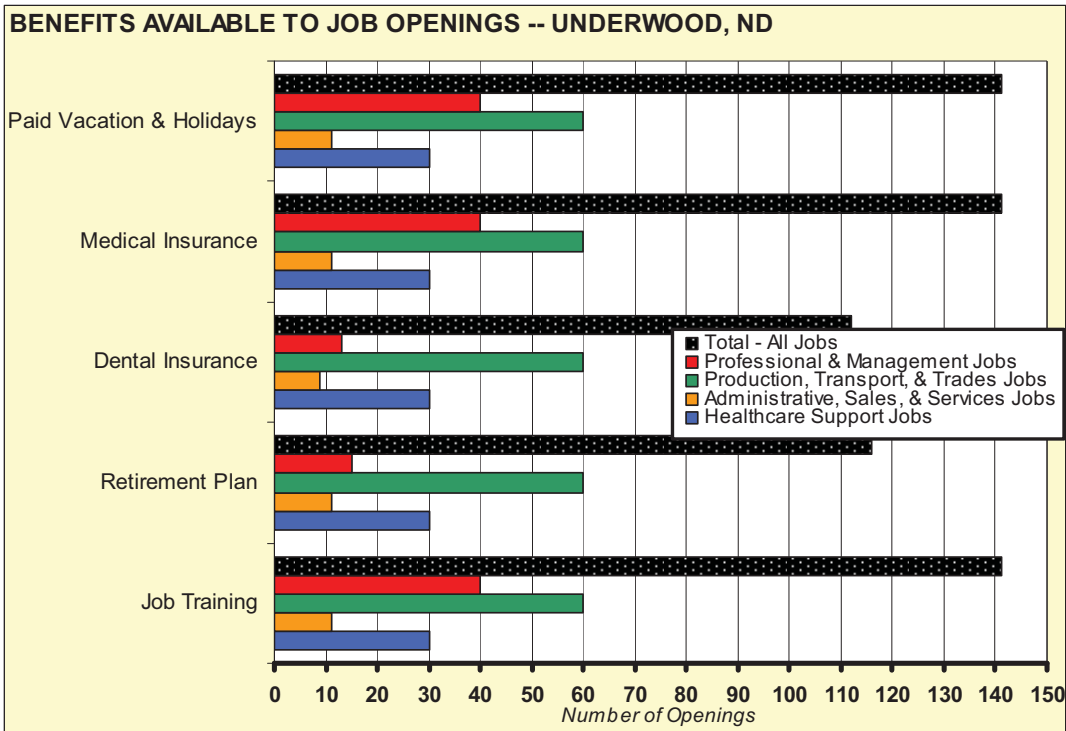


Figure 5. Benefits available to job openings

**Table 2. Benefits available to job openings**

		<u>Number</u>	<u>Percent</u>
<b>Paid Vacation &amp; Holidays</b>	<b>Total - All Jobs</b>	<b>141</b>	<b>94.0%</b>
	Professional & Management Jobs	40	95.2%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	11	84.6%
	Healthcare Support Jobs	30	100.0%
<b>Medical Insurance</b>	<b>Total - All Jobs</b>	<b>141</b>	<b>94.0%</b>
	Professional & Management Jobs	40	95.2%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	11	84.6%
	Healthcare Support Jobs	30	100.0%
<b>Dental Insurance</b>	<b>Total - All Jobs</b>	<b>112</b>	<b>74.7%</b>
	Professional & Management Jobs	13	31.0%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	30	100.0%
<b>Retirement Plan</b>	<b>Total - All Jobs</b>	<b>116</b>	<b>77.3%</b>
	Professional & Management Jobs	15	35.7%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	11	84.6%
	Healthcare Support Jobs	30	100.0%
<b>Job Training</b>	<b>Total - All Jobs</b>	<b>141</b>	<b>94.0%</b>
	Professional & Management Jobs	40	95.2%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	11	84.6%
	Healthcare Support Jobs	30	100.0%





## REQUIRED SKILLS AND EXPERIENCE

A majority of the job openings required some degree of education. 60 (43%) job openings required 2-year degrees, while 33 (22%) of the job openings required high school education. 33 (22%) of the job openings required college degrees and 9 (13%) job openings require certification. A mere 7 (5%) job openings required no qualifications. The educational requirements of the job openings are broken down by job category in Figure 6 and Table 3.

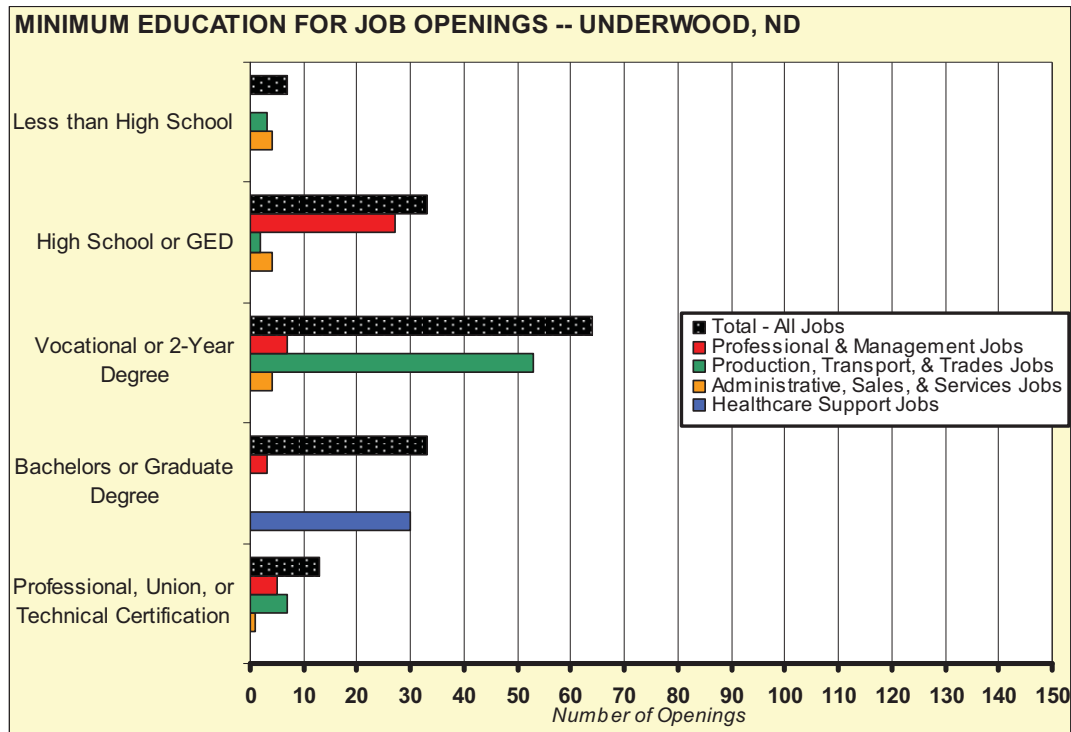
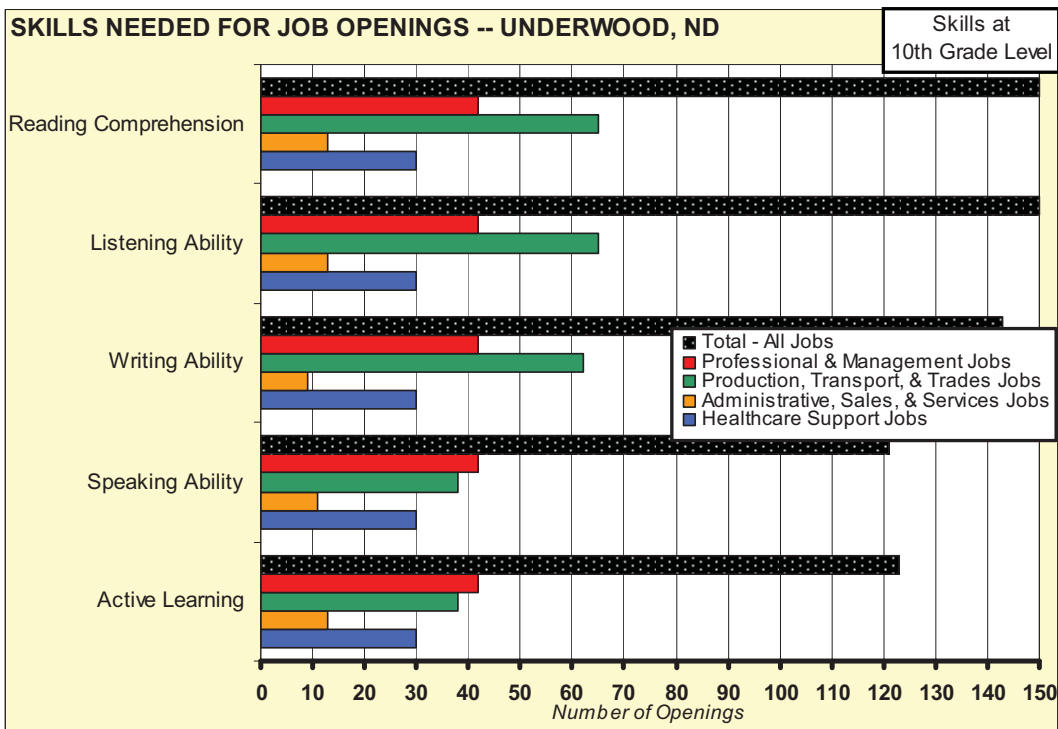


Figure 6. Minimum education requirements

**Table 3. Minimum education requirements.**

		<u>Number</u>	<u>Percent</u>
<b>Less than High School or GED</b>	<b>Total - All Jobs</b>	<b>7</b>	<b>4.7%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	3	4.6%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	0	0.0%
<b>High School or GED</b>	<b>Total - All Jobs</b>	<b>33</b>	<b>22.0%</b>
	Professional & Management Jobs	27	64.3%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	0	0.0%
<b>Vocational or 2-Year Degree</b>	<b>Total - All Jobs</b>	<b>64</b>	<b>42.7%</b>
	Professional & Management Jobs	7	16.7%
	Production, Transport, & Trades Jobs	53	81.5%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	0	0.0%
<b>Bachelors or Graduate Degree</b>	<b>Total - All Jobs</b>	<b>33</b>	<b>22.0%</b>
	Professional & Management Jobs	3	7.1%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	30	100.0%
<b>Professional, Union, or Technical Certification</b>	<b>Total - All Jobs</b>	<b>13</b>	<b>8.7%</b>
	Professional & Management Jobs	5	11.9%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	1	7.7%
	Healthcare Support Jobs	0	0.0%

The questionnaire found that reading, listening and writing skills were important for many job openings. Speaking and learning skills are less important, especially for production/trades & admin/sales/services and jobs. The required skills for these job openings are broken down by job category in Figure 7 and Table 4.



**Figure 7. Required skills**

Table 4. Required skills

		<u>Number</u>	<u>Percent</u>
<b>Reading Comprehension</b>	<b>Total - All Jobs</b>	<b>150</b>	<b>100.0%</b>
	Professional & Management Jobs	42	100.0%
	Production, Transport, & Trades Jobs	65	100.0%
	Administrative, Sales, & Services Jobs	13	100.0%
	Healthcare Support Jobs	30	100.0%
<b>Listening Ability</b>	<b>Total - All Jobs</b>	<b>150</b>	<b>100.0%</b>
	Professional & Management Jobs	42	100.0%
	Production, Transport, & Trades Jobs	65	100.0%
	Administrative, Sales, & Services Jobs	13	100.0%
	Healthcare Support Jobs	30	100.0%
<b>Writing Ability</b>	<b>Total - All Jobs</b>	<b>143</b>	<b>95.3%</b>
	Professional & Management Jobs	42	100.0%
	Production, Transport, & Trades Jobs	62	95.4%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	30	100.0%
<b>Speaking Ability</b>	<b>Total - All Jobs</b>	<b>121</b>	<b>80.7%</b>
	Professional & Management Jobs	42	100.0%
	Production, Transport, & Trades Jobs	38	58.5%
	Administrative, Sales, & Services Jobs	11	84.6%
	Healthcare Support Jobs	30	100.0%
<b>Active Learning</b>	<b>Total - All Jobs</b>	<b>123</b>	<b>82.0%</b>
	Professional & Management Jobs	42	100.0%
	Production, Transport, & Trades Jobs	38	58.5%
	Administrative, Sales, & Services Jobs	13	100.0%
	Healthcare Support Jobs	30	100.0%

The applicant shortcomings for the job openings varied. Applicants for 88 openings (59%) lacked the required experience, while 68 (45%) lacked industry knowledge. The applicants for 37 (25%) job openings lacked the required skills, while only 5 (3%) lacked the required education. These shortcomings are broken down by job category in Figure 8 and Table 5.

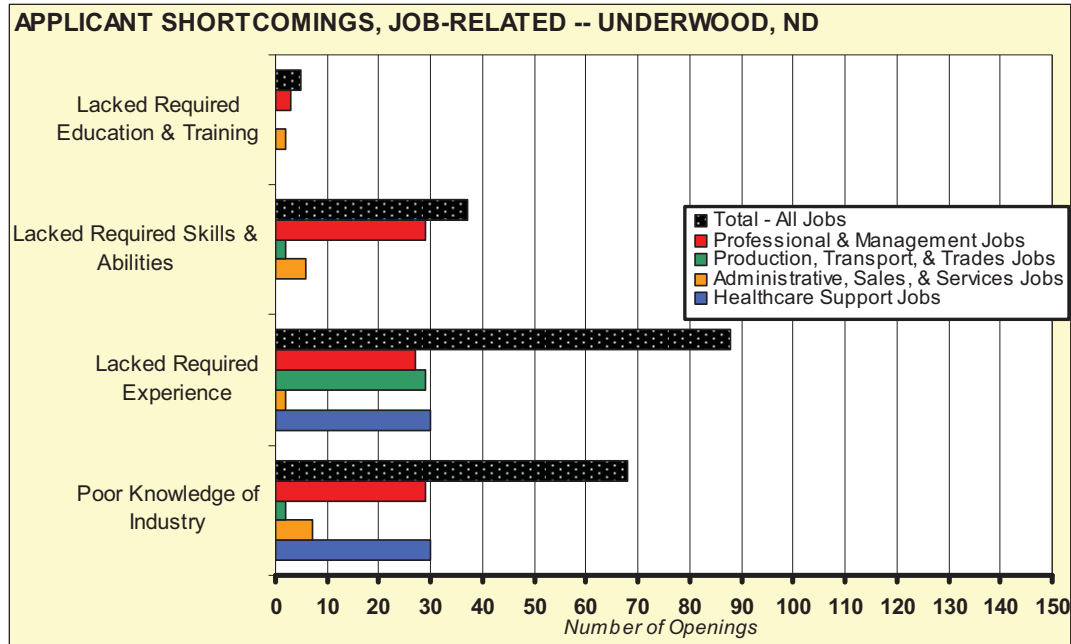


Figure 8. Job-related applicant shortcomings

Table 5. Job-related applicant shortcomings

		<u>Number</u>	<u>Percent</u>
<b>Lacked Required Education &amp; Training</b>	<b>Total - All Jobs</b>	<b>5</b>	<b>3.3%</b>
	Professional & Management Jobs	3	7.1%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	2	15.4%
	Healthcare Support Jobs	0	0.0%
<b>Lacked Required Skills &amp; Abilities</b>	<b>Total - All Jobs</b>	<b>37</b>	<b>24.7%</b>
	Professional & Management Jobs	29	69.0%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	0	0.0%
<b>Lacked Required Experience</b>	<b>Total - All Jobs</b>	<b>88</b>	<b>58.7%</b>
	Professional & Management Jobs	27	64.3%
	Production, Transport, & Trades Jobs	29	44.6%
	Administrative, Sales, & Services Jobs	2	15.4%
	Healthcare Support Jobs	30	100.0%
<b>Poor Knowledge of Industry</b>	<b>Total - All Jobs</b>	<b>68</b>	<b>45.3%</b>
	Professional & Management Jobs	29	69.0%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	7	53.8%
	Healthcare Support Jobs	30	100.0%

Worker-related shortcomings were also assessed. Applicants for 38 openings (25%) had poor work histories, while 35 (23%) had poor interpersonal skills. Applicants for only 13 (9%) of job openings were unwilling to accept salary, while 11 (7%) were unwilling to relocate to the area. These worker-related shortcomings are broken down by job category in Figure 9 and Table 6.

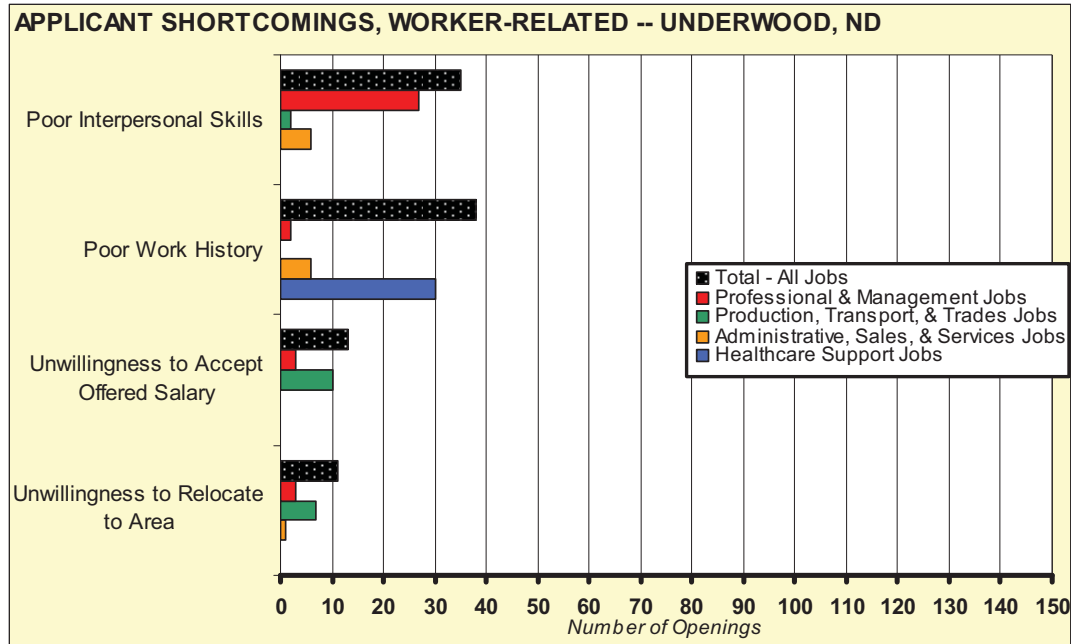


Figure 9. Worker-related shortcomings

Table 6. Worker-related shortcomings

		<u>Number</u>	<u>Percent</u>
<b>Poor Interpersonal Skills</b>	<b>Total - All Jobs</b>	<b>35</b>	<b>23.3%</b>
	Professional & Management Jobs	27	64.3%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	0	0.0%
<b>Poor Work History</b>	<b>Total - All Jobs</b>	<b>38</b>	<b>25.3%</b>
	Professional & Management Jobs	2	4.8%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	30	100.0%
<b>Unwillingness to Accept Offered Salary</b>	<b>Total - All Jobs</b>	<b>13</b>	<b>8.7%</b>
	Professional & Management Jobs	3	7.1%
	Production, Transport, & Trades Jobs	10	15.4%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%
<b>Unwillingness to Relocate to Area</b>	<b>Total - All Jobs</b>	<b>11</b>	<b>7.3%</b>
	Professional & Management Jobs	3	7.1%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	1	7.7%
	Healthcare Support Jobs	0	0.0%

## RECRUITMENT AND RETENTION

A variety of methods were used for recruiting applicants to the job openings. 118 (79%) openings were advertised in the local newspaper, while 85 (57%) were posted on the internet. 40 (27%) openings were advertised through recruitment agencies and 32 (21%) through prof. or trade associations. The recruitment methods are presented by job category in Figure 10 and Table 7.

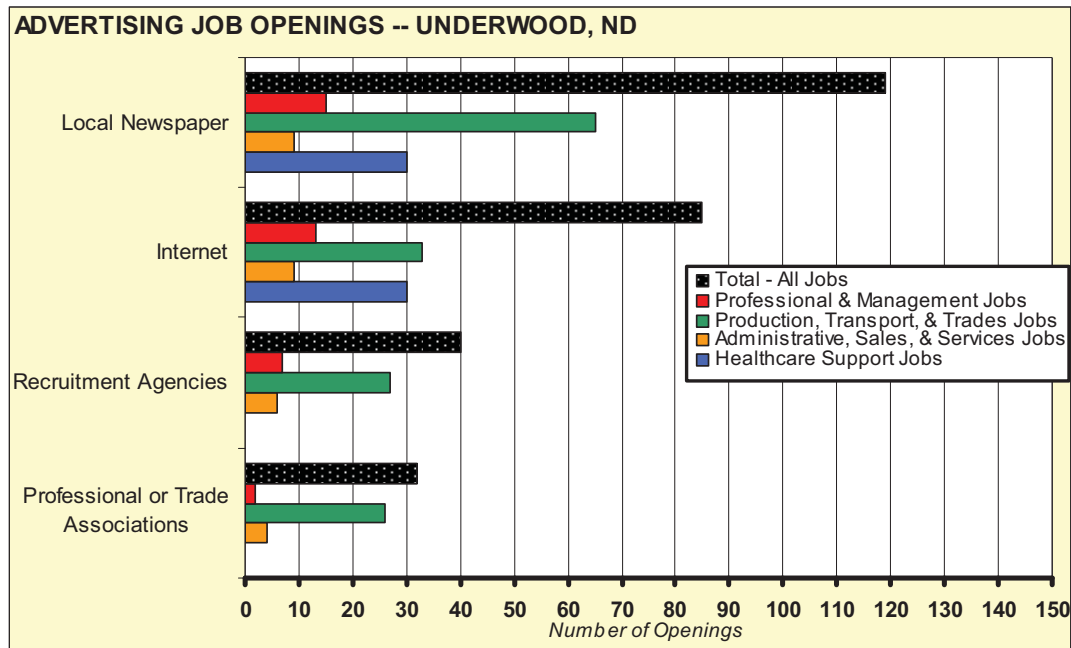


Figure 10. Advertising job openings.

Table 7. Advertising job openings

		<u>Number</u>	<u>Percent</u>
Local Newspaper	<b>Total - All Jobs</b>	<b>119</b>	<b>79.3%</b>
	Professional & Management Jobs	15	35.7%
	Production, Transport, & Trades Jobs	65	100.0%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	30	100.0%
Internet	<b>Total - All Jobs</b>	<b>85</b>	<b>56.7%</b>
	Professional & Management Jobs	13	31.0%
	Production, Transport, & Trades Jobs	33	50.8%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	30	100.0%
Recruitment Agencies	<b>Total - All Jobs</b>	<b>40</b>	<b>26.7%</b>
	Professional & Management Jobs	7	16.7%
	Production, Transport, & Trades Jobs	27	41.5%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	0	0.0%
Professional or Trade Associations	<b>Total - All Jobs</b>	<b>32</b>	<b>21.3%</b>
	Professional & Management Jobs	2	4.8%
	Production, Transport, & Trades Jobs	26	40.0%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	0	0.0%

84 (56%) of the job openings were filled by workers from within the local area, while 3 (2%) were filled by new hires from elsewhere in the state. The remainder of job openings did not specify an origin of the new hires. The origin of new hires, broken down by job category, is presented in Figure 11 and Table 8.

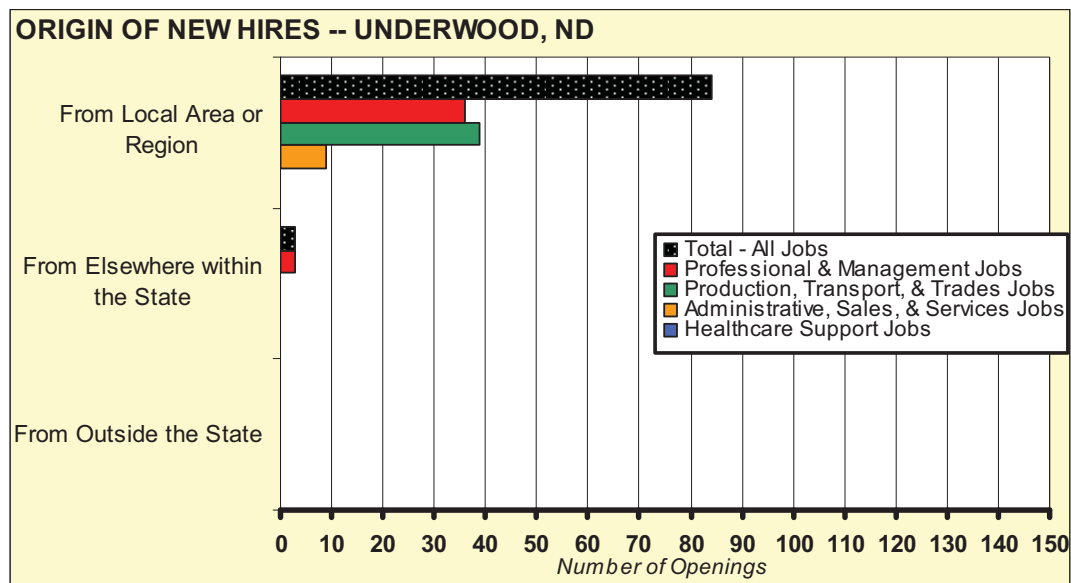


Figure 11. Origin of new hires

Table 8. Origin of new hires

		<u>Number</u>	<u>Percent</u>
<b>From Local Area or Region</b>	<b>Total - All Jobs</b>	<b>84</b>	<b>56.0%</b>
	Professional & Management Jobs	36	85.7%
	Production, Transport, & Trades Jobs	39	60.0%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	0	0.0%
<b>From Elsewhere within the State</b>	<b>Total - All Jobs</b>	<b>3</b>	<b>2.0%</b>
	Professional & Management Jobs	3	7.1%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%
<b>From Outside the State</b>	<b>Total - All Jobs</b>	<b>0</b>	<b>0.0%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%

Many of the new hires remain with the firms for quite a while. 45 (68%) of new hires stay over 10 years, while 41 (61%) stay 1-3 years, and 15 (10%) stay 4-10 years. No new hires left within one year. Length of employment is presented in Figure 12 and Table 9, broken down by job category.

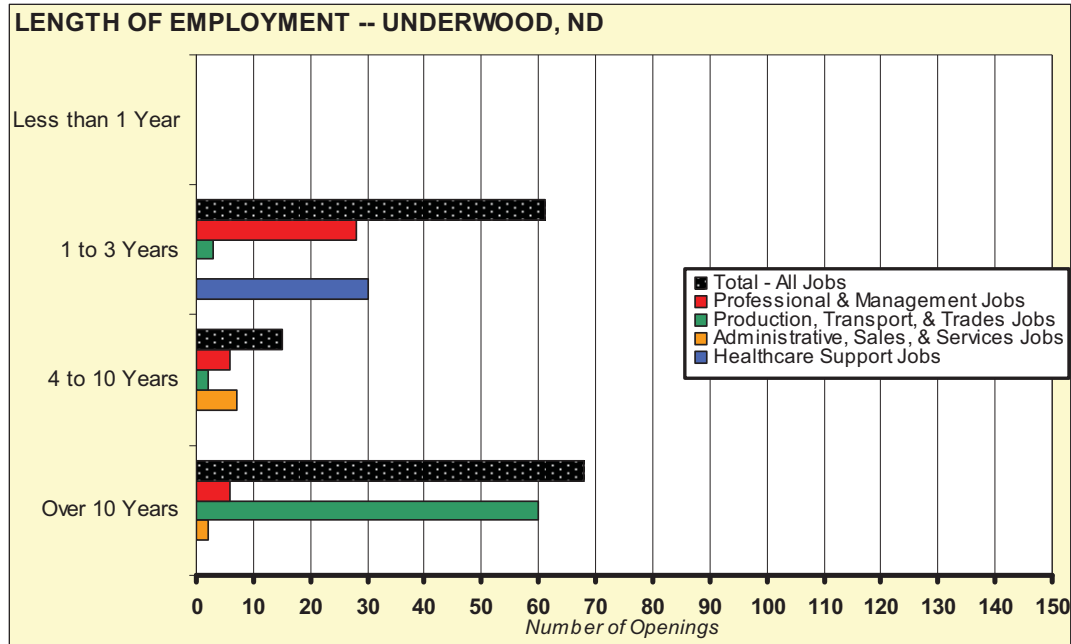


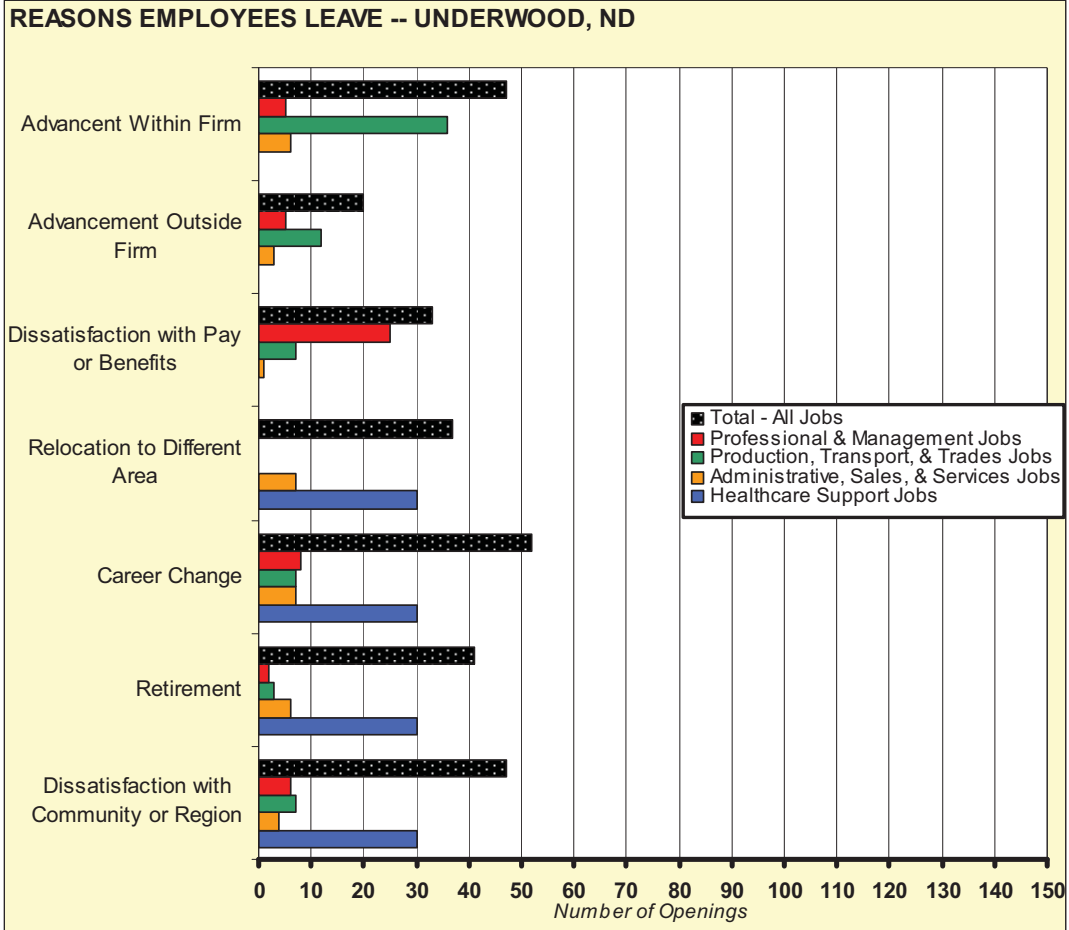
Figure 12. Length of employment

Table 9. Length of employment

		<u>Number</u>	<u>Percent</u>
<b>Less than 1 Year</b>	<b>Total - All Jobs</b>	<b>0</b>	<b>0.0%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%
<b>1 to 3 Years</b>	<b>Total - All Jobs</b>	<b>61</b>	<b>40.7%</b>
	Professional & Management Jobs	28	66.7%
	Production, Transport, & Trades Jobs	3	4.6%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	30	100.0%
<b>4 to 10 Years</b>	<b>Total - All Jobs</b>	<b>15</b>	<b>10.0%</b>
	Professional & Management Jobs	6	14.3%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	7	53.8%
	Healthcare Support Jobs	0	0.0%
<b>Over 10 Years</b>	<b>Total - All Jobs</b>	<b>68</b>	<b>45.3%</b>
	Professional & Management Jobs	6	14.3%
	Production, Transport, & Trades Jobs	60	92.3%
	Administrative, Sales, & Services Jobs	2	15.4%
	Healthcare Support Jobs	0	0.0%

The reasons employees give for leaving a job vary in Underwood. 52 (68%) reported that employees left due to career change, while 47 (31%) advanced within the firm. 47 (31%) reported that employees are not satisfied with the area, while 37 (25%) relocated to a different area. 41 (27%) reported that employees retired. These reasons are presented by job category in Figure 13 and Table 10.





**Figure 13. Reasons employees give for leaving**

**Table 10. Reasons employees give for leaving**

		<u>Number</u>	<u>Percent</u>
<b>Advancement Within Firm</b>	<b>Total - All Jobs</b>	<b>47</b>	<b>31.3%</b>
	Professional & Management Jobs	5	11.9%
	Production, Transport, & Trades Jobs	36	55.4%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	0	0.0%
<b>Advancement Outside Firm</b>	<b>Total - All Jobs</b>	<b>20</b>	<b>13.3%</b>
	Professional & Management Jobs	5	11.9%
	Production, Transport, & Trades Jobs	12	18.5%
	Administrative, Sales, & Services Jobs	3	23.1%
	Healthcare Support Jobs	0	0.0%
<b>Dissatisfaction with Pay or Benefits</b>	<b>Total - All Jobs</b>	<b>33</b>	<b>22.0%</b>
	Professional & Management Jobs	25	59.5%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	1	7.7%
	Healthcare Support Jobs	0	0.0%
<b>Relocation to Different Area</b>	<b>Total - All Jobs</b>	<b>37</b>	<b>24.7%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	7	53.8%
	Healthcare Support Jobs	30	100.0%
<b>Career Change</b>	<b>Total - All Jobs</b>	<b>52</b>	<b>34.7%</b>
	Professional & Management Jobs	8	19.0%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	7	53.8%
	Healthcare Support Jobs	30	100.0%
<b>Retirement</b>	<b>Total - All Jobs</b>	<b>41</b>	<b>27.3%</b>
	Professional & Management Jobs	2	4.8%
	Production, Transport, & Trades Jobs	3	4.6%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	30	100.0%
<b>Dissatisfaction with Community or Region</b>	<b>Total - All Jobs</b>	<b>47</b>	<b>31.3%</b>
	Professional & Management Jobs	6	14.3%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	30	100.0%

## ASSESSMENT OF HIRES

The match of applicants to the job openings was also assessed. 86 (57%) of new hires matched the jobs requirements well, while 64 (43%) matched somewhat well. No new hires matched the job requirement very little. Figure 14 and Table 11 present the match of applicants to job openings, broken down by job category.

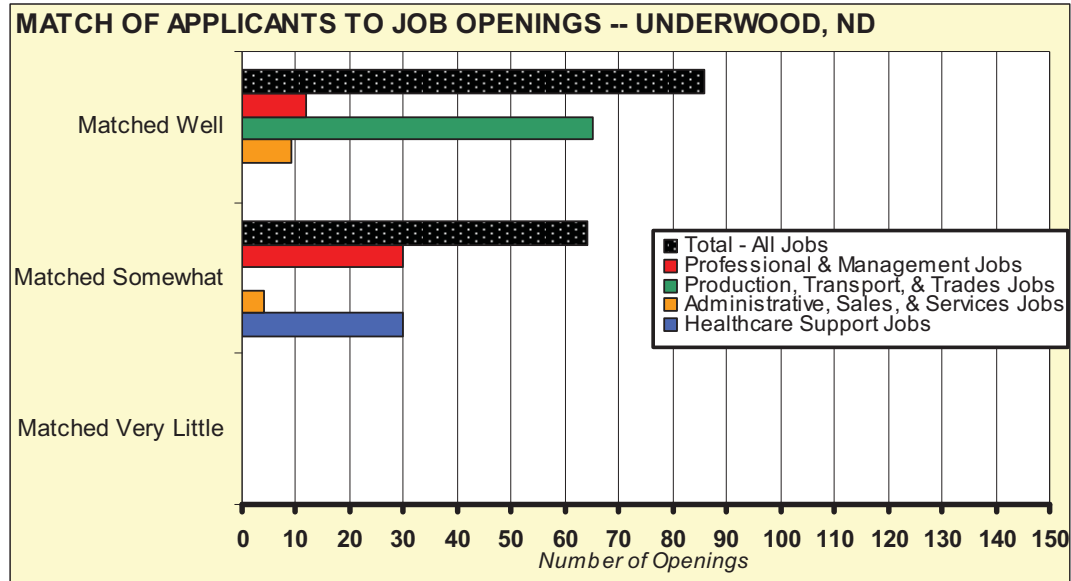


Figure 14. Match of applicants to job openings.

Table 11. Match of applicants to job openings

		Number	Percent
<b>Matched Well</b>	<b>Total - All Jobs</b>	<b>86</b>	<b>57.3%</b>
	Professional & Management Jobs	12	28.6%
	Production, Transport, & Trades Jobs	65	100.0%
	Administrative, Sales, & Services Jobs	9	69.2%
	Healthcare Support Jobs	0	0.0%
<b>Matched Somewhat</b>	<b>Total - All Jobs</b>	<b>64</b>	<b>42.7%</b>
	Professional & Management Jobs	30	71.4%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	4	30.8%
	Healthcare Support Jobs	30	100.0%
<b>Matched Very Little</b>	<b>Total - All Jobs</b>	<b>0</b>	<b>0.0%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%

The difficulty of firms to fill current job openings was also reported. 64 (43%) of openings were reported to be filled with no difficulty, while 49 (33%) were filled with some difficulty. 37 (25%) of the job openings were filled with great difficulty. Figure 15 and Table 12 report the difficulty of filling current openings, broken down by job category.

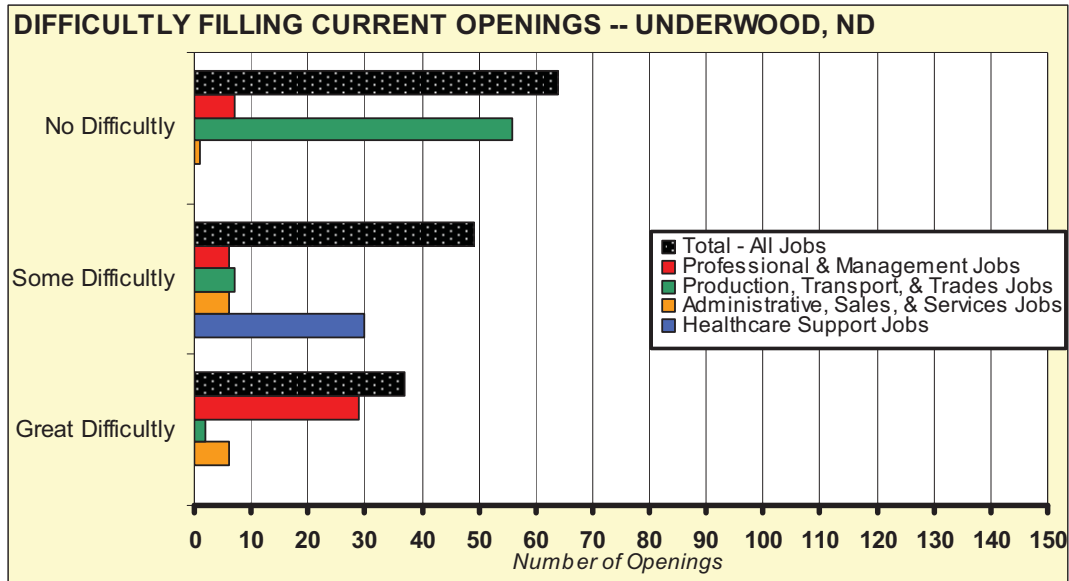


Figure 15. Difficulty filling current openings

Table 12. Difficulty filling current openings

		<u>Number</u>	<u>Percent</u>
<b>No Difficulty</b>	<b>Total - All Jobs</b>	<b>64</b>	<b>42.7%</b>
	Professional & Management Jobs	7	16.7%
	Production, Transport, & Trades Jobs	56	86.2%
	Administrative, Sales, & Services Jobs	1	7.7%
	Healthcare Support Jobs	0	0.0%
<b>Some Difficulty</b>	<b>Total - All Jobs</b>	<b>49</b>	<b>32.7%</b>
	Professional & Management Jobs	6	14.3%
	Production, Transport, & Trades Jobs	7	10.8%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	30	100.0%
<b>Great Difficulty</b>	<b>Total - All Jobs</b>	<b>37</b>	<b>24.7%</b>
	Professional & Management Jobs	29	69.0%
	Production, Transport, & Trades Jobs	2	3.1%
	Administrative, Sales, & Services Jobs	6	46.2%
	Healthcare Support Jobs	0	0.0%

The future difficulty of firms to fill anticipated job openings was also assessed. 151 (87%) of future openings are expected to be filled with some difficulty, while 19 (11%) of future openings are expected to be filled with great difficulty. Only 3 (2%) are expected to be filled with no difficulties. These results are broken down by job category and presented in Figure 16 and Table 13.

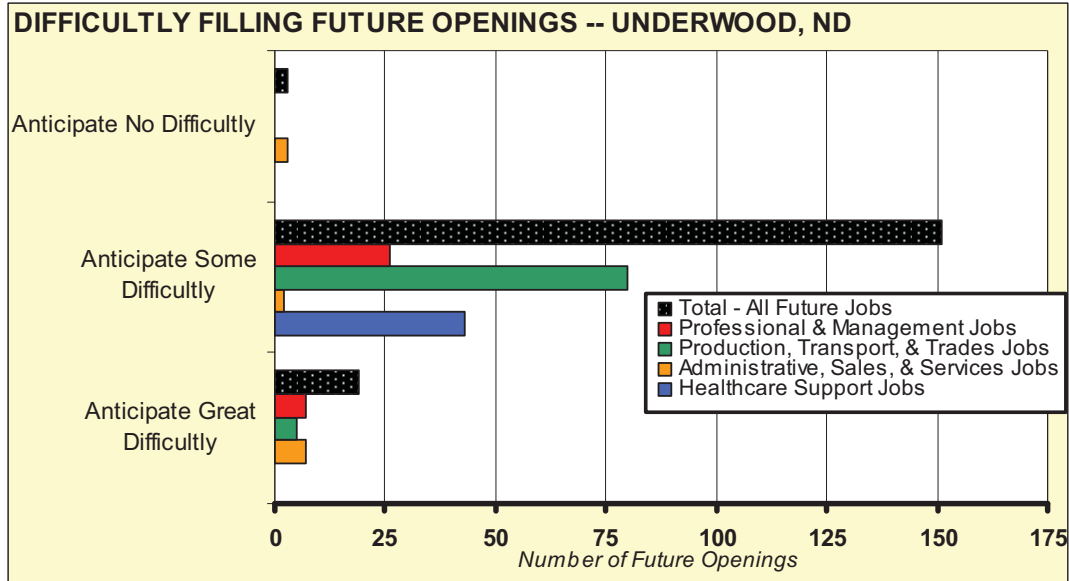


Figure 16. Difficulty filling future openings

Table 13 Difficulty filling future openings

		<u>Number</u>	<u>Percent</u>
<b>Anticipate No Difficulty</b>	<b>Total - All Future Jobs</b>	<b>3</b>	<b>1.73%</b>
	Professional & Management Jobs	0	0.00%
	Production, Transport, & Trades Jobs	0	0.00%
	Administrative, Sales, & Services Jobs	3	25.00%
	Healthcare Support Jobs	0	0.00%
<b>Anticipate Some Difficulty</b>	<b>Total - All Jobs</b>	<b>151</b>	<b>87.28%</b>
	Professional & Management Jobs	26	78.79%
	Production, Transport, & Trades Jobs	80	94.12%
	Administrative, Sales, & Services Jobs	2	16.67%
	Healthcare Support Jobs	43	100.00%
<b>Anticipate Great Difficulty</b>	<b>Total - All Jobs</b>	<b>19</b>	<b>10.98%</b>
	Professional & Management Jobs	7	21.21%
	Production, Transport, & Trades Jobs	5	5.88%
	Administrative, Sales, & Services Jobs	7	58.33%
	Healthcare Support Jobs	0	0.00%

The impact of not filling future openings was also assessed. Firms reported that not filling 120 (69%) future openings will severely impact employers, and 53 (31%) unfilled future openings will moderately impact employers. These results are broken down by job category and presented in Figure 17 and Table 14.

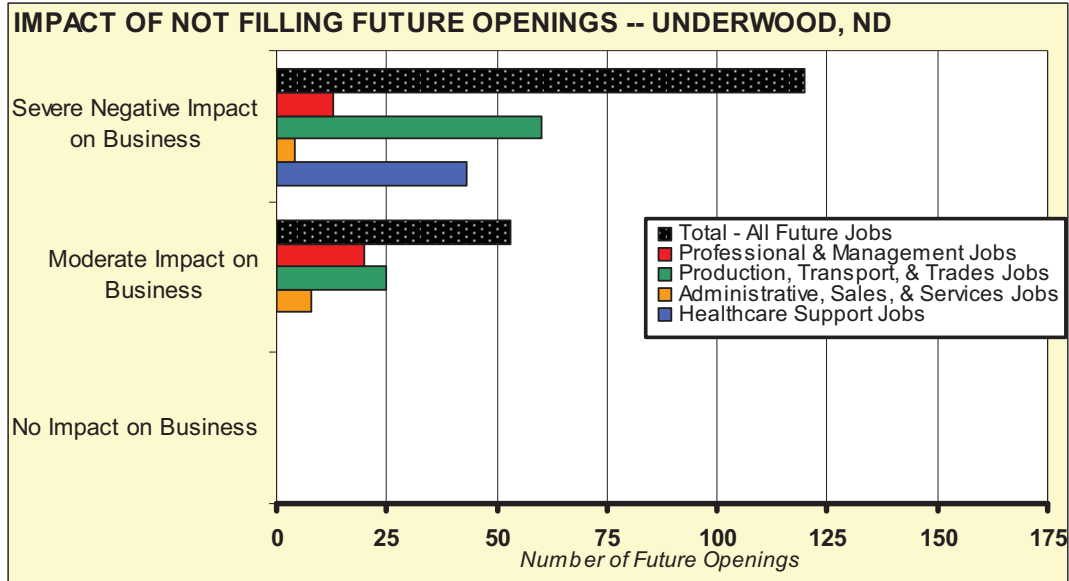


Figure 17. Impact of not filling future openings

Table 14. Impact of not filling future openings

		<u>Number</u>	<u>Percent</u>
Severe Negative Impact on Business	<b>Total - All Future Jobs</b>	<b>120</b>	<b>69.4%</b>
	Professional & Management Jobs	13	39.4%
	Production, Transport, & Trades Jobs	60	70.6%
	Administrative, Sales, & Services Jobs	4	33.3%
	Healthcare Support Jobs	43	100.0%
Moderate Impact on Business	<b>Total - All Jobs</b>	<b>53</b>	<b>30.6%</b>
	Professional & Management Jobs	20	60.6%
	Production, Transport, & Trades Jobs	25	29.4%
	Administrative, Sales, & Services Jobs	8	66.7%
	Healthcare Support Jobs	0	0.0%
No Impact on Business	<b>Total - All Jobs</b>	<b>0</b>	<b>0.0%</b>
	Professional & Management Jobs	0	0.0%
	Production, Transport, & Trades Jobs	0	0.0%
	Administrative, Sales, & Services Jobs	0	0.0%
	Healthcare Support Jobs	0	0.0%

## SUMMARY

Overall, there were 262 openings last year in Underwood, ND, with 173 future openings anticipated next year. The average wage of openings was a very high \$20.65/hour. Admin/sales/services and production/transport/trades earned the most at over \$28.00/hour, while professional/manager openings earned the least at \$16.50/hour.

Most of the 262 openings took 1-2 months to fill. Professional/manager openings were filled quickly, while healthcare support and admin/sales/services opening took longer to fill.

Most of the job openings offered benefits. Full benefits were offered to healthcare support, production/transport/trades, and admin/sales/services openings, while professional/manager openings typically did not offer retirement plans or dental insurance.

Most of the job openings required a vocational or 2-year degree. Professional/manager jobs require a high school degree, and production/transport/trades jobs required a vocational or 2-year degree. Healthcare support jobs required a college degree, while admin/sales/support jobs required mixed education depending on the position.

Adequate high school preparation was essential for any of the openings. Speaking and active learning skills were less important for production/transport/trades jobs. However, computer and math skills were important for almost all openings. Math skills were most important for professional/manager and healthcare support jobs, while biological/physical sciences and arts/humanities skills were most important for healthcare support jobs.

Most openings required 1-3 years or no experience. Healthcare support jobs required no previous experience, while professional/manager jobs required less than one year experience, and production/transport/trades jobs required 1-3 years experience.

Most applicants lacked the required experience and had poor knowledge of industry. Professional/manager applicants lacked skills, lacked experience, lacked industry knowledge, and had poor interpersonal skills. Admin/sales/services applicants lacked skills, lacked industry knowledge, had poor interpersonal skills, and poor work histories. Healthcare support applicants lacked needed experience, lacked industry knowledge, and had poor work histories. Production/transport/trades applicants had few shortcomings except many lacked required experience.

Most openings are advertised in local newspapers and on the internet. Professional/manager openings are not advertised using traditional means. Production/transport/trades use recruitment agencies and trade associations.

Almost all of the new hires come from the local area.

Most new hires stay over 10 years or at least 1-3 years. Professional/manager and healthcare support hires tend to only stay 1-3 years, exhibiting below average retention. Admin/sales/services hires stay 4-10 years, exhibiting above average retention. Production/transport/trades hires stay over 10 years, having the highest retention.

Most employees leave due to a change in careers. Professional/managers leave due to dissatisfaction with pay. Production/transport/trades workers leave due to advancement within the firm, while admin/sales/services workers leave due to career change, relocation, advancement within the firm, and retirement. Healthcare support workers leave due to career change, relocation, retirement, and dissatisfaction with the community.

Most applicants for openings match the job requirements fairly well. Production/transport/trades and admin/sales/services matched best, while professional/managers and healthcare support workers matched the job requirements only somewhat.

Most firms had some difficulty filling openings with qualified workers. Production/transport/trades openings were filled with no difficulty, while healthcare support openings filled with some difficulty. Admin/sales/services openings were filled with some to great difficulty and professional/manager openings were filled with great difficulty. Most firms anticipate some difficulty in filling future openings with qualified applicants. Future admin/sales/services openings are expected to be filled with great difficulty.

Not filling future openings will have a severe impact on the operation of most firms or businesses. Not filling future healthcare support and production/transport/trades openings will have a severe impact on businesses, while not filling future admin/sales/services and professional/manager openings will have a moderate impact on businesses



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### *Suggested citation:*

Peters, D. 2010. *Labor Vacancy and Assessment for Underwood, North Dakota in 2009*. Research Report, April 2010. Department of Sociology, Iowa State University: Ames, IA.

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