

Human Resources Inventory Questionnaire

Thank you for taking the time to complete this Human Resources Inventory Questionnaire.

The reason for this questionnaire is to find out about the work skills that members of the Sagkeeng First Nation have or the type of training they would like to have. In addition, there are a number of planned projects in our traditional territory that will offer opportunities to our labour. Your answers will help Sagkeeng First Nation to identify job opportunities and make training plans to improve access to jobs.

CONSENT

The information collected in this questionnaire includes persona information about you. Therefore, we require your consent to collect, store and use that information.

By providing your consent, you agree to allow Sagkeeng First Nation and those working with the Nation on the Human Resource Inventory to collect the information in this questionnaire, to store the information, and to use the information to identify employment opportunities and develop training plans.

Sagkeeng First Nation will not disclose any personal information about you to any potential employer without your approval prior to the release of the information.

You have the right, at any time, to review the information from this questionnaire that is held by Sagkeeng First Nation. The information will also be able to be updated through a process that has not yet been established. You also have the right, at any time, to withdraw your consent for Sagkeeng First Nation to collect, store and use the information.

I understand the explanation above and give my consent to Sagkeeng First Nation to collect, store and use the information that I provide here.

Name: _____

Signature: _____

Date: _____

PERSONAL INFORMATION

- 1. Gender
 - Male
 - Female

2. Please enter the following information:

Name	
Address	
Telephone	
Email	
Date of Birth	

3. Is there another place where we can contact you (example: relative, etc.)
If yes please specify below:

Name	
Address	
Telephone	

4. Do you have any traditional on-the-land or other work skills that were acquired without formal training? If yes please specify below.

--

5. Do you or have you worked as a volunteer? If yes please specify below.

--

6. Do you engage in traditional or cultural activities? (example: fishing, hunting, harvesting, community or family responsibilities, etc.) If yes please specify below.

EMPLOYMENT HISTORY

7. Are you presently employed?
a. Yes
b. No

Not Employed

8. Do you want to work
a. Yes
b. No (explain)

9. Are you collecting income assistance (social assistance), employment insurance (EI) or worker's compensation (WCB) benefits?
a. No
b. Yes (which one and when did you begin receiving benefits)

10. Are you interested in finding employment or changing your employment in the future?
- a. No
 - b. Yes (tell us job title and full time, part time or seasonal)

11. What barriers are preventing you from getting the job that you are most interested in?

Previous Jobs

12. What jobs have you held in the last five years? (Please begin with most recent and work backward) (Include information on full time, part time and seasonal employment)

Employer	Year	Title	Comments

EDUCATION

13. What is the highest grade level that you have completed?

- a. Grade 8
- b. Grade 9
- c. Grade 10
- d. Grade 11
- e. Grade 12

14. Are you currently in High School?

- a. No
- b. Yes (if yes, where?)

15. Are you currently in a GED or other upgrading program?

- a. No
- b. Yes (if yes, where?)

16. Have you taken any community college education? (diploma/certificate program)

- a. No
- b. Yes

17. Did you complete the program?

- a. No
- b. Yes
- c. Program still in progress

18. Enter the following:

Name of Diploma/Certificate: _____

Name of College or Institute: _____

19. Would you like to go to community college?

- a. No
- b. Yes (if yes what course or program would you like to take and where?)

20. Have you taken any university training?

- a. No
- b. Yes

21. Did you complete the program?

- a. No
- b. Yes
- c. Program still in progress

22. Would you like to go to university?

- a. No
- b. Yes (if yes, what course or program would you like to take and where?)

TECHNICAL CERTIFICATES AND ON-THE-JOB TRAINING

23. Do you have a drivers licence?

- a. No
- b. Yes (what class)

24. Do you have an air brake certification?

- a. No
- b. Yes

25. Have you taken any type of technical or on-the-job training in the past?

- a. No
- b. Yes (what type and when)

26. Are you interested in taking more training (technical, on-the-job, apprenticeable trade, etc.)
- No
 - Yes (what training do you want)

--

27. What job(s) have you trained for? (please detail type of training and skills acquired, length of training, year, location and certificates obtained)

Job			
Skills/training received			
Duration – year taken			
Location			
Certificate			

32. Have you taken any apprenticeship training?
- No
 - Yes (if yes, what type)

Name of trade			
Year			
Completed (Y/N)			

33. Do you plan on continuing with your apprenticeship?
- Yes
 - No (if no, why)

--

OTHER TYPES OF TRAINING

34. Have you taken any other type of training?
 a. No
 b. Yes (if yes please provide the following information)

Type of Training			
Location			
Length of training			
Provider			
Certificate			

35. Do you have any other trade tickets, certifications, professional licenses or other registrations not yet covered?
 a. No
 b. Yes (if yes what are they)

36. What other skills do you have that you feel are important to mention?

MOBILITY

37. If you are not able to find employment in the community, are you willing to work at some other location?
a. Yes
b. No

Comments

--

38. On a scale of 1 to 9, where 1 is a low preference, 5 is a medium preference and 9 is a high preference, please rank the following options:

Work and live in the community	
Work in the community or a nearby worksite and return home every night	
Work away from the community, but go home on weekends	
Work away from the community for two to three weeks at a time and return home for a week (rotational work)	
Work in another community	