

The IAB Establishment Panel

Employment Trends

Employer Survey 1996
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.

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IMPORTANT INSTRUCTIONS FOR THE INTERVIEWER

Which OPERATING UNIT OF THE ESTABLISHMENT is to be interviewed for the survey?

*The complete interview should be held with the operating unit or office whose **address and number of employees** is indicated on the accompanying **address record**. Should the establishment not be in a position to deliver the required information on this specific operating unit, because the information is available only for a larger or a smaller operating unit, please give a short description of the unit actually interviewed on the back of the address record.*

All information given in the questionnaire must refer to the same operating unit.

Question 1 can be used to verify the proper selection of the operating unit:

- *for establishments participating for the first time:* Please transfer the reference figure from the address record to control field A (left column under the address field). This figure indicates the **the number of employees liable to social security contributions who are registered with the social insurance agencies** on the reference date (30 June 2004). The number of employees liable to social security in 2003 indicated in Question 1 must be consistent with this figure. Otherwise, the reason for the inconsistency must be explained on the back of the address record. Control field B is not filled in for establishments participating for the first time.
- *for establishments which have already participated in the survey:* Please transfer the reference figures from the address record to control fields A and B (left column under the address field). These are the **notifications made by the establishment in the previous year** on the reference date (30 June 2004). The numbers of employees indicated in Question 1 this year must be consistent with these figures. Otherwise, the reason for the inconsistency must be explained on the back of the address record.

Who is employed SUBJECT TO SOCIAL SECURITY?

*Employees subject to social security are **workers, employees and trainees** who are liable to health, pension and/ or unemployment insurance or whose contributions to pension insurance is partly paid by the employer. The following forms of employment are **not** considered liable to social security: civil servants, self-employed persons, unpaid family workers and so-called "marginal" part-time workers.¹*

¹A "marginal" part-time worker is a person who is

- either employed only short-term (i.e. for a maximum of 2 month or 50 days per year)
- or has agreed working hours of less than 15 hours and a monthly paid maximum wage of DM 580,- (1995) and DM 590,-(1996) for the old German federal states or rather DM 470,-(1995) and DM 500,- (1996)for the new German federal states.

EMPLOYMENT DEVELOPMENT

Interviewer: Submit list 1! Transfer figures from address record to control fields A and, if required, B!

1. How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 1995 and how have these figures developed by 30 June 1996?

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

	control field acc. (address record)	Total 30/06/95	Total 30/06/96
● Employees liable to social security (see explanation on page 2)			
Workers and employees	
Trainees/ apprentices	
Subtotal: Employees liable to social security	A:
● Employees not liable to social security...			
Civil servants incl. candidates for civil service	
Working Proprietors and unpaid family workers	
Others (E.g. marginal part time workers)	
● Total number of employees	B:

2. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 1995 to 30 June 1996, or separated and continued as independent businesses?

Interviewer: Several answers possible!

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these → go to Question 4!

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

Interviewer: If none, please enter "0"!

..... Employees

4. 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 6!

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

6. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 1997, 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

7. 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

8. 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) important	b) 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"/>

9. Please give your assessment of the profit situation of your business in the current fiscal year (1996)?

- very good
- good
- satisfactory
- sufficient
- unsatisfactory
- Not applicable (since civil service, public utility institution, etc.) → go to Question 11!

10. Did the establishment make a profit in the last financial year (normally 1995)?

- yes
- no

11. 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 sales (exclusive sales tax)
- for banks/ financial institutions by the total assets
- for insurance companies by the total premium paid (inclusive premium tax)
- for non industrial organizations, regional and local authorities, etc. by the budget volume (administration and property budget)

12. What was your turnover in the last fiscal year (normally the year 1995)?

*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

13. Development of turnover last year (1995) in comparison to 1994?

- It is expected to remain constant
- It is expected to increase } approx.%
- It is expected to decrease

14. How do you expect the business volume to develop in the current year, 1995, as compared to 1996?

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

15. How do you expect the business volume to develop in the following year, 1997, as compared to 1996?

Will the business volume, as far as can be said today,

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

16. Please classify according to Question 11

- "Sales" ticked
- Another box ticked → go to Question 21!

17. What share of sales was attributed to intermediate inputs and external costs in 1995, i.e. all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs (e.g. advertising and agency expenses, travel costs, commissions, royalties, postal charges, insurance premiums, testing costs, consultancy fees, bank charges, contributions to chambers of trade and commerce and professional associations)?

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

Share of intermediate inputs in the total sales 1995..... approx. %
I don't know

18. What percentage of the turnover for 1995 of this establishment was made abroad?

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

Percentage of exports in 1995 turnover approximately.....
approx. %
No foreign turnover
I don't know

19. Please classify: The enterprise is situated in the...

- Old German states (West Germany) or West-Berlin → go to Question 21!
- New German states (East Germany) or East-Berlin

20. Please indicate the share of sales achieved in 1995 attributable to the regions listed below.

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

- New German states (East Germany) incl. East Berlin..... approx. %
- Old West German states incl. West Berlin..... approx. %
- The Eastern Markets (i.e.: the former socialistic states of Eastern Europe, the states of the former UdSSR, the People's Republic of China, Vietnam, North Korea, the Mongolia and Cuba)..... approx.%*)
- Other foreign countries..... approx. %*)
- Total sales..... 100 %

*)Interviewer: Percentage of "Eastern markets" should correspond to the export percentage of "Other foreign countries" acc. to Question 18.

OPERATIONAL INVESTMENT

21. Has your establishment invested in one or several of the following areas in the last financial year 1995?

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 23!

22. What was the approximate sum total of all investments in 1995?..... approx.DM

If exact values are not available an estimate will suffice.

23. How do you expect the investment volume to develop in 1996 and 1997 respectively compared to each last year? The investment volume is likely to ...

Will the investment volume...	1996	1997
Remain more or less constant	<input type="checkbox"/>	<input type="checkbox"/>
Rather increased	<input type="checkbox"/>	<input type="checkbox"/>
Rather decreased	<input type="checkbox"/>	<input type="checkbox"/>
Don't know yet	<input type="checkbox"/>	<input type="checkbox"/>

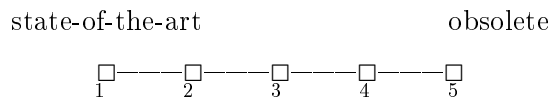
24. Can you estimate the total amount of investments for 1996?

- Sum of all investments in 1996 approx. DM
- No investments planned
- No information available

25. 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 3!

"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.



APPRENTICESHIP TRAINING POSITION

26. Is Vocational training carried out in accordance with one of the following regulations?

Interviewer: Read out and tick where applicable!

- 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 33!

27a. Has your enterprise offered trainee positions within the vocational year 1995/96?

- No, trainee positions were offered by other establishments/offices. → go to Question 33!
- No, no new trainee positions → go to Question 29!
- Yes

27b. How many new trainee positions were created?

Internal trainee positions...

	Total No. of men + women	No. of women
In acc. with the Vocational Training Act or the Crafts and Trades Regulation Code
In acc. with other training regulations
With civil service trainees		

28a. Up to today, were any of the trainees contracts canceled?

- Yes
- No → go to Question 29!

28b. How many in total?

Total:

28c. How many of these resulted ...

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

29a. In the vocational training year 1995/1996, were there any trainee positions in your establishment or organization that you were unable to fill due to a lack of suitable applicants?

- Yes
- No → go to Question 31!

29b. How many additional trainees did you want to hire? Number:

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

- A No applicants available for traineeship
- B Traineeship applicants decided against company
- C Traineeship applicants did not meet educational requirements
- D Traineeship applicants failed application test
- E Traineeship applicants had health problems
- F Traineeship applicants fell short of company's expectations

31a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 1996?

- Yes
- No → go to Question 33!

31b. How many altogether? Number in total:

32a. 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 33!
- No

32b. How many were not offered a position? Total:

32c. 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

33. How is vocational training expected to develop in your establishment over the next 2 years?

Vocational training activities will be...

- continued
- expanded
- reduced
- suspended
- initialized/revived

PERSONNEL STRUCTURE

34. The following questions refer to the personnel structure of your establishment.

*Interviewer: Present list 5! Please enter "0" if an employment group does not exist.
If applicable, please distribute employees indicated under "others" (e.g. "marginal" part time workers) and "unpaid family workers" in Question 1 among the employment groups listed here.*

Please indicate how the total number of employees counted on 30 June 1996 (acc. to Question 1) is distributed among the following employment groups. Please also indicate the number of women among them.

	Total No. of men + women
<i>Please transfer the total number of employees on 30 June 1996 from Question 1</i>
This includes...	
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for <u>menial</u> ¹⁾ jobs, requiring no specific vocational education
Employees/ civil servants for <u>qualified</u> ²⁾ jobs, - requiring a vocational qualification or comparable training on the job or relevant professional experience
- requiring a university degree or higher education
Working proprietors, directors, managers
Trainees/ apprentices/ Candidates for civil service
Total =	
Total number of employees (Please check this figure)

Footnotes: 1) Menial jobs do normally not 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.

35. Please indicate the number of women among them.

**36. Does the total number of employees mentioned in Question 34 also include...
part-time workers?**

- Yes
- No

If so, please indicate the total number of part-time workers

	Total	No. of women
<i>Interviewer: If "none" enter "0".</i>

fixed-term employment?

This does not include trainees!

- Yes
- No

If so, please indicate the total number of fixed-term employees.

	Total	No. of women
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Interviewer: If "none" enter "0".

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Have individuals been supported through Employment Agency job creation measures or with wage subsidies?

- Yes
- No

If so, please indicate the total number of them.

	Total	No. of women
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Interviewer: If "none" enter "0".

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37. In addition to the total number of employees indicated in Question 34, did you also employ staff from the following employment groups on 30 June 1996? 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"/>	

CURRENT PERSONNEL RECRUITMENT

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

- Yes
- No → go to Question 40!

39. 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 6 and keep displayed until question 41. Please enter "0" if an employment group does not exist.

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

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

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

- Yes
- No → go to Question 42!

41. 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.

Interviewer: Present list 6!

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.

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1996

42a. Did you recruit staff in the first half of 1996?

Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 43!
- No

42b. If "No", were you willing to recruit staff or were no new staff required?

- I was willing to recruit staff → go to Question 45!
- No new staff required → go to Question 47!

43. Please indicate the total number of new recruitments in the first half of 1996.

Interviewer: Present list 6 and keep displayed until question 45! 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 the total number of the staff recruited in the first half of 1996 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"/>				

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

- Yes
- No → go to Question 47!

**45. Please estimate how many positions were left open during the first half of 1996?
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

46. Did you receive applications for these positions?

- Yes
- No

PERSONNEL OUTFLOW IN THE FIRST HALF OF 1996

47. Did you register any staff leaving your establishment/office in the first half of 1996?

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 49!

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

Interviewer: Present list 7!

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

SALARIES AND WAGES

49. Is 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 51!

**50. If you take the currently valid wage agreement as a basis:
a. Do you pay salaries and wages above the collectively agreed scale?**

- Yes
- No → go to Question 51!

b. If so, please approximate the percentage rate by which the salaries and wages paid by your company exceeds the collectively agreed scale..... approx. %

51. Please indicate the total amount of gross pay effected by your establishment in the month of June 1996 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1996:DM

OPERATIONAL WORKING HOURS AND FLEXIBILITY

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

Working hours per week:.....

53. Please categorize your employees according to their agreed weekly working time. Please state proportion!

Interviewer: Present list 8! If exact values are not available an estimate will suffice.

- Proportion full-time..... approx. %
- Proportion part-time > 24 h weekly..... approx. %
- Proportion part time > 15-24 h weekly..... approx. %
- Proportion part time < 15 h weekly..... approx. %
- Proportion part-time no fixed hours of work..... approx. %
- Total = all employees..... 100 %

54. Do the actual weekly business hours exceed the agreed weekly hours of work for full-time employees at present?

"Business hours" include, for example, machine and equipment running time, consultation times for business partners, or the enterprise's/ office's normal opening hours (incl. time for preparatory and follow-up work).

- Yes
- No

55. How many days per week is your enterprise/office normally open?

..... Days per week

56a. Do you have flexible working-time?

56b. If so, what percentage of employees?

- Yes, for about %
- No

57a. Do you have staggered working hours?

57b. If so, what percentage of employees?

- Yes, for about %
- No

In the case of staggered working hours, different groups of employees will start work at different, but fixed times. Flexitime and shift work are not meant here!

58a. Do you use shift work at your company?

- Yes
- No → go to Question 59!

**58b. If yes, what form of shift work system does your company use?
What percentage of personnel is involved?**

- 2-Shift-system percentage of personnel involved.....approx.%
- 3-Shift-system percentage of personnel involved.....approx.%
- 4-Shift-system percentage of personnel involved.....approx.%
- Other Shift-systems.....approx.%

59a. Was Saturday a working day in your enterprise in first half of 1996?

- Yes
- No → go to Question 60!

**59b. If so, was that every Saturday, regularly, or occasionally on Saturdays?
What percentage of personnel was involved?**

- Normally every Saturday.....approx.%
- Regularly, but not every Saturday.....approx.%
- Sometimes

60a. Was Sunday a working day in your enterprise in first half of 1996?

- Yes
- No → go to Question 61!

**60b. If yes, was that every Sunday, regularly, or occasionally on Sundays?
What percentage of personnel was involved?**

- Normally every Sunday.....approx.%
- Regularly, but not every Sunday.....approx.%
- Sometimes

**61. With the implementation of the changes in the working time law in mid-1994 the legal framework for the organization of work time have changed: Did you, in reaction to this change...?
by remodeling shift-systems?**

- Yes
- No

by the introduction of night work for women?

- Yes
- No

by the introduction/increase of weekend work?

- Yes
- No

62a. Did you have to make use of short-time work in the first half of 1996?

- Yes
- No → go to Question 63!

62b. 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

63. Did the personnel at your company work overtime in first half of 1996?

- Yes
- NO → go to Question 67!

64. What percentage of employees has worked overtime?

About%
Don't know

65. Which were the major reasons for overtime work?

Interviewer: Present list 9! More than one answer is possible.

- A Fluctuations in demand/production
- B Operating failures
- C Bridging of production conversion
- D Substitution of absent employees
- E Employment shortage concerning specialists/skilled workers
- F Reduction in working hours due to collective agreement
- G Employees' wishes
- H Other, namely:

66a. How many extra hours in first half of 1996 in total?

approx. % I can't say

66b. Please state the amount of paid extra hours?

approx. % I can't say

67. Does your establishment or organization have large fluctuations of production/business during the course of the year?

- Yes
- NO → go to Question 70!

68. Are these predictable fluctuations, e.g. seasonal, or are these mainly (un)predictable fluctuations?

- Mainly predictable
- Mainly unpredictable
- Both in approximately equal measure

69. What are the most important instruments to overcome such fluctuations?

Interviewer: Present list 10! More than one answer is possible.)

- A Building up stocks/stock disposal
- B Shortening/extension of terms of delivery
- C Expansion/reduction in subcontracts
- D Expansion/reduction in overtime/extra shifts
- E Claiming of holidays after overtime
- F Flexible working hour systems
- G Arranging short-time work
- H In-firm transfers
- I Additional workers with fixed-term contracts/help
- K Temporary employees (hiring out)
- L Engagement/dismissal of staff
- M Other, namely:

BIOGRAPHY OF THE ENTERPRISE

**70. Please choose one of the following categories:
The establishment is located in...**

- Old federal German states or West Berlin
- New federal German states or East Berlin → go to Question 73!

Questions 71 to 72 only for <u>old</u> federal German states and West Berlin

71. Was this establishment/office founded in 1960 or before or later? Please state the year if later

- Before 1960 → go to Question 78!
- 1960 and later (please specify date)

72. Is the establishment to be considered a real start-up business or was it spun off an existing company? Or did the establishment change its proprietor?

- Start-up → go to Question 78!
- Spin-off → go to Question 78!
- Change of proprietor → go to Question 78!

Questions 73-77 only for new federal German states and East Berlin

73. Did this establishment/office exist before January 1, 1990?

Interviewer: Present list 11!

- Yes, former VEB (nationally owned enterprise)/ public facility in the GDR
- Yes, as cooperative society in the GDR
- Yes, as private establishment in the GDR
- No, part of a former GDR-enterprise
- No, start-up

74. Since when does this establishment/office exist in its current legal form?

Since

75. Is this establishment being administered by the trustee agency?

- Yes
- No → go to Question 77!

76. How was your company privatized?

Interviewer: Present list 12!

- Reprivatized (former proprietor)
- MBO/MBI
- Privatized (new proprietor)
- Municipalized
- Other, namely:

77. Is your business mainly or exclusively...

- Eastern German property
- Western German property
- Foreign property
- Public property
- There is no principal shareholder
- Unknown

GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

78. 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

79. What is the legal form of your establishment?

Interviewer: Present list 13!

- 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)

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

- Yes
- No

81. 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!

a. Is this still up-to-date?

- Yes → go to Question 82!
- No

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

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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