Workforce Analysis Template

The *Workforce Analysis Template* is designed to assist employers in preparing their workforce analysis on the four designated groups. It is made up of five worksheets in one Microsoft Excel workbook. The first four worksheets cover each of the designated groups, while the fifth worksheet summarizes the data.

> **Note:** Information only has to be entered in the first four worksheets which cover each of the four designated groups. The fifth worksheet (Summary) is automatically updated once the other worksheets have been filled out.
>
> Depending on the occupational levels or the geographical areas of recruitment, rows may need to be added or deleted in certain occupational groups. When these changes to the rows are made, please ensure that the affected occupational group's totals in all of the columns still reflect the sum of all of the rows, and the fifth worksheet still reflects the occupational group's totals.

Enter the following information in each of the first four worksheets for each of the designated groups:

Column B: Four-digit National Occupational Classification (NOC) codes for Professionals, Semi-Professionals & Technicians, Supervisors: Crafts & Trades, Skilled Sales & Service Personnel, and Skilled Crafts & Trades Workers.

Column C: Occupational titles that correspond to the four-digit NOC codes. For example, under Column B enter **0111**, and under Column C enter **Financial Managers**.

Column D: Total number of employees in each of the occupational groups and/or NOC codes.

Column E: Number of designated group employees in each of the occupational groups and/or NOC codes.

Column F: Percentage internal representation data are calculated automatically once Columns D and E are filled out.

Column G: Percentage availability from Tables 4 and 5 in the *2011 Employment Equity Data Report* produced by Employment and Social Development Canada, Labour Program.

Column H: Numbers of designated group's availability or external representation data are calculated automatically once Columns D and G are filled out.

Column I: Numerical gap data are calculated automatically once Columns E and H are filled out.

Column J: Geographical area where the employer may reasonably be expected to recruit for each of the occupational groups and/or NOC codes.

Note: Cells that are generated with automated formulas appear shaded in the template. If you add or delete a row, please ensure that the shaded cells have been correctly calculated.