



Infratest Burke Sozialforschung

The IAB Establishment Panel

Employment Trends

Employer Survey 1999
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:

TNS Infratest/Sozialforschung
Landsberger Strasse 338, D-80687 Munich

Free hotline: +49 - 800 - 100 77 55
e-mail: iab-betriebspanel@tns-infratest.com

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

Viktoria Nußbeck +49 - 911 - 179 - 30 95
Lutz Bellmann +49 - 911 - 179 - 30 46

Alternative contact for establishments/ organizations
in the new federal German states (East Germany):

**SÖSTRA - Institut für Sozialökonomische
Strukturanalysen GmbH**
Torstrasse 178, D - 10115 Berlin

Juergen Wahse +49 - 030 - 2 80 71 74
Vera Dahms +49 - 030 - 2 80 71 73

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 1998). The number of employees liable to social security in 1998 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 1998). 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.*

Who is considered a "MARGINAL" PART-TIME WORKER?

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*
- *or has an agreed working week of less than 15 hours and a monthly remuneration of max. DM 630.*

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 1998 and how have these figures developed by 30 June 1999?

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

	control field acc. (address record)	Total 30/06/98	Total 30/06/99
● 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, 630 DM job holders	
● 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 1998 to 30 June 1999, or separated and continued as independent businesses?

Interviewer: Several answers possible!

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these

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

- Yes
- No

4. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 2000, 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

5a. Let us think ahead:
Can you estimate the total number of employees in five years' time, as of today?

- Yes
 No → go to Question 6!

5b. Will the number of employees increase, decrease or be approx. constant until 2004?

If you expect a deviation from today's figures, please estimate the total number of employees:

We expect that the level of employment...

- will be approx. constant
will increase } to an approx. total number of employees of
will decrease

BUSINESS POLICY AND PERFORMANCE
--

6. 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
- No problems with human resources management

7a. Have there been any terminations of marginal part-time employment contracts in your establishment or organization owing to the new legislation on 630 DM jobs that came into effect on 1 April 1999?

- Yes
- No → go to Question 8!

7b. How did your establishment or organization react to the termination of these marginal part-time employment contracts?

Interviewer: Submit list 3 and tick where applicable!

- A Additional overtime
- B Other 630 DM workers
- C New part-time employees
- D New full-time employees
- E Other measures (please specify)
- F
Outflow of employees not counterbalanced

8. Does your establishment have a certified management system, for example, in accordance with **ISO 9000, SCC or similar?**

- Yes
- No

9. Please give your assessment of the profit situation of your business in the last fiscal year.

Profitability was ...

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

10. 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)

11. What was your turnover in the last fiscal year (normally the year 1998)?

*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

12. How do you expect the business volume to develop in the current year, 1999, as compared to 1998?

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

13. Please classify according to Question 10:

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

14. What share of sales was attributed to intermediate inputs and external costs in 1998, 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 1999.....approx. %
Don't know.....

15. Where did you purchase raw materials, commodities and supplies in 1998? For each region on the list, please tell me whether you have purchased most of, some of or none of your materials from there.

Interviewer: Take out list 2 again. Tick one answer in each line. The answer "most" should not be ticked for more than one region!

	most of	some	none of
Raw materials purchased in <u>western</u> Germany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw material purchased in <u>eastern</u> Germany incl. Berlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw material purchased in <u>EMU countries</u> (excl. Germany): Austria, Belgium, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal and Spain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw material purchased in other foreign countries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Please indicate the share of sales achieved in 1998 attributable to the regions listed below.

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

- Old West German states..... approx. %
- New German states (East Germany) incl. Berlin..... approx. %
- European Monetary Union states (excl. Germany):
Austria, Belgium, Finland, France, Greece, Ireland, Italy,
Luxembourg, the Netherlands, Portugal and Spain..... approx. %
- Other foreign countries..... approx. %
- Total sales..... 100 %

**17. Let us assume that there was an extensive demand in 1998:
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 19!
- Would have required additional equipment → go to Question 19!

**18. By what percentage could you have increased turnover in 1998 with the
given human and other resources?**

approx.% higher turnover

**19. Does your establishment/ office provide any products and/or services re-
lated to environmental protection?**

- Yes
- No → go to Question 22!

**20a. Which sectors of environmental protection are covered by the products/
services you provide?**

**20b. If several sectors are indicated:
Which sector contributed most to your total sales in 1998?**

*Interviewer: Present list 5!
a) tick where applicable!
b) only one response permitted!*

	a. sectors covered		b. most imp. sector
Water protection, waste water treatment	<input type="checkbox"/>		<input type="checkbox"/>
Waste management, recycling	<input type="checkbox"/>		<input type="checkbox"/>
Air conservation, climate protection	<input type="checkbox"/>		<input type="checkbox"/>
Noise abatement	<input type="checkbox"/>		<input type="checkbox"/>
Cleanup operation, soil conservation	<input type="checkbox"/>		<input type="checkbox"/>
Measurement and control engineering	<input type="checkbox"/>		<input type="checkbox"/>
Analytics, consultancy, project planning	<input type="checkbox"/>		<input type="checkbox"/>
Environmental research, development and monitoring	<input type="checkbox"/>		<input type="checkbox"/>
Other:	<input type="checkbox"/>		<input type="checkbox"/>

21. What share of your total sales in 1998 (acc. to Question 11) was attributed to the production of environmentally protective goods and services, respectively?

Share of total sales in 1998 attributable to ...

- Environmentally protective goods approx. %
- Environmentally protective services approx. %

OPERATIONAL INVESTMENT

22. Has your establishment invested in one or several of the following areas in the last financial year, 1998?

Interviewer: Read out and tick all applicable investment areas!

- Real estate and buildings
- Communication Technology, data processing
- Production facilities, furniture and office equipment
- Means of transport, transportation systems
- No investments made → go to Question 24!

23a. What was the approximate sum total of all investments in 1998?

If exact values are not available an estimate will suffice.

Sum of all investments in 1998 approx. DM

23b. What share of total investments made was attributed to the expansion of your establishment?..... approx. %

24. How do you expect the investment volume to develop in 1999 and 2000 in comparison to the respective previous year?

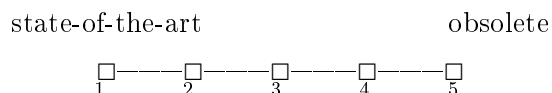
The investment volume is likely to ...	1999	2000
Remain more or less constant	<input type="checkbox"/>	<input type="checkbox"/>
Increase	<input type="checkbox"/>	<input type="checkbox"/>
Decrease	<input type="checkbox"/>	<input type="checkbox"/>
Don't know yet	<input type="checkbox"/>	<input type="checkbox"/>

25. Can you estimate the total amount of investments for 1999?

Sum of all investments in 1999 approx. DM
 No investments planned
 No information available

26. 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.

"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.



PERSONNEL STRUCTURE

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

*Interviewer: Present list 6! Please enter "0" if an employment group does not exist.
 If applicable, please distribute employees indicated under "others" (e.g. "marginal" part time workers, 630 DM Job holders) 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 1999 (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	No. of women
Please transfer the total number of employees on 30 June 1999 from Question 1	
This includes...		
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for menial jobs ¹⁾
Employees/ civil servants for qualified jobs ²⁾ , Working proprietors, directors, managers
Trainees/ apprentices
Candidates for civil service
Total =		
Total number of employees (Please check this figure)

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.

28. Does the total number of employees mentioned in Question 27 also include...

28a. Part-time workers?

If so, please indicate the total number of part-time workers and the number of women among them.

		Total	No. of women
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>		

28b. Fixed-term employment?

This does not include trainees!

If so, please indicate the total number of fixed-term employment and the number of women among them.

		Total	No. of
Yes	<input type="checkbox"/>	women
No	<input type="checkbox"/>	

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1999

29a. Did you recruit staff in the first half of 1999? Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 30!
- No

29b. If "No", were you willing to recruit staff or were no new staff required?

- I was willing to recruit staff → go to Question 32!
- No new staff required → go to Question 32!

30. Please indicate the total number of new recruitments in the first half of 1999 and the number of women among them.

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

31. Did you recruit temporary staff in the first half of 1999?
Please indicate the number of women among them.

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

PERSONNEL OUTFLOW IN THE FIRST HALF OF 1999

32. Did you register any staff leaving your establishment/office in the first half of 1999?

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 34!

33a. Please indicate the total number of employees who have left your establishment! How many of them were female?

33b. Please distribute the total number of employees who left among the following reasons for leaving.

Interviewer: Present list 7!

	Total	No. of women
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 or death (<u>occupational invalidity/ disability?</u>)	
H Other	

PARTIAL RETIREMENT AND EARLY RETIREMENT
--

34. Is there an agreement on partial retirement in your establishment or organization?

- Yes
 No → go to Question 37!

35. What form does partial retirement take in your establishment or organization - block model or part-time model?

Interviewer: Tick where applicable!

- Block model
 Part-time model

36a. How many employees in your establishment or organization applied for partial retirement in the past year, 1998?

36b. How many of these applied for the block model and how many applied for the part-time model?

- | | | |
|---------------------------------------|------------------|-----------|
| a) Application for partial retirement | a total of | employees |
| b) Application for block model | a total of | employees |
| Application for part-time model | a total of | employees |

37. Apart from partial retirement and disability pension:

a. Do employees in your establishment or organization have other options for taking early retirement - that is, the option of leaving the establishment for an employee who is financially secure before reaching retirement age?

- Yes
- No → go to Question 38!

b. From what age limit can employees take early retirement?

From the age of

c. How many employees took early retirement in 1998?

Number of employees

OPERATIONAL WORKING HOURS

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

Working hours per week:.....

39. 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!
Please enter "0" if an employment group does not exist!*

- 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 %

40. Does your establishment/office offer working time accounts such as flexitime or annual working time agreements? Or are these planned?

Working time accounts are...

- Already in operation
- Planned → go to Question 45!
- Neither in operation nor planned → go to Question 45!

41. How many employees are allowed to use these working time accounts?..... approx. %

42. Deviations from the agreed planned working hours are normally recorded in working time accounts as time credit or time debit. What other time elements can be booked on the working time accounts in your establishment or organization?

Interviewer: Present list 9 and tick where applicable!

- Compensatory time and credit hours for weekend work/night-shift
- Compensatory time for extra hours worked
- Portions of holiday entitlement
- Other (please specify)
.....

43. Inside what period of time employees must compensate deviations from standard working hours?

Interviewer: Take out list 10 and tick where applicable!

- A Within a month
- B Within a quarter
- C Within six months
- D Within a year
- E Compensation period > 1 year
- F No fixed compensation period

44. What are the upper limits in hours for time credit or time debit?

	maximum time credit or debit		no time credit or debit limit
Time credit	hours	<input type="checkbox"/>
Time debit	hours	<input type="checkbox"/>

45. Did employees work overtime in 1998?

- Yes
- No → go to Question 49!

46. Is overtime normally paid or compensated with time off in lieu, or do both options exist?

- Normally paid
- Both - paid or time off in lieu
- Only time off in lieu → go to Question 49!
- Neither nor → go to Question 49!

47. What percentage of your employees worked paid extra hours in 1998?

approx. % I can't say

48. What percentage of hours were (paid) overtime in comparison to total planned hours in 1998? Or - if you do not know the numbers - what was the proportion of paid extra hours to planned working time?

Number of hours of paid overtime hours

Or (if the number is not known):

Proportion of hours of paid overtime as compared to the total planned hours approx.....%

49. Considering the central field of your business activity: What is the average of the weekly operating time?

Operating time is normally the period where machines and equipment are operated, hours of availability to business partners, or opening hours of your establishment including preparation and the wrap-up time. A longer operating time exceeding the regular working time of employees can be achieved through shift work, flexible working hours, overlapping schedules and other measures.

Average weekly business hours

SALARIES AND WAGES

50. Is this establishment bound by ...

- an industry-wide wage agreement → go to Question 52!
- a company agreement concluded by the establishment and the trade unions → go to Question 52!
- Not bound by a collective agreement

51. If this establishment is not bound by a collective agreement: Are you acting upon an industry-wide wage agreement?

- Yes
- NO → go to Question 53!

52. 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 53!

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

53. Please indicate the total amount of gross pay effected by your establishment in the month of June 1999 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1999: DM

IN-COMPANY TRAINING

54. Did your establishment/ office support training courses in the first half of 1999?

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 61!

55. 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 11!

- 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

56. Let us now focus on the types of further training that are most important: Do these normally take place on the job? Or are they always or partly off the job?

- Normally on the job
- Partly on the job, partly off the job
- Always off the job
- Difficult to say in general, varies from case to case

57. Do your employees normally contribute to the cost of further training courses in full or in part, e.g. the course fees or travel expenses?

- Yes, in full
- Yes, in part
- No, they don't contribute to the costs
- Difficult to say in general, varies from case to case

58. Are there any repayment agreements in the event that an employee who participated in a training course hands in his/ her notice after completing training financed by your establishment?

- Yes
- No

59. With respect to further training courses in the first half of 1999, 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 66 is answered accordingly.

The following information about employees participating in further training always refers to:

- Individuals
- Cases of participation

60. How many persons (individuals) or cases of participation were there for further training courses according to Question 55 in the first half of 1999?

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

b. How many of them were female?

Interviewer: Present list 12!

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Number of individuals or cases of participation
b) Women

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.

Establishments or organizations that carry out further training in accordance with Question 54, please go to Question 62!

61. If there were no further training courses in the first half of 1999: Why were there were no further training courses in your establishment in the first half of 1999? Which of the following reasons apply to your establishment/office?

Interviewer: Take out list 13 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 1999
- 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).....

VOCATIONAL TRAINING AND TRAINEESHIP

62. Is this establishment/ office qualified to provide professional training in compliance with the statutory provisions in force, including the provision of competent instructors and an adequate training environment?

- Yes, the establishment complies with these provisions
- Yes, in association with other units/ offices or industry-wide institutions
- No → go to Question 70!

63. Is vocational training carried out in accordance with one of the following regulations?

Interviewer: Submit list 14 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 70!

64a. How many new traineeships had you offered for the vocational training year 1998/1999?

Please also consider all training stipulations on this list.

Interviewer: The vocational training year 1998/1999 is normally considered to begin on 1 August 1998 and end on 31 July 1999. Present list 14! Please enter "0" if not applicable!

Traineeships offered for the vocational training year 1998/1999:

64b. How many trainees were women?

65a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 1999?

Please also include trainees who are still expected to complete their training successfully in 1999!

- Yes
- NO → go to Question 66!

65b. How many altogether?

Number of trainees who continue working at this company:

65c. How many were offered a position within the enterprise?

Interviewer: Please enter "0" if not applicable!

Trainees who had successfully complete their training:

66. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 1999/2000?

Interviewer: The vocational training year 1999/2000 is normally considered to begin on 1 August 1999 and end on 31 July 2000.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 69!
- No**, no new traineeship contracts for 1999/2000→ go to Question 68!

67a. How many contracts for trainees were signed already for the vocational year 1999/2000?

Interviewer: Take out list 14 again and enter the relevant figures. Please enter "0" if a group does not exist.

Contracts for the vocational year 1999/2000...

- According BBIG vocational training law /HWO craft trades law: women
- According to other regulations (e.g., health services, police)
- As civil servant aspirants

67b. How many traineeships were registered with the employment agency?

Number of traineeships notified to federal employment office

68a. Do you plan to conclude any (further) traineeship contracts for the vocational training year 1999/2000?

- Yes**
- No**→ go to Question 69!

68b. How many trainees will you recruit overall?

69. What sort of public support for traineeships does your enterprise receive?

Interviewer: Submit list 15 and tick where applicable!

- A Training subsidies
- B Wage subsidies for firms providing traineeships
- C Equipment allowances
- D Allowances for firms providing traineeships in cooperation with other firms
- E Premium for increasing supply of traineeship positions
- F Other allowances of traineeship
- G **None of that**

GOVERNMENT ASSISTANCE

Apart from the resources for funding training of employees listed in Question 69:

70. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 1998?

Interviewer: Take out list 16 and tick where applicable!

- A Subsidies for employees on job-creation programs
- B Structural adjustment measures
- C restructuring measures SAM OfW (restructuring of east German enterprises)
- D Wage subsidies or subsidies for qualifying job-creation schemes from the Federal programme to reduce youth unemployment (JUMP)
- E Integration subsidies
- F Business start up allowances
- G Job assistance for long-term unemployed
- H Occupational rehabilitation allowances
- I Work instead of social assistance (Federal Social Security Act Prog.)
- J Partial retirement subsidies
- K Other employment subsidies (e.g. granted by the federal states, ESf subsidies)
- L **None** → go to Question 73!

71. How many employees were subsidized by these salary allowances in 1998 overall?..... approx. Employees

72. How many employees did receive support through government-organized job-creation measures or structural adjustment projects in 1998? This refers only to measures A and B in Question 70!..... approx. Employees

73. Which of the following investment and materials subsidies were granted to your establishment/office in 1998?

Interviewer: Take out list 17 and tick where applicable.

- A Funds of the joint programme to develop the "regional economic structure"
- B Subsidies of Federal programmes, also funded by the DtA (Deutsche Ausgleichsbank) or the KfW
- C Funds of state programmes (e.g. support for medium-sized enterprises)
- D Subsidies from EU support programmes/ structural funds
- E Tax relief (e.g. investment subsidies or special depreciations)
- F Other subsidies
- G **None** → go to Question 75!

74. Please indicate the total amount of investment and materials subsidies for 1998...... approx. DM

GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

75. Is your establishment a member of ...

Tick where applicable

- The Chamber of Crafts
- The Chamber of Industry and Commerce
- No membership of the above-mentioned

76. Interviewer: Please tick according to address record.

- Establishment was already interviewed for the survey in 1997 or 1998 → go to Question 88!
- Establishment participating for the first time in 1999

77. The establishment surveyed is ...

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

78. What is the legal form of your establishment?

Interviewer: Present list 18!

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

79. Do you have a works council/staff council

- Yes
- No

80. Please choose one of the following categories:

The establishment is located in...

- Old federal German states or West Berlin → go to Question 82!
- New federal German states or East Berlin

Question 81 only for old federal German states and West Berlin

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

- Before 1960 → go to Question 87!
- 1960 and later (please specify date) → go to Question 87!

Questions 82-86 only for new federal German states and East Berlin

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

- Yes
- No → go to Question 85!

83. If so, in what form?

Interviewer: Read out!

- VEB (nationally owned enterprise)/ public facility in the GDR
- Part of a VEB or a public facility
- Cooperative
- Private establishment

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

- Yes
- No

85. Is your business mainly or exclusively...

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

86. For how long has this establishment/office existed in its current legal form?

Since

All establishments participating for the first time

87. 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 88!
- 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.:

Manufacturing, Industry, Craft

Code No.:

- 010 *Agriculture, hunting and forestry; growing of vegetables, horticultural specialities and nursery products; farming of animals; fishing*
- 020 *Mining and quarrying; electricity, gas and water supply*

Manufacturing

- 030 Manufacture of **chemicals** and refined petroleum products
- 040 Manufacture of **rubber** and **plastic** products
- 050 Manufacture of other **non-metallic mineral** products
- 060 Manufacture of **basic metals** and manufactured metal products

Investment goods

- 071 Manufacture of **structural metal** products
- 072 Manufacture of **rail vehicles**
- 073 **Plumbing**
- 080 Manufacture of **machinery** and **equipment** (not including office machinery)
- 091 Manufacture of **vehicles**
- 092 **Repair of motor vehicles** and motor cycles
- 100 Building and repairing of **ships and boats**; manufacture of **aircraft**
- 110 Manufacture and repair of **electrical, equipment** office machinery and computers
- 120 Manufacture of **precision** and **optical** equipment, watches, clocks, **jewelery, games** and toys

Consumer goods

- 130 Manufacture of **wood** and **wood products**
- 140 Manufacture of **pulp, paper** and paper products, **printing, publishing**
- 150 Manufacture of **textiles** and **textile products**, armchairs, sofas and couches; tanning and dressing of **leather**
- 160 Manufacture of **food** products

Construction

- 170 **Building of complete constructions** or parts (including erection of roofs and frames, roof covering)
- 180 Building **installations** and building completion
- 190 *Trade: wholesale, retail trade, retail sale via mail order houses*
- 200 *Transport and Communication*

Financial intermediation

- 210 **Monetary** and other financial intermediation
- 220 **Insurance and pension funding**

Other services

- 230 **Hotels and restaurants**
- 240 **Residential homes** for children, single parents old people and other social work activities with accommodation
- 250 **Washing** and dry-cleaning of textile and fur products, hairdressing, and other body treatments
- 260 **Educational institutions**, universities, schools
- 270 **Publishing, artistic and literary creation** and interpretation, activities of theatre ensembles, motion picture and video activities, **radio and television** activities
- 280 **Human health and veterinary** activities, medical practice and hospital activities **rehabilitation centres**
- 290 **Legal, accounting**, book-keeping and auditing activities, **advertising**, market research
- 300 **Architectural and engineering** activities and related technical consultancy, **laboratories**
- 310 **Real estate activities**, asset consulting
- 320 **Commercial advertising**, photographic activities
- 330 **Hygienic institutions**, operation of baths, street cleaning, collection and treatment of waste, sewage treatment, funeral and related activities, operation of cemeteries and crematoriums
- 340 **Pawnbroking**, renting of automobiles and other machinery and equipment
- 350 **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

- 360 **Organizations**, activities of trade, political organizations, non-profit organizations
- 370 Activities of **churches** and other religious and ideological organizations
- 380 **Private households**

Local authority, compulsory social security activities

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

Other (Please give details)

.....

