Employment and establishment – Employee survey

CATI

(Version 4; 27.11.2012)

Start	t of the interview	
1.	First of all could you please tell me when you were born? Please tell me the month and the year.	
	Month:	
	□ 97: Refuse □ 98: Do not know	
	Year:	
	□ 9997: Refuse□ 9998: Do not know	
3.	Sex	
	□ 1: Male □ 2: Female	
3b.	Are you still employed by the same establishment as in December 2011?	
	INT: Do not read out!	
	□ 1: Yes □ 2: No	101 End
	□ 7: Refuse □ 8: Do not know	End End

100. Employment		
101.	What is your current employment situation?	
	 1: Worker 2: Employee 3: Civil servant 4: Self-employed/Freelancer 5: Freelancer collaborator 6: Family worker 	102a 102b End End End End
	☐ 7: Refuse☐ 8: Do not know	102a 102a
102a.	Are you	
	INT: Only one answer possible!	
	 1:an unskilled worker 2:a semi-skilled worker 3:a skilled worker 4:a foreman/forewomen 5:a master craftsman, foreman/forewoman, brigadier 7: Refuse 	
	□ 8: Do not know	
102b.	Do you supervise others?	
	 □ 1: Yes □ 2: No □ 7: Refuse □ 8: Do not know 	102c 104
102c.	How many people work under your direction?	
	people □ 999997: Refuse □ 999998: Do not know	

104.	Do you have a fixed-term or a permanent employment contract?	
	□ 1: Permanent□ 2: Fixed-term	
	□ 7: Refuse □ 8: Do not know	
104a.	Do you work full-time or part-time?	
	□ 1: Full-time □ 2: Part-time	
	□ 7: Refuse □ 8: Do not know	
105.	How many hours per week are stipulated in your contract?	
	, hours	
	995: No (fixed) contractual working time	
	996: more than 90 hours per week997: Refuse	
	□ 998: Do not know	
106.	How many hours <u>a week</u> do you normally work, including regular overtime and long hours?	
	, hours	
	 994: Working hours strongly fluctuate 	
	995: Very long working hours997: Refuse	
	□ 998: Do not know	
107.	Is working overtime/long hours compensated, paid for or not compensated at all in your establishment?	
	☐ 1: Compensated	
	□ 2: Paid for□ 3: Partly paid for, partly compensated	
	☐ 4: Not compensated at all	
	□ 7: Refuse	
	□ 8: Do not know	

108.	Which of the following applies to your occupation with regard to your working hours?	
	INT: Several answers possible!	
	 1: You work in shifts. 2: You have fixed times for the beginning and the end of work. 3: You have flexible working hours. 4: You have no fixed working hours. 	
	 5: Other 7: Refuse 8: Do not know 	
110.	Do you also work on weekends?	
	 1: Yes, regularly 2: Yes, sometimes 3: No 	
	□ 7: Refuse □ 8: Do not know	
111.	Do you work from home for your employer – even if only occasionally?	
	□ 1: Yes □ 2: No	112 115
	☐ 7: Refuse☐ 8: Do not know	115 115
112.	How many hours a week on average do you work from home?	
	hours	
	95: Irregularly97: Refuse98: Do not know	
113.	Is this home or teleworking agreed on by contract?	
	□ 1: Yes □ 2: No	115 114
	☐ 7: Refuse☐ 8: Do not know	115 115

Do you receive any compensation for your working at home financially or in form of time credit or is it covered by your salary?	
INT: Several answers possible!	
 1: Financial compensation 2: Time credit 3: Covered by salary 	
□ 8: Do not know	
How often do you receive business phone calls during your leisure time or how often do you answer business e-mails?	
 1: Daily 2: A few times a week 3: A few times a month 4: A few times a year 5: Never 7: Refuse 8: Do not know 	
	cially or in form of time credit or is it covered by your salary? INT: Several answers possible! 1: Financial compensation 2: Time credit 3: Covered by salary 7: Refuse 8: Do not know How often do you receive business phone calls during your leisure time or how often do you answer business e-mails? 1: Daily 2: A few times a week 3: A few times a month 4: A few times a year 5: Never

200. HR development		
201.	Have you taken part in any courses of further vocational training since 1 January 2012?	
	□ 1: Yes □ 2: No	202 203a
	☐ 7: Refuse☐ 8: Do not know	203a 203a
202.	Have you been released from work by your employer for several courses or has he/she (partly) borne the costs?	
	□ 1: Yes □ 2: No	203 203a
	□ 7: Refuse □ 8: Do not know	203a 203a
203.	How many days in 2012 did you take part in further vocational training for which your employer released you from work or bore all costs?	
	days	
	997: Refuse998: Do not know	
203a.	Besides the courses, have you taken part in any in-house further training or qualification activities in the past 12 months?	
	□ 1: Yes □ 2: No	
	☐ 7: Refuse☐ 8: Do not know	
204.	Did you have an appraisal interview with your superior last year (e.g. on your professional growth or staff assessment)? Please consider only appraisal interviews for which an appointment was made.	
	□ 1: Yes □ 2: No	205 208
	□ 7: Refuse □ 8: Do not know	208 208

205.	How many minutes did the appraisal interview approximately last?	
	minutes	206
	 996: There was no appraisal interview with an appointment 997: Refuse 998: Do not know 	208 208 208
206.	Did your superior agree with you on the objectives fixed in writing during the appraisal interview?	
	□ 1: Yes □ 2: No	
	☐ 7: Refuse☐ 8: Do not know	
208.	To what extent do you agree/disagree with the following statements? Please tell me, if you strongly agree, somewhat agree, somewhat disagree or strongly disagree, or neither agree nor disagree with the statements respectively. A: Our establishment is palpably interested in further development of my professional knowledge and competences. B: In our establishment, employees expected to fit the new position best are predominantly promoted. C: In our establishment, employees characterised by outstanding job performance are predominantly promoted. D: In our establishment, promotion is mostly not related to professional criteria or performances. E: In the past two years with this establishment, I have been disadvantaged in personnel decisions, such as promotion, raise in salary, performance appraisal or further training. 1: Strongly agree 2: Somewhat agree 3: Neither agree nor disagree	
	4: Somewhat disagree5: Strongly disagree7: Refuse	
	□ 8: Do not know	

209.	Do you have worries about your job security?	
	1: Great worries2: Some worries3: No worries	
	☐ 7: Refuse☐ 8: Do not know	

300.	Work conditions and workloads	
301.	Which of the following applies to your job? Please tell me, if you strongly agree, somewhat agree, somewhat disagree or strongly disagree, or neither agree nor disagree with the statements respectively.	
	A: At work I can make my own decisions. B: At work I do a lot of different things. C: The work of others directly depends on whether I do my job good or bad. D: My tasks strongly depend on the work of others. E: My work requires great physical effort. F: At work I am exposed to unpleasant ambient conditions such as noise, extreme temperature, unpleasant lightning or odours. G: I often have time pressure over a long period or I have to deal with several important tasks at the same time.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	
303.	In what follows, I have a few questions with regard to work-family balance. Please indicate again whether and to what extent the following statements apply to you.	
	A: My work requirements disturb my private and family life. B: The time necessary for work makes it hard to attend to my domestic duties and family responsibilities. C: Through work-related stress it is hard to attend to my domestic duties and family responsibilities. D: I have to procrastinate at work because private requirements take up time. E: Through private requirements of my family or partner, tasks at work remain unfinished. F: My private life affects my professional duties, e.g. coming to work on time, plying my trade or doing overtime.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	

400. Remuneration		
401.	Do you receive any performance-related bonuses or extra payments in addition to your basic salary or wage? Meant are bonuses, one-time payments, profit-sharing bonuses, premiums, gratifications etc.	
	□ 1: Yes □ 2: No	401b 406
	□ 7: Refuse □ 8: Do not know	406 406
401a.	Are these payments	
	INT: Only one answer possible!	
	 1: based on a contractual commitment 2: made without a contractual commitment 3: a combination of both 	401b 401d 401b
	□ 7: Refuse□ 8: Do not know	406 406
401b.	What is the amount contractually agreed at <u>full target attainment</u> , measured as a percentage of the basic salary?	
	INT: If precise answer is not possible, please estimate!	
	Percent	
	□ 97: Refuse □ 98: Do not know	
401c.	What was the actual amount of performance-related payments in 2011?	
	INT: If precise answer is not possible, please estimate! Euro	If 401a=3, go to 401d (Textvar2), else 406
	 999995: No variable payments in 2011 999997: Refuse 999998: Do not know 	406 406 406

401d.	Textvar1 if 401a = 2: You have specified that you receive bonuses or extra payments without a contractual commitment. What was the amount of these extra payments in 2011? Textvar2 if 401c and 401a=3: You have specified that you also receive bonuses or extra payments without a contractual commitment. What was the amount of these extra payments in 2011? INT: If precise answer is not possible, please estimate! Euro 97: Refuse 98: Do not know	
406.	Does your establishment offer a company pension scheme? This might be in the form of a direct compensation, a direct insurance, a pension insurance, a pension fund or a supplemental pension for the public sector/service of church 1: Yes 2: No	407
	□ 7: Refuse □ 8: Do not know	501 501 501
407.	Do you currently acquire claims to such a company pension plan? If so, since when? Just mention the year.	
	 □ 1: Yes, since □ 9996: No □ 9997: Refuse □ 9998: Do not know 	

500.	Commitment, values and corporate culture	
501.	I will now read out some statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: The employees have a clear understanding of the establishment's business objectives. B: Every employee knows the long-term business objectives and plans. C: The superiors show their trust in their employees. D: Superiors guide their employees reliably. E: Superiors appreciate their employees. F: If the superiors of this establishment are dissatisfied with the personal performance of their employees, they talk openly with them about it. G: No one working here is discriminated because of his/her sex, age, nationality, religious affiliation, handicap, sexual orientation or skin color. H: The superiors clearly communicate requirements and objectives. I: The superiors plan contents and time requirements reasonably.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	
501a.	What about the following statements? Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: I would like to work in that establishment for the rest of my life. B: That establishment is of great personal relevance for me. C: Establishment problems are my problems. D: I do not feel strong affiliation to this establishment. E: I do not feel emotional belonging to this establishment. F: I do not feel like a "family member" in this establishment.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 	
	☐ 7: Refuse☐ 8: Do not know	

502.	The following questions refer to the relation to your colleagues and your superiors.	
	A: How often do you receive help and support from colleagues if required? B: How often do you offer helping your colleagues? C: How often do you feel wrongly criticised, harassed or denounced by your colleagues or superiors?	
	 ☐ 1: Always ☐ 2: Often ☐ 3: Sometimes ☐ 4: Rarely ☐ 5: (Almost) never ☐ 6: I do not have superiors/colleagues ☐ 7: Refuse ☐ 8: Do not know 	
503.	How satisfied are you currently with your job? Please answer on a	
	scale from 0 to 10, where 0 means "completely dissatisfied" and 10 means "completely satisfied".	
	Scale from 0 to 10	
	□ 97: Refuse□ 98: Do not know	
504.	How satisfied are you currently with your income? Please answer on a scale from 0 to 10, where 0 means "completely dissatisfied" and 10 means "completely satisfied".	
	Scale from 0 to 10	
	□ 97: Refuse□ 98: Do not know	

507.	I will now read out three more statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided. A: I think the income I earn in this establishment is fair. B: I think the formal rules and decision-making procedures in this establishment are fair. C: I think my direct supervisor always treats me fairly.	
	 2: Largely applies 3: Neutral 4: Does rather not apply 	
	 5: Does not apply at all 7: Refuse 8: Do not know 	
508.	How many times in the past 12 months have you thought about	
	A: changing your job?	
	Was this	
	 1: daily 2: a few times a week 3: a few times a month 4: a few times a year 5: never 	
	□ 7: Refuse □ 8: Do not know	

509.	I now read some statements about perceiving work. Please think about how often you feel like this.	
	A: At work I overflow with energy. B: At work I feel fit and energetic. C: I am enthusiastic about my work. D: My work inspires me. E: When getting up I am looking forward to my work. F: I feel happy when working intensively. G: I am proud of my work. H: I lose myself in my work. I: My work carries me along.	
	Was this	
	 1: daily 2: a few times a week 3: a few times a month 4: a few times a year 5: never 	
	□ 7: Refuse□ 8: Do not know	

600. Personality and attitudes		
602.	We are now interested in your personality. Therefore I read several statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: Nowadays you cannot rely on anyone. B: People can generally be trusted.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	
603.	A: It annoys me when others are undeserved better off than me.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 	
	□ 7: Refuse □ 8: Do not know	
	B: I feel guilty when I am undeserved better off than others.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	
	2 0.20	

605.	I am	
	A: a thorough worker B: communicative, talkative C: sometimes a bit rude to others D: original, someone who comes up with new ideas E: a worrier F: forgiving G: somewhat lazy H: outgoing, sociable I: someone who values artistic, aesthetic experiences J: somewhat nervous K: effective and efficient in completing tasks L: reserved M: considerate and kind to others N: imaginative O: relaxed, able to deal with stress P: eager for knowledge	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 	
	□ 8: Do not know	
606.	Would you describe yourself as someone who tries to avoid risks (risk-averse) or as someone who is willing to take risks (risk-prone)? Please indicate your risk-taking on a scale from 0 to 10. 0 means "not risk-tolerant at all" and 10 means "very risk-tolerant". Choose the numbers in between to grade your statement.	
	Scale from 0 to 10	
	□ 97: Refuse□ 98: Do not know	

700. Health		
701.	How would you describe your current health? 1: Very good 2: Good 3: Satisfactory 4: Poor 5: Bad 7: Refuse 8: Do not know	
702.	How many days were you unable to work due to illness in the past 12 months? Please mention all days of illness even if you did not receive a medical certificate of incapacity for work. A total of days 999: None 997: Refuse 998: Do not know	
703.	The following statements concern your well-being in the last two weeks! Please indicate your feeling for each of the statements. In the last two weeks A: I was happy and in good spirits B: I felt calm and relaxed. C: I felt energetic and active. D: I felt fresh and rested when I woke up E: my life was full of things that interest me 1: All the time 2: Mostly 3: Slightly more than half the time 4: A little less than half the time 5: Now and then 6: At no time 7: Refuse 8: Do not know	

800. Sociodemography		
	Now I have a few questions with regard to your school and employment career.	
801.	What is your <u>highest</u> level of education?	
	INT: Only one answer possible!	
	 1: Left school without any qualification 2: Lower secondary school leaving certificate 3: Intermediate secondary school certificate, Realschule certificate of secondary education, entrance qualification for a technical college, intermediate secondary school in the former GDR (POS) 4: University of applied sciences entrance qualification, vocational diploma 5: General higher education entrance qualification (A level), extended secondary school certificate, EOS, vocational training with A-level 8: Another level of education 97: Refuse 98: Do not know 	
802.	What is your <u>highest</u> level of training qualification? Please indicate	
	which of the following is most true for you.	
	 1: Apprenticeship, in-firm training 2: Vocational training within the educational system (vocational school, business school) 3: Master craftsmen's or technical college, college of advanced vocational studies 4: University of applied sciences degree 5: University degree 	
	6: Another training qualification7: No training qualification	
	□ 97: Refuse□ 98: Do not know	

803.	Are you in a serious/permanent relationship?	
	□ 1: Yes □ 2: No	804 806
	□ 7: Refuse □ 8: Do not know	806 806
804.	Does your partner live in the same household?	
	☐ 1: Yes ☐ 2: No	805 806
	□ 7: Refuse □ 8: Do not know	806 806
805.	Is your partner currently gainfully employed? Please tick where appropriate.	
	 1: Full-time employed 2: Part-time employed 3: Not gainfully employed 	
	□ 7: Refuse □ 8: Do not know	
806.	How many people live in your household, children and yourself included?	if 806>1:
	Number:	if 806=1: 811
	□ 97: Refuse□ 98: Do not know	811 811
807.	How many of these XX [question 806] people are children under the age of 14?	
	Number:	
	□ 97: Refuse □ 98: Do not know	

808.	If F807 = 1: How old is your child?	
	years	
	If F807 > 1: How old are your children? Please start with the oldest child.	
	years (age of oldest child) years (age if second child) years (age of third child) etc.	
	□ 97: Refuse□ 98: Do not know	
810.	If F807 > 0: How satisfied are you with your current situation of childcare relating to your job? Please rate the satisfaction with the current care situation of your children on a scale from 0 to 10. 0 means "completely dissatisfied", 10 "completely satisfied"	
	Scale from 0 to 10	
811.	What nationality do you have?	
	 1: Just the German citizenship 2: The German and another citizenship 3: Another citizenship 	
	□ 6: Stateless	
	□ 7: Refuse □ 8: Do not know	
812.	Were you born in Germany?	
	□ 1: Yes □ 2: No	815 813
	□ 7: Refuse □ 8: Do not know	813 813
813.	In which country were you born?	
	Country:	
	□ 997: Refuse □ 998: Do not know	

814.	When did you come to Germany to live here? Name the year.	
	Year:	
	□ 9997: Refuse □ 9998: Do not know	
815.	Was your father born in Germany?	
	□ 1: Yes □ 2: No	
	□ 7: Refuse □ 8: Do not know	
817.	Was your mother born in Germany?	
	□ 1: Yes □ 2: No	
	□ 7: Refuse □ 8: Do not know	
818.	What was the amount of your earnings last month? Please exclude any bonuses or extra pay (e.g. Christmas bonus, holiday bonus or back pays) and include payments for overtime. Please specify your gross pay before any tax deductions and social security contributions.	
	Gross pay:	
	□ 999997: Refuse□ 999998: Do not know	
819.	What was your total net income in the last month? (Net income means after deduction of tax and social security contributions, such as pension, unemployment and health insurance)	
	Net pay:	
	□ 999997: Refuse□ 999998: Do not know	

900. Panel participation and merging of data

901. We have now arrived at the end of the interview. Thank you for answering the guestions.

We would appreciate if the survey was interesting for you. Just one final question to conclude.

To find out, if anything and, if yes, what has changed in the world of work within a few years, it is necessary that we can carry out a second interview with all the respondents in two years.

If you can resolve to do this, this would be very valuable to the success of the research project.

For the purpose of the further survey in the context of this study we must keep your address.

Hereby the Data Protection Law requires your agreement.

The data will be used in this research project only.

A further use of your data for other purposes is not permitted. Your address will be stored separately from the questionnaire and can never be associated with the answers you provided. Your information will remain completely anonymous.

After completion of the research project, your address will be permanently deleted.

Do you agree?

- 1: I agree.
- 2: I do not agree.

902. Textvar if 901 = 1:

In order to not have to query all your professional career information in the next interview again and not needlessly increase its length, we would like to include excerpts from other data in the analysis of the survey. These data are available at the Institute for Employment Research in Nuremberg. This is, for example, information about previous periods of employment. However, the inclusion of these data requires your agreement.

Textvar if 901 = 2:

Even if you disagree with the saving of your address, we still have a request for you that is very important for the research: In order to complete the interview, we would like to include excerpts from other data in the analysis of the survey. These are available at the Institute for Employment Research in Nuremberg. This is, for example, information about previous periods of employment. However, the inclusion of these data requires your agreement.

For the purpose of merging these data with the survey data, the Data Protection Law requires your agreement, for which I kindly ask you. When evaluating this information, it is absolutely certain that all data protection regulations are strictly adhered to.

Of course, your agreement is voluntary. You can withdraw it at any time.

- 1: Yes, agreement granted
- 2: No, agreement not granted