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Recruitment and Hiring Practices for Entry-Level Jobs for 2011 (Third of a Series on Industrial Relations Practices)

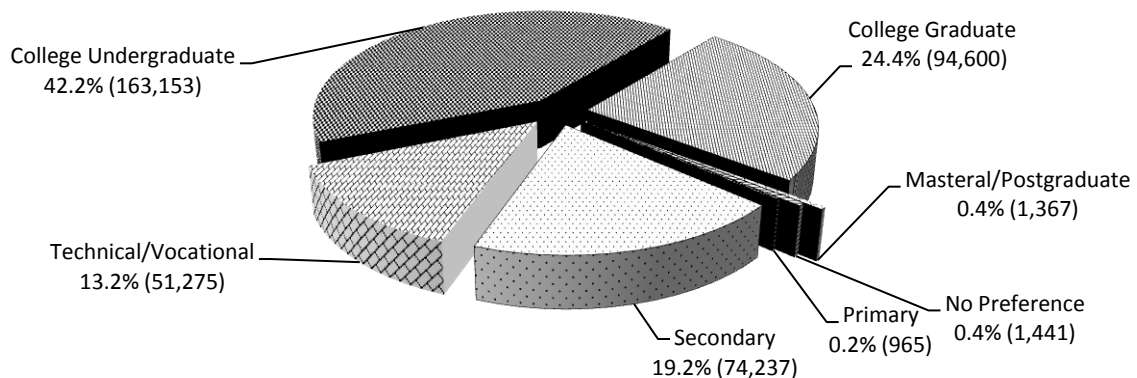
This issue is the third in a series of LABSTAT Updates on Industrial Relations Practices as culled from the results of the 2011/2012 BLES Integrated Survey (BITS). The BITS covers agricultural and non-agricultural establishments employing 20 or more workers.

Specifically, this issue presents statistics on the various criteria on recruitment, i.e., minimum educational requirement, degree/course, gender, age, skills and other criteria considered by establishments in the hiring of applicants for regular and non-regular entry-level positions for Calendar Year 2011. It also highlights the various modes used by establishments in filling-up entry-level job vacancies and the basis for determining starting salary for entry-level positions. "Entry-level jobs" refer to starting positions in establishments which require little or no experience at all. The metadata and the statistical tables of the survey are posted at the BLES website.

More than two-fifths of entry-level job vacancies needed college undergraduates

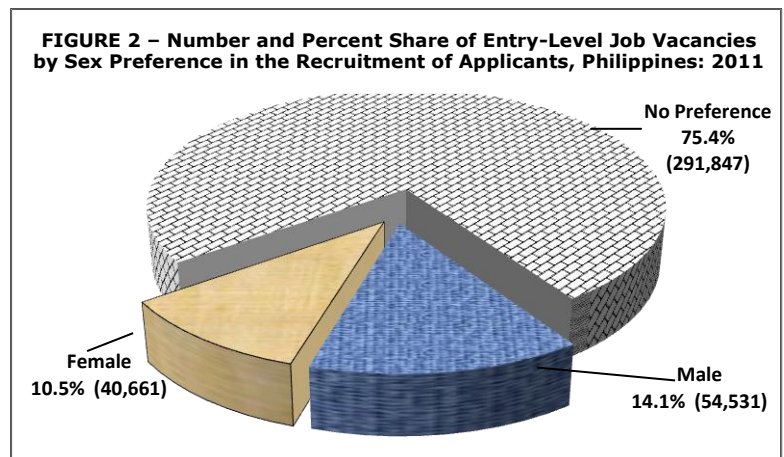
- A total of 387,039 entry-level job vacancies were reported by 12,778 establishments in 2011.
- A little more than two-fifths or 163,153 (42.2%) of these vacancies required college undergraduate applicants. Almost one-fourth (24.4% or 94,600) needed college graduates
- while 19.2% or 74,237 were for applicants with at least secondary education. Only 13.2% (51,275) required graduates of technical/vocational courses. (Figure 1)
- Some 1,441 (0.4%) vacancies did not specify any educational preference.

FIGURE 1- Number and Percent Share of Entry-Level Job Vacancies by Minimum Educational Requirement of Applicants, Philippines: 2011



Three out of every four (75.4%) entry-level job vacancies had no sex preference in the recruitment of job applicants

- Majority (75.4% 291,847) of entry-level job vacancies were for male or female job seekers. Depending on the requirement of the job, about 10.5% or 40,661 vacancies indicated preference for female applicants while male applicants were specified in 14.1% or 54,531 vacancies. (Figure 2)



3 out of every 5 entry-level job vacancies preferred young job applicants, 15-30 years old

- Almost three-fifths of entry-level job vacancies were mainly for young job applicants belonging to age groups 25-30 years (30.5%) and 15-24 years (28.7%). (Table 1)
- About one-fourth or 23.5% (90,861) of entry-level vacancies had mixed age grouping preferences while 13.8% indicated no age preference in the hiring of applicants.
- Only a very small proportion (3.5%) of entry-level job vacancies

were for applicants over 30 years of age.

TABLE 1 – Number and Percent Share of Entry-Level Job Vacancies by Age Group Preference in the Recruitment of Applicants, Philippines: 2011

Age Group Preference	Number	% Share
TOTAL	387,039	100.0
15-24 Years Old	111,208	28.7
25-30 Years Old	118,214	30.5
More than 30 Years Old	13,481	3.5
No Preference	53,276	13.8
Others	90,861	23.5

Nearly three-fourths (74.4%) of establishments preferred applicants with work experience

- Even for entry-level jobs, work experience is the topmost consideration in the recruitment of applicants in 3 out of every 4 establishments (74.4% or 9,501). (Table 2)
- Next top five factors considered by establishments were location of residence (60.6%); degree/course (57.3%); character references (45.2%); professional license (21.4%); grades (17.2%) and awards and recognition received (10.4%). Of negligible consideration were religion (7.6%); school/university (3.4%); and ethnicity (2.1%).

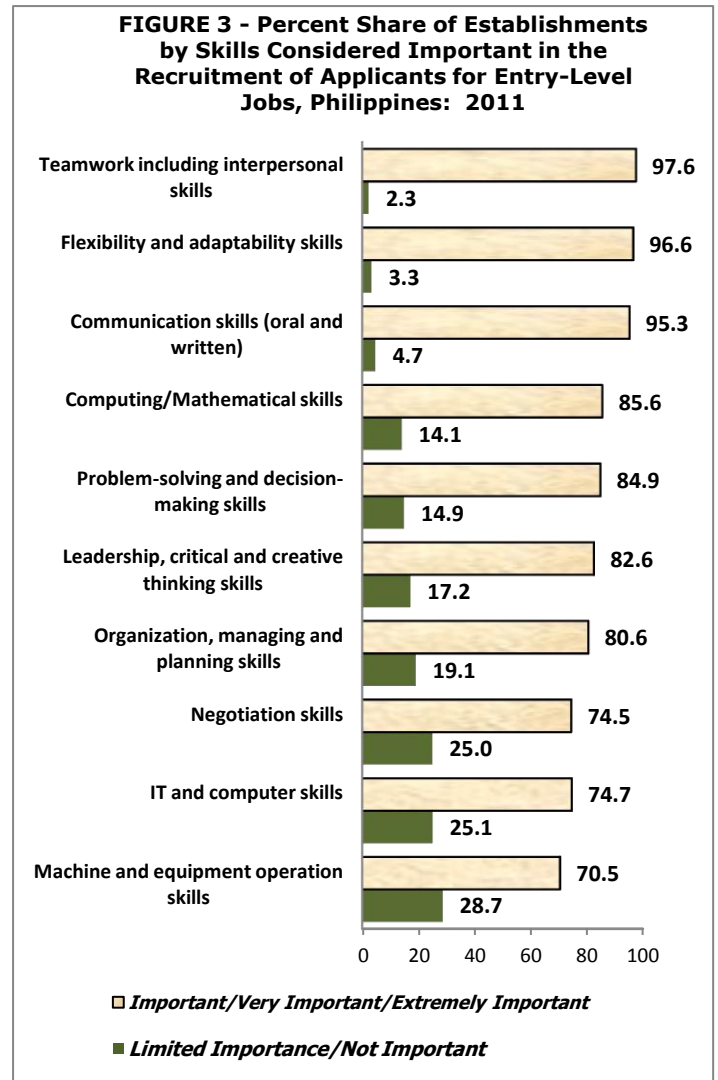
TABLE 2 – Number and Percent Share of Establishments by Criteria Considered in the Recruitment of Applicants for Entry-Level Jobs, Philippines: 2011

Criteria for Recruitment	Number	% Share
Establishments With Vacancies	12,778	100.0
Work Experience	9,501	74.4
Location of Residence	7,748	60.6
Degree/Course	7,328	57.3
Character References	5,772	45.2
Professional License	2,730	21.4
Grades	2,200	17.2
Awards/Recognition Received	1,326	10.4
Religion	970	7.6
School/University	439	3.4
Ethnicity	270	2.1

Note: Details will not add up to totals due to multiple responses.

Teamwork including interpersonal skills “important” in the recruitment of entry-level job applicants

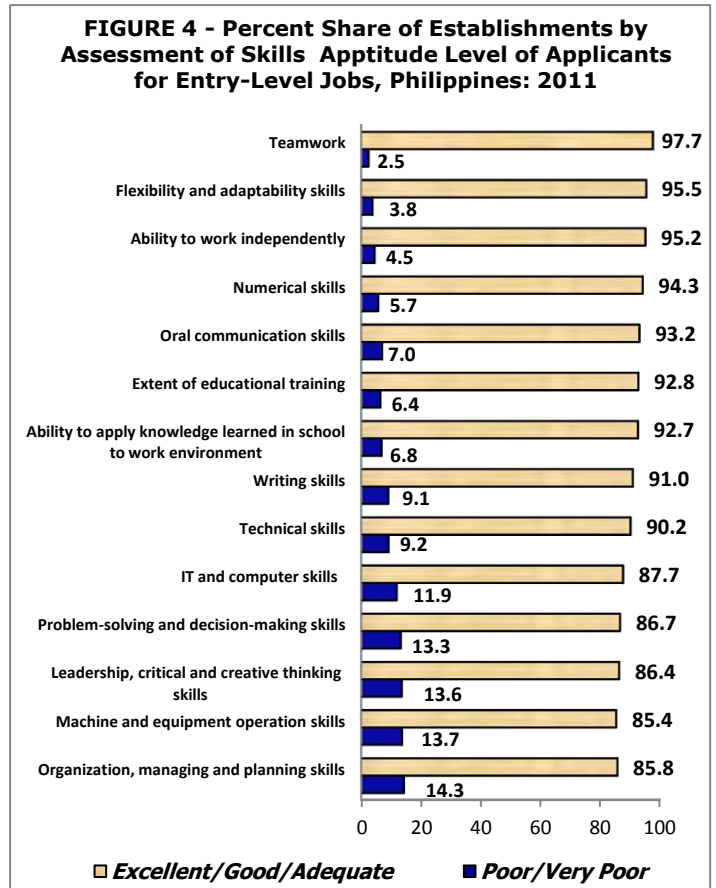
- Almost all establishments (97.6% or 12,469) identified teamwork as “important/very important/extremely important” skill looked into when hiring applicants for entry-level jobs. Similarly relevant were flexibility and adaptability skills (96.6%) and oral and written communication skills (95.3%). (Figure 3)
- Other skills also considered by establishments were computing/mathematical skills (85.6%); problem-solving and decision-making skills (84.9%); leadership, critical and creative thinking skills (82.6%); and organization, managing and planning skills (80.6%).
- Although possession of these skills are add-ons, the following skills were of “limited importance/not important” in the hiring of applicants: machine and equipment operation skills (28.7%); IT and computer skills (25.1%); and negotiation skills (25.0%). Probably, because these skills can be easily acquired at work.



Entry-level job applicants have adequate skills on teamwork; poor on organization, managing and planning skills

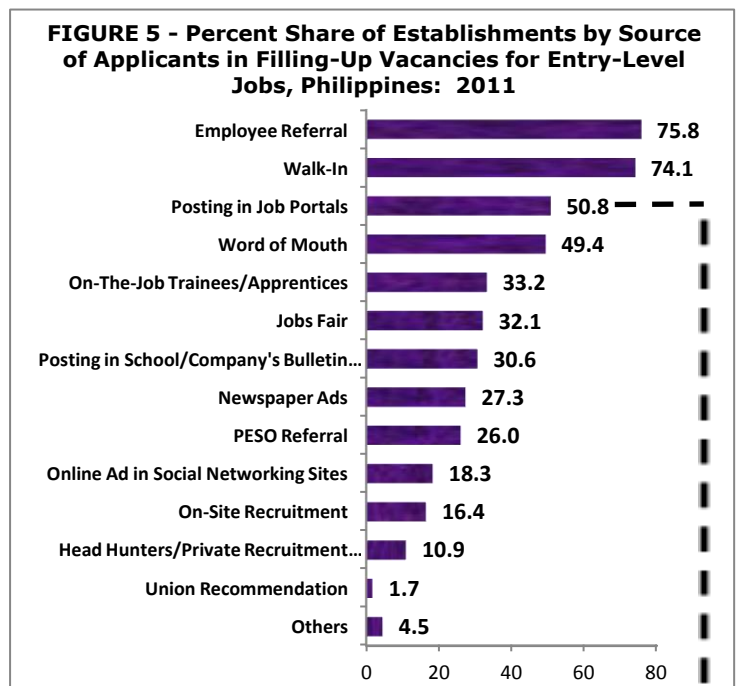
- Meanwhile, assessment on the general aptitude level of entry-level applicants revealed that more than 90% of the establishments found the applicants to have “adequate/good/excellent” skills on independently (95.2%); numerical skills (94.3%); oral communication skills (93.2%); extent of educational training (92.8%); ability to apply teamwork (97.7%); flexibility and adaptability (95.5%); ability to work knowledge in school to work environment (92.7%); writing skills (91.0%); and technical skills (90.2%). (Figure 4)

- Conversely, more than 10% of the establishments rated the applicants "poor to very poor" on the following soft skills: organization, managing and planning skills (14.3%); leadership, critical and creative thinking skills (13.6%); and problem-solving and decision-making skills (13.3%). Lower ratings were also noted on hard skills specifically machine and equipment operations skills (13.7%); and IT and computer skills (11.9%).

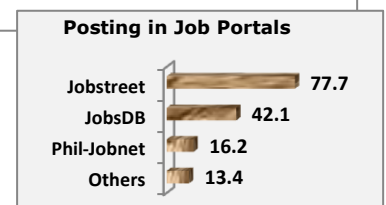


Employee referral and walk-in applicants were the primary sources of applicants for entry-level jobs

- Majority of the 12,778 establishments fill-up entry-level job vacancies from applicants referred by their employees (75.8%) or walk-in applicants (74.1%). (Figure 5)
- One-half (50.8% or 6,491) have broadened their search for qualified applicants by posting vacancies on-line through the various job portals like Jobstreet (77.7%); and JobsDB (42.1%). A meager 16.2% made use of the DOLE Phil-Jobnet.
- Only 1.7% considered union recommendation, which indicates less union involvement in the recruitment of employees.

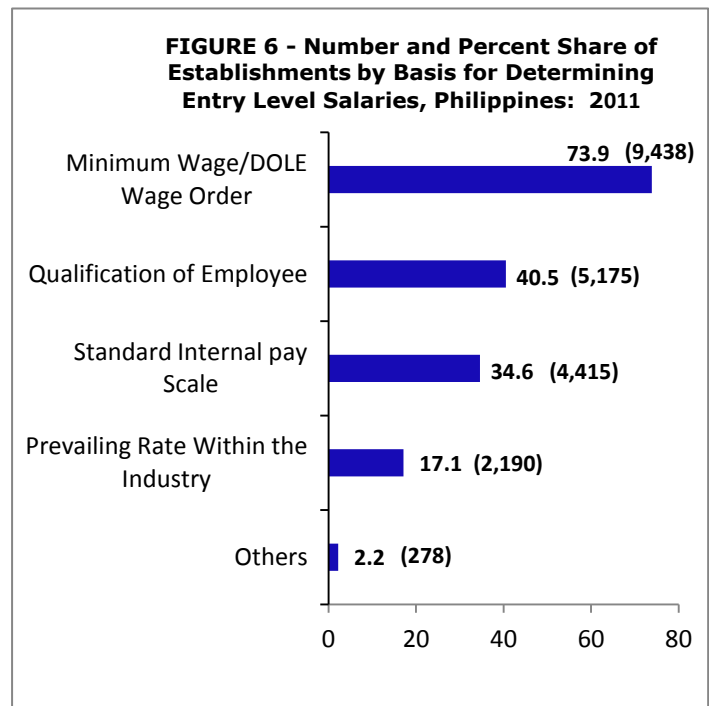


Note: Multiple responses.



Starting salary for entry-level jobs were largely based on minimum wage/DOLE Wage Order

- Nearly three-fourths of the establishments (73.9% or 9,438) used the DOLE Wage Orders as reference in determining starting salaries for entry-level positions. Two out of every 5 establishments based their starting salary on the qualifications of the employee (40.5% or 5,175), while 1 out of every 3 establishments had standard internal pay scale (34.6% or 4,415). (Figure 6)
- Only 1 out of every 6 establishments based their starting pay scale on the prevailing wage rate within the industry (17.1% or 2,190).



Note: Multiple responses.

FOR INQUIRIES

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