

## **Employment Trends**

Employer Survey 1997  
on behalf of the Federal Employment Agency  
(Bundesanstalt 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 (last line in 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 1996). The number of employees liable to social security in 1996 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 1996). 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. <sup>1</sup>*

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<sup>1</sup>A "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 590,- (1996) and DM 610,-(1997) for the old German federal states or rather DM 500,-(1996) and DM 520,-(1997) for the new German federal states.

<b>EMPLOYMENT DEVELOPMENT</b>
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*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 1996 and how have these figures developed by 30 June 1997?**

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

	control field acc. (address record)	Total 30/06/96	Total 30/06/97
● <b>Employees liable to social security</b> (see explanation on page 2)			
Workers and employees		.....	.....
Trainees/ apprentices		.....	.....
Subtotal: Employees liable to social security	A: .....	.....	.....
● <b>Employees not liable to social security...</b>			
Civil servants incl. candidates for civil service		.....	.....
Working Proprietors and unpaid family workers		.....	.....
Others (E.g. marginal part time workers)		.....	.....
<b>Total number of employees</b>	B: .....	.....	.....

**2. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 1996 to 30 June 1997, 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?**

..... 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 1998, or do you think it will increase or decrease?**

*In case of estimated increase/ decrease: What is the approximate expected total number of employees?*

Until June 1998 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. How would growing tourism in your region affect your establishment/ organization?**

**Would employment increase or decrease?  
Or would there be no effect whatsoever?**

- Employment would increase
- Employment would decrease
- No effect whatsoever
- Don't know

**BUSINESS POLICY AND PERFORMANCE**

**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 2 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, like

.....

- No problems with human resources management**

**9. Please give your assessment of the profit situation of your business in the current fiscal year (1997)? Is it...**

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

**10. Did your enterprise gain profit in the last financial year (normally 1996)?**

- 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 1996)?**

*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. How has the business volume developed 1996 as compared to 1995?**

- It is expected to remain constant
- It is expected to increase  } to approximately ..... %
- It is expected to decreased

**14. How do you expect the business volume to develop in the current year, 1997, as compared to 1996?**

- It is expected to remain constant
- It is expected to increase  } to an approx. total number of employees of ..... %
- It is expected to decrease
- Don't know at present

**15. Which developments do you expect for the forthcoming year, correspondingly 1998 as compared to 1997?**

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

- remain constant
- increase  } to an approx. total number of employees of ..... %
- decrease
- Don't know at present

**16. Please classify according to Question 11**

- "Sales" ticked
- Another box ticked → go to Question 22!

**17. Let us look at the last financial year (1996).**

**What share of sales was attributed to intermediate inputs and external costs in 1996?**

For that all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs are meant (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 1996..... approx. .... %  
I do not know

**18. What percentage of the turnover for 1996 of this establishment was made in...**

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

- foreign countries (export quota)..... approx. ....%
  - the new German federal countries, including East-Berlin..... approx. ....%
  - the old German federal countries, including West-Berlin..... approx. ....%
- Sum = whole turnover..... 100%

**19. Please estimate: Which share of the whole turnover do you gain in your region (approximately 30 km within the environment)?**

approx. .... %  
statement not possible .....

**20. Let us assume that there was an extensive demand:**

**In 1996 would your company have managed to achieve a turnover increase with the resources then available (personnel, plant equipment, buildings)?  
Or would you have required additional staff and equipment in order to do so?**

- Increase in turnover would have been possible with existing resources
- Would have required additional staff → go to Question 22!
- Would have required additional equipment → go to Question 22!

**21. By what percentage could you have increased turnover in 1996 with the given human and other resources?**

approx. ....% higher turnover

**GOVERNMENT ASSISTANCE**

**22. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 1996?**

*Interviewer: Present list 3 and tick as applicable!*

- A Subsidies for people employed under job-creation measures
- B Wage subsidies acc. to § 242s and 249h of the Employment Promotion Act AFG
- C Wage subsidies for older employees
- D Subsidies for on-the-job training
- E Reintegration subsidy
- F Vocational rehabilitation schemes
- G Subsidies from special programs (e.g. for long-term unemployed)
- H Other wage subsidies (e.g. on the Laender level), which are,  
.....
- None**.....  → go to Question 24!

**23. How many employees were subsidised by these salary allowances in 1996 overall?.....** Employees

**24. Which of the following investment and materials subsidies were granted to your establishment/office in 1996?**

*Interviewer: Present list 4 and tick as applicable!*

- A Funds of the joint programme to develop the "regional economic structure"
- B Investment bonus
- C Other state funding (by the Federal Government, German federal states, KfW, ERP, EU)
- D Communal funding (investment and settlement allowances)
- E Funding from chambers and/or trade organizations
- F Other subsidies, like .....
- None** .....  → go to Question 26!

**25. Please indicate the total amount of investment and materials subsidies for 1996.....** approx. .... DM

**OPERATIONAL INVESTMENT**

**26. Has your establishment invested in one or several of the following areas in the last financial year 1996?**

*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 28!

**27a. What was the approximate sum total of all investments in 1996?**

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

Sum of all investments in 1996 ..... DM

**27b. What share of total investments made was attributed to the expansion of your establishment?..... approx. .... %**

**28. How do you expect the investment volume to develop in 1997 and 1998 in comparison to the respective previous year?**

Will the investment volume...	1997	1998
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"/>

**29. Can you estimate the total amount of investments for 1997?**

Sum of all investments in 1997 ..... approx. .... DM

No investments planned .....

No information available .....

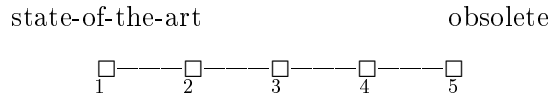
**30. How do you assess to overall technical state of the plant and machinery, furniture and office equipment of this establishment compared to other establishments in the same industry? Please give your assessment using the scale below.**

*Interviewer: Present list 5!*

"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.



**IN-COMPANY TRAINING**

**31. Did your establishment/ office support training courses in the first half of 1997?**

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 36!

**32. For which of the following internal or external training courses did your establishment release staff and cover the expenses in full or in part?**

*Interviewer: Present list 6 and keep till Question 33!*

- A External training courses, seminars or workshops
- B Internal training courses, seminars or workshops
- C Further training on the job (instruction, initial skill adaptation training)
- D Participation in lectures, symposia, fairs, etc
- E Job rotation
- F Self-directed study (e.g. by means of computer-aided self-learning programmes or reference books)
- G Quality circles, workshop circles, "LearnShop", continuous improvement teams
- H Other further training measures

**33. Will the different ways of in-house training gain or lose significance in your establishment in the future? Or will there be no significant changes?**

*Interviewer: Read out the different options of in-house training separately and tick where applicable in every line!*

	rather gain	remain constant	rather lose
A External training courses, seminars or workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Internal training courses, seminars or workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Further training on the job (instruction, initial skill adaption training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Participation in lectures, symposia, fairs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Job rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Self-directed study (e.g. by means of computer-aided self-learning programmes or reference books)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Quality circles, workshop circles, "LearnShop", continuous improvement teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**34. With respect to further training courses in the first half of 1997, are you able to provide information about the number of individuals participating in the courses or rather about the number of cases of participation?**

- Information on **individuals** is given if an employee who participated in several training courses is **counted only once**
- Information on **cases of participation** is given if an employee who participated in several training courses is **counted several times**

*Interviewer: Please tick one box only and ensure that Question 35 is answered accordingly.*

- Individuals
- Cases of participation

**35. How many persons (individuals) or cases of participation were there for further training courses (according to Question 32) in the first half of 1997?**

**a. Please indicate the total number of participants and how they are broken down into the different employment groups.**

*Interviewer: Present list 7!*

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants <sup>1)</sup>	qualified employees civil servants <sup>2)</sup>
Individuals (persons) or cases of participation .....	.....	.....	.....	.....	.....

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.

**b. How many of the participants or cases of participants were female? Total number of women.....**

*establishments/offices supporting training courses  
according to Question 31 → please go to Question 37!*

**36. If there were no further training courses in the first half of 1997: Why were there were no further training courses in your establishment in the first half of 1997? Which of the following reasons apply to your establishment/office?**

*Interviewer: Take out list 8 and tick as applicable!*

- A We do not run further training courses
- B We run further training courses but none were planned for the first half of 1997
- C Skill level of employees sufficient
- D Impossible due to timing problems
- E No funds
- F Skill shortages covered by hiring new employees
- G Employees have no interest in further training
- H Other reasons (please specify).....

**RECRUITMENT OF QUALIFIED PERSONNEL**

**37. What level of significance do you attribute to the following options to cover your need for qualified personnel in the coming years?**

*Interviewer: Present list 9!*

Please mark the options which are most important to your establishment with "1", the second most important "2" and the third most important "3". Non-applicable options are attributed "0".

	Number
In-house vocational training for qualified personnel	<input type="checkbox"/>
Further employee training	<input type="checkbox"/>
Hiring of qualified personnel	<input type="checkbox"/>

## VOCATIONAL TRAINING AND TRAINEESHIP

**38. Is this establishment/ office qualified to provide professional training in compliance with the statutory provisions in force?**

*Interviewer: If necessary, please point out that statutory provisions also include competent instructors and a suitable training environment!*

- Yes, the establishment complies with these provisions
- Yes, in association with other units/ offices or industry-wide institutions
- I don't know
- No → go to Question 45!

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

*Interviewer: Read guideline and tick where applicable!*

- Yes, according to the Vocational Training Act (BBIG)/ Handicrafts Regulation Act (HWO) → go to Question 41!
- Yes, according to other regulations (e.g. for apprenticed professions in the health service or professions in social care and social education) → go to Question 41!
- Yes, according to regulations for traineeship of candidates for civil service → go to Question 41!
- No, not offering traineeships at the moment

**40. Why is vocational training currently not offered in the establishment/ office?  
Which of the following reasons apply?**

*Interviewer: Present list 10 and tick where applicable!*

Because....

- there are no suitable applicants
- the cost of vocational training exceeds the establishment's budget
- the establishment is not in a position to further employ trainees upon completion of training
- vocational training results in too many problems in general
- of other reasons

→ Establishments which currently do not offer vocational training go to Question 44!

**41a. Has this establishment/office concluded any traineeship contracts for the currently expiring Vocational training year 1996/97?**

*Interviewer: The Vocational training year 1996/97 is normally considered to begin on 1 August 1996 and end on 31 July 1997!*

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 42!
- No**, traineeship contracts were concluded for the Vocational training year 1996/1997 → go to Question 42!

**41b. How many contracts were newly concluded with trainees?**

**41c. And how many of them have been canceled in the meantime?**

*Interviewer: Read out guideline and enter the figures given. For groups which do not exist please enter "0".*

	b. newly concluded for the Vocational training year 1996/97	c. already disbanded again
<b>traineeship contracts...</b>		
according to the Vocational Training Law (BBiG) or the Handicrafts Regulation Act (HWO)	.....	.....
according to other Vocational training stipulations, e.g. for training occupations in health and social care or social education	.....	.....
and the professional training of candidates for civil service	.....	.....

**42a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their Vocational training in 1997?**  
Please also include trainees who are still expected to complete their training successfully in 1997!

- Yes
- No → go to Question 43!

**42b. How many altogether?**

Total amount of trainees who had successfully completed their training: .....

**42c. How many qualified trainees are being offered a permanent by your establishment or another unit of your enterprise?**

*Interviewer: Please enter "0" if not applicable!*

Number of trainees who are being offered a permanent job.....

**43a. Has this establishment/ office concluded any traineeship contracts for the currently commencing Vocational training year 1997/98?**

*Interviewer: The Vocational training year 1997/98 is normally considered to begin on 1 August 1997 and end on 31 July 1998.*

- Yes
- No, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 44!
- No, no new traineeship contracts for 1997/98 → go to Question 43c!

**43b. How many contracts for trainees were signed already for the vocational year 1997/98?**

*Interviewer: Read out guideline and enter appropriate number.  
Please enter "0" if not applicable!*

	newly concluded for the Vocational training year 1996/97
<b>traineeship contracts...</b>	
according to the Vocational Training Law (BBiG) or the Handicrafts Regulation Act (HWO)	.....
according to other Vocational training stipulations, e.g. for training occupations in health and social care or social education	.....
and the professional training of candidates for civil service	.....

**43c. Do you plan to conclude any (further) traineeship contracts for the Vocational training year 1997/98?**

- Yes
- No → go to Question 44!

**43d. How many trainees will you recruit?.....**

**44. 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**

**45.** The following questions are related to your personnel requirements with different levels of qualification so first we would like to ask for some information on personnel structure.

*Interviewer: Present list 11! 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 1997 (acc. to Question 1) is distributed among the following employment groups. How many of them were women?**

	Total No. of men + women	No. of women
<i>Please transfer the total number of employees on 30 June 1997 from Question 1</i>	.....	
<b>This includes...</b>		
Unskilled or semi-skilled workers	.....	.....
Skilled workers	.....	.....
Employees/ civil servants for menial jobs <sup>1)</sup>	.....	.....
Employees/ civil servants for qualified jobs <sup>2)</sup>	.....	.....
Working proprietors, directors, managers	.....	.....
Trainees/ apprentices	.....	.....
Candidates for civil service	.....	.....
<b>Total =</b>		
<b>Total number of employees (Please check this figure)</b>	.....	.....

Footnotes: 1) menial jobs require no specific vocational education 2) qualified jobs require a vocational qualification or comparable training on the job or relevant professional experience. Also leading employees can be counted to the group of employees with qualified jobs

**46. Does the total number of employees mentioned on 30 June 1997 in Question 45 also include...**

No. of Total women

**a. part-time workers?** Yes  → .....  
 If so, how many? No

**b. fixed-term employees?** Yes  → .....  
 (This does not include trainees!) If so, how many? No

**47 a. In addition to the total number of employees indicated in Question 45, did you also employ staff from the following employment groups on 30 June 1997?**

**47b. If so, how many approximately?**

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

**CURRENT PERSONNEL RECRUITMENT**

**48. Are you currently looking for staff (not including trainees) for immediate i.e. for the next possible date - employment?**

- Yes
- No → go to Question 50!

**49. How many vacancies have you planned to be filled immediately?**

*Interviewer: Present list 12 and keep until Question 53! Please enter "0" if an employment group does not exist.*

**a. Please indicate the total number and break it down into the employment groups listed!**

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

	Total	unskilled or semi-skilled workers	skilled workers	Employees/ civil servants for menial jobs <sup>1)</sup>	Employees/ civil servants for qualified jobs <sup>2)</sup>
a) vacancies available	.....	.....	.....	.....	.....
b) No. of registrated with employment agency	.....	.....	.....	.....	.....

Footnotes: 1) menial jobs require no specific vocational education 2) qualified jobs require a vocational qualification or comparable training on the job or relevant professional experience. Also leading employees can be counted to the group of employees with qualified jobs

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

- Yes
- No → go to Question 52!

**51. How many employees are you looking for with a view to hiring them at a later date? Please indicate the total number and break it down into the occupational categories listed.**

*Interviewer: Present list 12!*

	Total	Unskilled or semi-skilled workers	Skilled workers	Employees/ civil servants for menial jobs <sup>1)</sup>	Employees/civil servants for qualified jobs <sup>2)</sup>
vacancies available	.....	.....	.....	.....	.....

Footnotes: 1) menial jobs require no specific vocational education 2) qualified jobs require a vocational qualification or comparable training on the job or relevant professional experience. Also leading employees can be counted to the group of employees with qualified jobs

**PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1997**

**52a. Did you recruit staff in the first half of 1997?**

- Yes → go to Question 53!
- No

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

**52b. If "No", were you willing to recruit staff or were no new staff required?**

- I was willing to recruit staff → go to Question 55!
- No new staff required → go to Question 55!

**53. How many people did you hire in the first half of 1997?**

*Interviewer: Present list 12! If "none" enter "0".*

- a. Please indicate the total number of new recruitments plus their distribution between the various groups of employees listed.
- b. And how many of the total number of the staff recruited in the first half of 1997 were women?
- c. How many of the total number of the staff recruited in the first half of 1997 were placed by the employment agency?

	Total	unskilled or semi-skilled workers	skilled workers	Employees/ civil servants for menial jobs	Employees/ civil servants for qualified jobs
a) hired staff	.....	.....	.....	.....	.....
b) No. of women	.....	.....	.....	.....	.....
c) placed by the employment agency	.....	.....	.....	.....	.....

**54a. How much temporary staff did you recruit in the first half of 1997?**

Total .....

**54b. And how many of them were women?**

No. of women .....

**PERSONNEL OUTFLOW IN THE FIRST HALF OF 1997**

**55. Did you register any staff leaving your establishment/office in the first half of 1997?**

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 57!

**56a. Please indicate the total number of employees who have left your establishment! How many of them were female?**

**56b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 13!*

	Total	No. of women
a. Total number of employees who left	.....	.....
b. Reason for leaving:		
Resignation on the part of the employee	.....	
Dismissal on the part of the enterprise/office	.....	
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 after (also before) reaching the stipulated pension age, occupational invalidity/ disability or death	.....	
Other reasons, like.....	.....	

**SALARIES AND WAGES**

**57. 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 59!

58. 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 59!

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

59. Please indicate the total amount of gross pay effected by your establishment in the month of June 1997 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1997: ..... DM

**OPERATIONAL WORKING HOURS**

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

Working hours per week:.....

61. Please categorize your employees according to their agreed weekly working time.

Please state proportion!

*Interviewer: Present list 14! 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 %

62. Did employees work overtime in the first half of 1997?

- Yes
- No → go to Question 65!

63. What percentage of your employees worked overtime in the first half of 1997?

approx. .... %      I can't say

64a. How many extra hours in first half of 1997 in total?

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

Total of extra hours approx. .... hours      I can't say

64b. Please state the amount of paid extra hours?

Total of extra hours approx. .... hours      I can't say

**65a. Was Saturday a working day in your enterprise in first half of 1997?**

- Yes
- No → go to Question 66!

**65b. If so, was that every Saturday, regularly, or occasionally on Saturdays? What percentage of personnel was involved?**

	applies	Share of Employees
Normally every Saturday	<input type="checkbox"/>	→ for approx. .... %
Regularly, but not every Saturday	<input type="checkbox"/>	→ for approx. .... %
Sometimes	<input type="checkbox"/>	

**66a. Was Sunday a working day in your enterprise in first half of 1997?**

- Yes
- No → go to Question 67!

**66b. If so, was that every Sunday, regularly, or occasionally on Sundays? What percentage of personnel was involved?**

	applies	Share of Employees
Normally every Sunday	<input type="checkbox"/>	→ for approx. .... %
Regularly, but not every Sunday	<input type="checkbox"/>	→ for approx. .... %
Sometimes	<input type="checkbox"/>	

**67a. Do you use shift work at your company?**

- Yes
- No → go to Question 68!

**67b. If so, what form of shift work system does your company use? What percentage of personnel is involved?**

	applies	percentage of personnel involved
2-Shift-system	<input type="checkbox"/>	→ for approx. .... %
3-Shift-system	<input type="checkbox"/>	→ for approx. .... %
4-Shift-system	<input type="checkbox"/>	→ for approx. .... %
Other Shift-systems	<input type="checkbox"/>	→ for approx. .... %

**67c. Do these shiftwork systems also include nightshifts or weekends?**

- Yes
- No → go to Question 67d!

*Interviewer: Present list 15!*

**If so, which of these forms occur? Please estimate the share of all shift workers for each item.**

	applies	percentage of shift workers involved
Shift work with... work at the weekend <u>and</u> at night <u>without</u> interruption (constant)	<input type="checkbox"/>	→ for approx. .... %
work at the weekend <u>and</u> at night <u>with</u> interruption (partly constant)	<input type="checkbox"/>	→ for approx. .... %
work at the weekend, but not at night	<input type="checkbox"/>	→ for approx. .... %
work at night, but not at the weekend	<input type="checkbox"/>	→ for approx. .... %

**67d. What proportion of the shift-workers is female?** approx. .... %

68. *Interviewer: Please tick according to address record.*

- The establishment/office took part in the employer survey on "Employment Trends" in one of the previous years (1995 or 1996) → go to Question 77!
- 1997 is the first time the establishment/office took part in the employer survey "Employment Trends"

<b>GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE</b>
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69. **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

70. **What is the legal form of your establishment?**

*Interviewer: Present list 16!*

- 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)

71. **Does your establishment have a works or staff council elected in accordance with the Works Council or Constitution Act or the Staff Representation Act?**

- Yes
- No

72. **After 01. January 1990 was your establishment/office ...**

- Newly founded
- Outsourced from an existing establishment
- Taken over by a new owner
- None of the above → go to Question 76

73. **When did this occur?**

in ..... 19 .....  
month                      year

**74. Was this establishment founded by one or more private persons?  
Or by another establishment or rather another department (i.e. a legal person)?**

- by one private person
- by several private persons
- by another establishment/department → go to Question 76

**75. For the following question, we would like you to give several information on the founder. If several private persons were involved in the founding, please give only details about the founder, who is actually active in the enterprise.**

- a. Birth year of the founder 19.....
- b. Gender of the founder male  female
- c. Does the founder possess the german nationality? Yes  No
- d. What is the general education school-leaving qualification of the company founder?

*Interviewer: Present list 17!*

- Lower secondary school leaving certificate/ completion of a polytechnical college
- Intermediate secondary school leaving certificate
- Upper secondary school leaving certificate/ completion of higher education at a specialised college
- School completed without school leaving certificate

- e. What professional education does the company founder have?

*Interviewer: Present list 18 and tick where applicable!*

- Skilled worker or comparable commercial or other qualification
- Partly skilled worker
- Master craftsman, technician, specialised college of higher education or comparable qualification
- University of applied sciences/ university or comparable degree
- Other vocational training completed
- No vocational training completed

- f. How many years had the founder been working in this field as he founded the company?

- He had no working experience in this field
- Less than one year
- More than one year

- g. How much was the starting capital which was available for the founding?  
i.e. Both equity capital and outside capital.

- Less than 5.000 DM
- 5.000 DM to 50.000 DM
- More than 50.000 DM

**76. 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 77!
- 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.**

*Interviewer: Present questionnaire page 23 and fill in the appropriate industry classification*

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)  
.....

**ANNOTATIONS TO THE QUESTIONNAIRE**

**77. Notes/ explanations/ suggestions regarding specific questions or the questionnaire as a whole:**

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**Thank you very much for your assistance**

**INTERVIEWER ´S ENTRIES**

**78. Important information for the interviewer:**

*Interviewer: Please remember to note the name, function and telephone number of the person interviewed in the address record for further inquiries if the person interviewed is new to the enterprise or if the function or phone number of the person interviewed has changed.*

**79. What form of Interview did you conduct?**

- The entire interview was conducted orally
- Most parts were conducted orally but some questions were left for the interviewee to answer in writing
- Some parts were conducted orally but most of the questions were left for the interviewee to answer in writing
- The entire questionnaire was left for the interviewee to answer in writing

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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