**YOUR NAME: GURWINDER SINGH - 200557497**

**Your task:**

You have been asked to provide preliminary assessment of vacancy rates and termination patterns.

Two data bases are provided for your review, each with one prepared pivot table. The “Norcan Vacancy Database” is based on positions (not people) for the calendar year. “Posting Age (Days)” indicates the number of days the position was vacant until filled.

**Provide a response to the following queries:**

What products does Norcan develop?

Norcan develops:

* Circuit boards for consumer, commercial, and industrial use
* Telecommunications components for cell phones, PDAs, Blackberry, and iPhones
* Computer components like video cards, motherboards, CD/DVD drives, and USB keys
* Products sold through retail outlets
* In-store repair and warranty services

What is the economic growth pattern for Norcan to date?

Norcan's growth pattern includes:

* Initial diversification in the 1970s
* Expansion across Canada and into the Western U.S. in the 1990s
* Continued growth despite the 2008 recession, driven by consumer demand
* Capitalizing on the oil boom in Alberta, BC, and Alaska
* Ongoing expansion plans into South America and Europe

What staffing concerns are in place?

Norcan's staffing concerns:

* High turnover with employees leaving for competitors or other industries
* Many employees nearing early retirement due to generous compensation and pensions
* Persistent vacancies and staffing shortages impacting sales opportunities

**Data base exercises:**

LEAVE reasons include:

* Disability
* Parental Leave
* Sick
* WCB

TERM reasons include:

* Deceased
* Dismissed
* Family Relocation
* Found Job
* Health
* Layoff
* Retired

Research Scientists: How many days total have F/T positions been vacant?

* **FT: 7706**

Research Scientists: How many days total have P/T positions been vacant?

* **PT: 6627**

Show the Research Scientist information in chart format: show on data base only

Which position (vacancy #) in which location was filled the fastest (pick the first one if there are multiples)?

|  |
| --- |
| **Row Labels** |
| **Clerical Support** |
| **184055** |
| Western United States |
| **Electronics Technician** |
| **190444** |
| Western United States |
| **Product Assembler** |
| **112318** |
| Headquarters |
| **Research Scientist** |
| **174602** |
| Headquarters |
| **175431** |
| Headquarters |
| **Sales Associate** |
| **112884** |
| Ontario |
| **151150** |
| Canada West |

What is the shortest time a position was vacant (all vacancies)?

* 1 day

How many terminated Electronics Technicians ‘found jobs’:

|  |  |  |
| --- | --- | --- |
| **Row Labels** | **Found Job** | **Grand Total** |
| **Electronics Technician** | **138** | **138** |

How many consulting support employees are on parental leave and what is their gender?

|  |  |
| --- | --- |
| Female | 11 |

Are all consulting support employee’s female?

* No

|  |  |
| --- | --- |
| **Row Labels** | **Count of Gender** |
| **Consulting Support** | **224** |
| Female | 68 |
| Male | 156 |
| **Grand Total** | **224** |

What is the average age for all employees in the company?

* **36.44125**

What is the average age for females? What is the average age for Males?

|  |  |
| --- | --- |
| **Row Labels** | **Average of Age** |
| Female | 30.39813298 |
| Male | 39.0970203 |
| **Grand Total** | **36.44125** |

Explain how the data related to consulting support employees who are on parental leave might impact company staffing concerns?

* Out of 224 consulting support employees, only 11 are currently on parental leave. This small number is unlikely to significantly impact the company's staffing levels.

List each of the termination counts for Sales Associate and provide the total termination count:

|  |  |
| --- | --- |
|  |  |
| **Row Labels** | **Count of Occupation** |
| **Sales Associate** | **726** |
| Deceased | 5 |
| Dismissed | 7 |
| Family Relocation | 22 |
| Found Job | 529 |
| Health | 8 |
| Layoff | 6 |
| Retired | 149 |
| **Grand Total** | **726** |

How many Sales Associate positions were posted and filled?

* **243**

What is the average number of days a Sales Associate vacancy is posted?

* **66**

Explain how the Sales Associate termination data and vacancy fill data supports, or does not support, the staffing information provided in the company summary.

* The data shows that 243 sales associate jobs were vacant for a total of 16,038 days, averaging 66 days per job. This means the company is having a hard time filling these positions, which supports concerns about staffing issues.