

The IAB Establishment Panel

Employment Trends

Employer Survey 1995
on behalf of the Federal Employment Agency
(Bundesagentur für Arbeit)

Your answers will be treated confidentially in compliance with the current data protection legislation and will be anonymized for analysis to ensure that individual establishments or organizations may not be traced.

Please direct further inquiries to:

Infratest Burke Sozialforschung
Landsberger Strasse 338, D-80687 Munich

Peter Kuhn +49 - 89 - 56 00 - 531
Harald Bielski +49 - 89 - 56 00 - 387

**Institut für Arbeitsmarkt- und Berufsforschung
der Bundesagentur für Arbeit (IAB)**
Regensburger Strasse 104, D- 90478 Nuremberg

Manfred Lahner +49 - 911 - 179 - 30 96
Jürgen Kühl +49 - 911 - 179 - 31 26

Enterprises that have taken part in the questionnaire in previous years should start with question 1. Enterprises taking part for the first time must begin by filling out the additional questionnaire and then proceed to question 7.

EMPLOYMENT DEVELOPMENT

1. You were kind enough to take part in our questionnaire. Today we would like to take a look at the employment trends in the participating enterprises. All information given here should refer to the same business unit as in the previous year. You specified that on 30/06/1994 this enterprise had the following number of employees:

Interviewer: Please enter the answers from the address protocol here!

Total Employees liable
to social security

Number of employees on 30.6.1994

The information provided below must refer to this corporate division.

2. How has the employment situation developed since then? What was the total number of employees in this enterprise as per 30/06/1994? How many of these employees were subject to social security?

Total Employees liable
to social security

Number of employees on 30.6.1995

3. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 1994 to 30 June 1995, or separated and continued as independent businesses?

Interviewer: Several answers possible!

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these → go to Question 5!

4. How many employees left the company due to these measures?

..... Employees

5. Conversely, were there any organizational developments that resulted in the integration of other establishments or establishment units into your company?

- Yes
- No → go to Question 7!

6. How many employees were allowed to keep their jobs after integrating them into your enterprise?

..... employees

7. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 1996, or do you think it will increase or decrease?

In case of estimated increase/ decrease: What is the approximate expected total number of employees? We expect that the level of employment...

- Will be approx. constant
- Will increase
- Will decrease } to an approx. total number of employees of
- Not sure at present

8. What kind of problems with human resources management do you expect for your establishment/office during the next two years? Please tick where applicable in the list!

Interviewer: Take out list 1 and tick where applicable!

- A Too high staff level
- B High turnover
- C Staff shortage
- D Shortage of junior employees
- E Drain off of specialized personnel
- F Difficulties in finding the required specialized personnel on the labor market
- G High percentage of older employed persons
- H Organizational problems as far as motherhood and maternity leave are concerned
- I High demand for further training and qualification
- J Lack of motivation in the workplace
- K High rate of lost work time and absence due to illness
- L High financial burden on wage costs
- M Other problems with human resources management, namely
- No** problems with human resources management

9. Let us think ahead: What is your prediction about the development of your employment figures in 5 years' time:

- It is likely to increase considerably (by over 10%)
- It is likely to increase moderately (up to 10%)
- It is likely to be more or less constant
- It is likely to decrease moderately (up to 10%)
- It is likely to decrease considerably (by over 10%)
- Don't know/ impossible to predict
- Not applicable, establishment will probably no longer exist

BUSINESS POLICY AND PERFORMANCE
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10. What business goals are most important for you as of now?
a. Please name all those from this list that are applicable!
b. If several are named: what goal is the most important at the current moment?

Interviewer: Present list no. 2! In column a) Tick all applicable goals! In column b) Tick one goal only!

	a.	b.
	important	the most important
A Change range of services or products	<input type="checkbox"/>	<input type="checkbox"/>
B Improve the quality of the services / products on offer	<input type="checkbox"/>	<input type="checkbox"/>
C Improve customer service	<input type="checkbox"/>	<input type="checkbox"/>
D Intensify PR/advertising/marketing activities	<input type="checkbox"/>	<input type="checkbox"/>
E Restructure corporate organisation	<input type="checkbox"/>	<input type="checkbox"/>
F Technological modernisation within company	<input type="checkbox"/>	<input type="checkbox"/>
G Develop and expand R and D activities	<input type="checkbox"/>	<input type="checkbox"/>
H Better qualified employees	<input type="checkbox"/>	<input type="checkbox"/>
I Downsize staff	<input type="checkbox"/>	<input type="checkbox"/>
J Increase staff numbers	<input type="checkbox"/>	<input type="checkbox"/>
K Boost productivity	<input type="checkbox"/>	<input type="checkbox"/>
L Introduce flexible working and business hours	<input type="checkbox"/>	<input type="checkbox"/>
M Other goals , which are:.....	<input type="checkbox"/>	<input type="checkbox"/>

11. Please give your assessment of the profit situation of your business in the current fiscal year (1995)?

- very good
- good
- satisfactory
- sufficient
- unsatisfactory
- Not applicable (since civil service, public utility institution, etc.)

12. The business volume and the value added, which together account for the internal labour of a company, are important decisive factors for the employment development of an establishment.

According to our definition, the business volume is expressed...

Interviewer: Please name and tick the applicable designation.

- | | | |
|---|---|--------------------------|
| for general establishments by the | <u>sales</u> | <input type="checkbox"/> |
| | (exclusive sales tax) | |
| for banks/ financial institutions by the | <u>total assets</u> | <input type="checkbox"/> |
| for insurance companies by the | <u>total premium paid</u> | <input type="checkbox"/> |
| | (inclusive premium tax) | |
| for non industrial organizations,
regional and local authorities,
etc. by the | <u>budget volume</u> | <input type="checkbox"/> |
| | (administration and
property budget) | |

13. What was your turnover in the last fiscal year (normally the year 1994)?

Statements should be given only for the business unit in question (not e.g. for larger units including different locations).

If the value cannot be indicated exactly, an approximation will suffice.

Approximate amount:DM

If "turnover" was selected in question 12, please proceed to question 14; In all other cases, please proceed with question 16!

14. What percentage of the turnover for 1994 of this establishment was made abroad?

If exact values are not available, an estimate will suffice.

Percentage of exports in 1994 turnover..... approx. %

- No foreign turnover
- I don't know

15. What share of sales was attributed to intermediate inputs and external costs in 1994, i.e. all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs?

If exact values are not available, an estimate will suffice.

Share of intermediate inputs in the total sales 1994..... approx. %

- I don't know

16. How did the sales volume for this enterprise develop in 1994 in comparison to the previous year? And what development is expected for 1995 and 1996?

Compared with 1993, did the sales volume for the business year 1994...

- Remain constant
- Increase
- Decrease } approx. %

Compared with 1994, is the sales volume for the business year 1995 expected to...

- It is expected to remain constant
- It is expected to increase
- It is expected to decrease } approx. %
- Don't know at present

And compared with 1995, is the sales volume for the business year 1996 expected to...

- It is expected to remain constant
- It is expected to increase
- It is expected to decrease } approx. %
- Don't know at present

The following questions refer to investments:

17. Has your establishment invested in one or several of the following areas in the last financial year 1994?

Interviewer: Read out and tick all applicable investment areas!

- Real estate and buildings
- EPD, information and communication Technology
- Production facilities, furniture and office equipment
- Means of transport, transportation systems
- No investments made → go to Question 22!

18. In relation to your largest single investment: In which of the aforementioned areas was this investment made? Was it...

Interviewer: Only one answer possible!

- Real estate and buildings
- EPD, information and communication Technology
- Production facilities, furniture and office equipment
- Means of transport, transportation systems

19a. What goals were you pursuing with this largest single investment? Please indicate using the list provided! 19b. And which of these goals was the most important?

Interviewer: Present list no. 2! In column a) Tick all applicable goals! In column b) Tick one goal only!

	a.	b.
	applicable	most important
A Capacity expansion	<input type="checkbox"/>	<input type="checkbox"/>
B Replacement/Modernization	<input type="checkbox"/>	<input type="checkbox"/>
C Reducing manpower requirements	<input type="checkbox"/>	<input type="checkbox"/>
D Cost reduction	<input type="checkbox"/>	<input type="checkbox"/>
E Improvement of labor conditions	<input type="checkbox"/>	<input type="checkbox"/>
F Legal requirements	<input type="checkbox"/>	<input type="checkbox"/>
G New products	<input type="checkbox"/>	<input type="checkbox"/>
H Other goals, namely:	<input type="checkbox"/>	<input type="checkbox"/>

20. What amount did you invest (for single investment) in 1994?

If exact values are not available, an estimate will suffice.

Amount of investment..... approx. DM

21. Total amount of investments in 1994?

If exact values are not available, an estimate will suffice.

Total amount of investment in 1994 approx. DM

22. How do you expect the investment volume to develop in 1995 and 1996 respectively compared to each last year? The investment volume is likely to ...

	1995	1996
Remain more or less constant	<input type="checkbox"/>	<input type="checkbox"/>
Increase	<input type="checkbox"/>	<input type="checkbox"/>
Decrease	<input type="checkbox"/>	<input type="checkbox"/>
Don't know yet	<input type="checkbox"/>	<input type="checkbox"/>

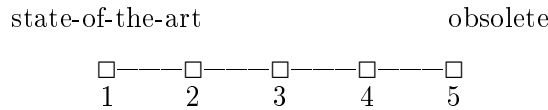
23. Can you estimate the total amount of investments for 1995?

- Sum of all investments in 1995 approx. DM
 No information available
 No investments planned

24. How do you assess to overall technical state of the plant and machinery, furniture and office equipment of this establishment compared to other establishments in the same industry? Please give your assessment using the scale below.

Interviewer: Present list 4!

"1" indicates that the establishment has state-of-the-art equipment.
 "5" indicates that the equipment is obsolete.
 Please use the boxes inbetween to grade your assessment as appropriate.



25. Is the condition of your technical facilities sufficient or would you consider an overhaul necessary to stay competitive?

- Technical equipment is state-of-the-art
- Partial modernisation needed
- Total modernisation needed

26a. Has one of the following changes taken place within your establishment/office in the last two years?

26b. Or were there changes even earlier?

Interviewer: Take out list 5! In column a) Tick all applicable goals! In column b) Tick one goal only!

	a. in the last 2 years	b. even in earlier times
A Remove hierarchy levels	<input type="checkbox"/>	<input type="checkbox"/>
B Shift responsibility and decisions to lower levels	<input type="checkbox"/>	<input type="checkbox"/>
C Introduce group work / independent work teams	<input type="checkbox"/>	<input type="checkbox"/>
D Merge departments/divisions	<input type="checkbox"/>	<input type="checkbox"/>
E Introduce "just-in-time" production/ supply on demand	<input type="checkbox"/>	<input type="checkbox"/>
F Introduction of units/departments carrying out their own cost and result calculations	<input type="checkbox"/>	<input type="checkbox"/>
G Others, namely.....	<input type="checkbox"/>	<input type="checkbox"/>
H None	<input type="checkbox"/>	<input type="checkbox"/>

VOCATIONAL TRAINING AND TRAINEESHIP
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27. Is vocational training carried out in accordance with one of the following regulations?

Interviewer: More than one answer possible!

- Yes, according to the Vocational Training Act (BBIG) / Handicrafts Regulation Act (HWO)
- Yes, according to other regulations (e.g. for apprenticed professions in the health service or professions in social care and social education)
- Yes, according to regulations for traineeship of candidates for civil service
- No, not offering traineeships → go to Question 38!

28. Has your enterprise offered trainee positions within the vocational year 1994/95?

- No, trainee positions were offered by other establishments/offices. → go to Question 38!
- No, no new trainee positions in 1994/95 → go to Question 31!
- Yes

How many were there?

Interviewer: Please enter the given number in accordance with question 27. Please ask if in doubt!

Total No. of men + women	No. of women
-----------------------------	-----------------

Internal trainee positions...

In acc. with the Vocational Training Act or the Crafts and Trades Regulation Code
In acc. with other training regulations
With civil service trainees

29. Up to today, were any of the trainees contracts canceled?

- Yes
- No → go to Question 31!

30. How many in total?

Total

How many of these resulted...

- the request of trainees themselves
- on the initiative of the company
- by way of mutual agreement

31. In the vocational training year 1994/1995, were there any trainee positions in your establishment or organization that you were unable to fill?

- Yes
- No → go to Question 33!

How many additional trainees did you want to hire?

Number:

32. For what reasons could you not find qualified applicants for these positions?

Interviewer: Present list 6! More than one answer is possible!

- No applicants available for traineeship
- traineeship applicants decided against company
- traineeship applicants did not meet educational requirements
- traineeship applicants failed application test
- traineeship applicants had health problems
- traineeship applicants fell short of company's expectations

33. Did the establishment notify the careers advice department of the Employment Agency of new trainee positions for the coming training year 1995/96? If so, how many?

- Yes, namely:
- No

34. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 1995?

- Yes
- No → go to Question 36!

How many altogether?

Number in total

35. Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training in 1996?

- Yes → go to Question 36!
- No

How many were not offered a position?

total.....

For what reasons a position was not offered?

- trainees who have different plans
- trainees continue working at other parts of the company
- no demand
- do not meet company's requirements

36. Does your enterprise conduct measures to retain even fully qualified employees over the long term?

- Yes
- No → go to Question 38!

37. What are these measures?
Please indicate using the list provided below!

Interviewer: Present list 7! More than one answer is possible!

- Employee training measures
- Individual personnel development plans / promotion opportunities
- Extra-occupational studies
- Job guarantee upon conclusion of studies
- Financial incentives / remuneration in excess of the agreed scales
- Attractive working conditions/hours
- Other

38. How has professional training in this enterprise developed over the past 2 years, and how is it expected to develop over the coming 2 years?

In the past 2 years, it...

In the coming 2 years, it ...

- | | | | |
|-----------------------------------|--------------------------|------------------------------------|--------------------------|
| has remained unchanged | <input type="checkbox"/> | has remained unchanged | <input type="checkbox"/> |
| has been expanded | <input type="checkbox"/> | has been expanded | <input type="checkbox"/> |
| has been reduced | <input type="checkbox"/> | has been reduced | <input type="checkbox"/> |
| has been stopped entirely | <input type="checkbox"/> | has been stopped entirely | <input type="checkbox"/> |
| was introduced for the first time | <input type="checkbox"/> | was introduced initialized/revived | <input type="checkbox"/> |

PERSONNEL STRUCTURE

39. The following questions refer to the personnel structure of your establishment and are divided up into different qualification levels. Beforehand, we would like some information on your personnel structure.

*Interviewer: Present list 8! Please enter "0" if an employment group does not exist.
 Explanation: Menial employees do not normally require any vocational training. Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. This also includes employees in managerial positions.*

Please indicate how the total number of employees counted on 30 June 1995 is distributed among the following employment groups.

	Total No. of men + women
Trainees (internal trainee positions only, no civil servant trainees)
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for <u>menial</u> jobs
Employees/ civil servants for <u>qualified</u> jobs
Candidates for civil service
Working proprietors
Total (this number must correspond to the entry made in Question 2 or rather in Question Z1 of the additional questionnaire for 30 June 1994 for new enterprises)

women

40. How many of these were women?

total
total women

41a. How many employees (in acc. with question 39) were employed part-time (incl. marginal part-time employees)?

41b. And how many of them were marginal part-time employees not subject to social security?

42. How many of the employees (in acc. with question 39) are ...

- under 30 years old?
- 50 years and above?

43. In addition to the total number of employees indicated in Question 39, did you also employ staff from the following employment groups on 30 June 1995? If so, how many approximately?

			Total
a. Casual workers, trainees	Yes	<input type="checkbox"/> → namely:
	No	<input type="checkbox"/>	
b. Freelancers under contract for services	Yes	<input type="checkbox"/> → namely:
	No	<input type="checkbox"/>	
c. Agency Workers	Yes	<input type="checkbox"/> → namely:
	No	<input type="checkbox"/>	

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1995
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44. Did you recruit staff in the first half of 1995? Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 45!
 No

If "No", were you willing to recruit staff or were no new staff required?

- I was willing to recruit staff → go to Question 47!
 No new staff required → go to Question 49!

45. Please indicate the total number of new recruitments in the first half of 1995.

Interviewer: Present list 9 and leave it till Question 47! Please enter "0" if an employment group does not exist!

a. Please indicate the total number of new recruitments plus their distribution between the various groups of employees listed.

b. How many of them were placed by the employment agency?

c. Regardless of whether someone was recruited through the Employment Office: How many of employed persons were - to your knowledge - previously unemployed?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees civil servants	qualified employees civil servants
a) Employees/workforce
Don't know	<input type="checkbox"/>				
b) placed by the employment agency
Don't know	<input type="checkbox"/>				
c) Previously unemployed
Don't know	<input type="checkbox"/>				

46. Were you willing to recruit additional staff or did you have no further requirements for new staff?

- Yes
- No → go to Question 49!

47. Please estimate how many positions were left open during the first half of 1995?

Please indicate the total number of the positions which were left open plus their distribution between the various groups of employees listed.

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants	qualified employees civil servants
Positions that were/ left open

48. Did you receive applications for these positions?

- Yes
- No

PERSONNEL OUTFLOW IN THE FIRST HALF OF 1995

49. Did you register any staff leaving your establishment/office in the first half of 1995?

i.e. persons leaving for reasons of dismissal, redundancy, transfer to other organizations within the establishment, end of period of training, retirement, expiration of temporary employment or death. Please note: employment is continued during periods of maternity leave, parental leave (previously: childcare leave), military or civil service, and during the release phase of progressive retirement.

- Yes
- No → go to Question 51!

50. Please indicate the total number of employees who have left your establishment! Please distribute the total number of employees who left among the following reasons for leaving.

Interviewer: Present list 10!

	Total
Total number of employees who left
Reason for leaving:	
Resignation on the part of the employee
Dismissal on the part of the employee
Leaving after termination of the in-company training
Expiration of a temporary employment contract
Termination of a contract by mutual agreement (also to be attributed to a social compensation plan)
Transfer to another organization within the Establishment
Retirement before reaching the stipulated pensionable age/	
Occupational invalidity/ disability
Other, namely:

IN-COMPANY TRAINING

51. Did your establishment/ office support training courses in the first half of 1995?

To be more precise, did you release staff for the purpose of participating in internal or external training courses and did your establishment cover the expense for these in full or at least in part?

- Yes, staff was released and expenses were covered
- Neither release of staff nor covering of expenses → go to Question 53!

52a. How many employees - not including management staff - took part in these employee training measures in the first half of 1995?

Employees who have taken part more than once are to be counted once only.

Number of participants.....

52b. How many of these were women?

Number of women among them.....

CURRENT PERSONNEL RECRUITMENT

53. Are you currently looking for staff (not including trainees) for immediate employment?

- Yes
- No → go to Question 55!

54. How many vacancies have you planned to be filled immediately?
a. Please indicate the total number and break it down into the employment groups listed.

Interviewer: Present list 11 and keep displayed until question 56.

b. How many of these vacancies are registered with the employment agency?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

Footnotes: 1) Low-skilled employees do not normally require any vocational training. 2) Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. This also includes employees in managerial positions.

55. Are you looking for personnel at present with a view to hiring them at a later date?

- Yes
- No → go to Question 57!

56. How many employees are you looking for with a view to hiring them at a later date?

a. Please indicate the total number and break it down into the occupational categories listed.

b. How many of these vacancies are registered with the employment agency?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

Footnotes: 1) Low-skilled employees do not normally require any vocational training. 2) Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. This also includes employees in managerial positions.

OPERATIONAL WORKING HOURS

57. What are the working hours per week for full-time employees at present?

Working hours per week:

58. If you consider the economic purpose of this enterprise, a certain proportion of the "business hours" per week are required for this purpose. Which of the following descriptions is most appropriate for this enterprise?

For us, "business hours" includes...

More than one answer is possible!

- The running time of machinery and equipment, operational and business equipment incl. for preparatory and follow-up work, maintenance and repairs
- Consultation time for suppliers, customers and/or for other business or corporate units
- Business opening hours for customers incl. upstream or downstream work
- Service time for on-site customer services incl. journey times
- Average time during which work stations are occupied (e.g. within the standard working hours for flexitime)
- Others, i.e.:.....

59. Do the actual weekly business hours exceed the agreed weekly hours of work for full-time employees at present (acc. question 57)?

- Yes
- No → go to Question 60!

If so, how is this achieved?

The business hours volume is achieved through...

More than one answer is possible!

- shifted working hours
- Shift work systems
- Regularly working overtime
- Working on the weekend
- The combination of full and part-time work
- Flexitime work
- Others, which are:

60. Did you have to make use of short-time work in the first half of 1995?

- Yes
- No → go to Question 61!

If yes, how many work hours were canceled due to this?

Hours not worked due to short-time work

- Can't say at the moment

61. Did the personnel at your company work paid extra hours in first half of 1995?

- Yes
- No → go to Question 62!

If yes, please state the amount of paid extra hours in first half of 1995 in total?

total number of paid extra hours: approx.

- I can't say

SALARIES AND WAGES

62. In this establishment bound by ...

- an industry-wide wage agreement
- a company agreement concluded by the establishment and the trade unions
- Not bound by a collective agreement → go to Question 64!

63. If you take the currently valid wage agreement as a basis, do you pay salaries and wages above the collectively agreed scale?

- Yes
- No → go to Question 64!

Please estimate: By which percentage exceed the salaries and wages paid by your company the collectively agreed scale?

approx. %

64. Please indicate the total amount of gross pay effected by your establishment in the month of June 1995 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1995: DM

PERSONNEL LEVEL 1994-1995

The complete interview should be held with the organizational unit or office whose address, establishment number and number of employees subject to social security is indicated on the accompanying address record. Should the establishment not be in a position to deliver the information required on this specific organizational unit, because information on personnel movement, sales/ business volume and investments is only available for a bigger or a smaller organizational unit, please give a brief description of the unit actually interviewed on the back of the address record. All information given in the questionnaire must refer to the organizational unit described in the address record.

Z1. In order to identify a survey establishment, we have so far referred to employees liable to social security only. The total number of employees in the establishment may, however, be substantially higher. Please therefore complete the following list as far as applicable:

Interviewer: Present list Z1!

How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 1994 and how have these figures developed by 30 June 1995?

Also including part-time workers! Please enter "0" for non existent groups!

	Total 30/06/94	Total 30/06/95
● Employees liable to social security		
Workers
Employees
Trainees/ apprentices
Subtotal: Employees liable to social security*)
● Employees not liable to social security...		
Civil servants incl. candidates for civil service
Working Proprietors
Unpaid family workers
Others
● Total number of employees

*The sub-total of employees subject to social security on 30/06/1992 should be concordant with the number indicated on the (top) rear of the address record! Otherwise the reason must be explained under B - D on the back of the address record.

GENERAL INFORMATION ON THE ESTABLISHMENT

Z2. What was the year of foundation of this establishment/ organization?

It was founded in 19....

Z3. Is the establishment to be considered a real start-up business or was it spun off an existing company?

- Start-up
- Spin-off

Z4. The establishment surveyed is ...

- an **independent** company or an independent organization **without** other places of business
- a **place of business/ office/ branch** of a larger enterprise or organization
- the **head office** of an enterprise or an organization with other places of business/ offices/ branches
- a regional or specific **middle-level authority** of a multi-level company or a multi-level authority/ organization

Z5. What is the legal form of your establishment?

- Individually-owned firm (with full liability of one person)
- Partnership (limited partnership, general partnership, partnership under the Civil Code)
- Limited liability company or limited commercial partnership with a limited company as a partner
- Company limited by shares (public limited company, partnership limited by shares)
- Public corporation, public law foundation, institution, authority or office
- Other legal form (e.g. association or cooperative)

Z6. Does your establishment have a works or staff council?

- Yes
- No

Z7. According to the establishment identification number registered with the Federal Employment Agency this establishment was assigned to the following industry:

Interviewer: Please read out what was indicated on the front of the address record!

Is this still up-to-date?

- Yes → go to page 4!
- No

If not, please indicate which branch of the industry your establishment is now active in using the industry classification table on the next page.

Interviewer: present page 3 of the questionnaire and fill in the appropriate industry code!

Industry classification No.:

Code No.:

01 Agriculture, hunting and forestry; growing of vegetables, farming of animals; fishing

02 Mining and quarrying; electricity, gas and water supply

Manufacturing

- 03 Manufacture of **chemicals** and refined petroleum products
- 04 Manufacture of **rubber** and **plastic** products
- 05 Manufacture of other **non-metallic mineral** products
- 06 Manufacture of **basic metals** and manufactured metal products

Investment goods

- 07 Manufacture of **structural metal** products, Manufacture of rail vehicles, ventilation and heating systems
- 08 Manufacture of **machinery** and **equipment** (not including office machinery)
- 09 Manufacture of **vehicles** and motor cycles
- 10 Building and repairing of **ships and boats**; manufacture of **aircraft**
- 11 Manufacture and repair of **electrical, equipment** office machinery and computers
- 12 Manufacture of **precision** and **optical** equipment, watches, clocks, **jewelry, games** and toys

Consumer goods

- 13 Manufacture of **wood** and **wood products**
- 14 Manufacture of **pulp, paper** and paper products, **printing, publishing**
- 15 Manufacture of **textiles** and **textile products**, armchairs, sofas and couches; tanning and dressing of **leather**
- 16 Manufacture of **food** products

Construction

- 17 **Building of complete constructions** or parts (including erection of roofs and frames, roof covering)
- 18 Building **installations** and building completion
- 19 **Trade: Wholesale, retail trade, retail sale via mail order houses**
- 20 **Transport and Communication**

Financial intermediation

- 21 **Monetary** and other financial intermediation
- 22 **Insurance** and pension funding

Other services

- 23 **Hotels and restaurants**
- 24 **Residential homes** for children, single parents old people and other social work activities with accommodation
- 25 **Washing** and dry-cleaning of textile and fur products, hairdressing, and other body treatments
- 26 **Educational institutions**, universities, schools
- 27 **Publishing, artistic and literary creation** and interpretation, activities of theatre ensembles, motion picture and video activities, **radio and television** activities
- 28 **Human health and veterinary** activities, medical practice and hospital activities **rehabilitation centres**
- 29 **Legal, accounting**, book-keeping and auditing activities, **advertising**, market research
- 30 **Architectural and engineering** activities and related technical consultancy, **laboratories**
- 31 **Real estate activities**, asset consulting
- 32 **Commercial advertising**, photographic activities
- 33 **Hygienic institutions**, operation of baths, street cleaning, collection and treatment of waste, sewage treatment, funeral and related activities, operation of cemeteries and crematoriums
- 34 **Pawnbroking**, renting of automobiles and other machinery and equipment
- 35 **Other services** such as: labour recruitment and provision of personnel, service of marriage bureaux, credit rating, secretarial and translation activities security activities, courier services, packaging activities, fair and amusement park activities gambling and betting activities

Non-industrial organizations, private households

- 36 **Organizations**, activities of trade, political organizations, non-profit organizations
- 37 Activities of **churches** and other religious and ideological organizations
- 38 **Private households**

Local authority, compulsory social security activities

- 39 General **public service** activities (including diplomatic and consular missions of foreign states)
- 40 **Public security** law and order activities, defence activities
- 41 **Compulsory social security** activities

Other

(Please give details)
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Please continue with Question 7 in the main questionnaire.

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List No. Serial No. Wave Account No.

I hereby confirm that the interview was performed in a correct and proper manner and that the "Declaration on Data Protection" was handed to the interviewee.

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Place Date Signature of the interviewer