



**Infratest Burke Sozialforschung**

The IAB Establishment Panel

## **Employment Trends**

Employer Survey 2000  
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 1999). The number of employees liable to social security in 1999 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 1999). 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.*

<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 1999 and how have these figures developed by 30 June 2000?**

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

	control field acc. (address record)	Total 30/06/99	Total 30/06/00
<b>● Employees liable to social security</b> (Except so called 630 DM Job holders, 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		.....	.....
<b>● Others</b>			
E.g. marginal part time workers, 630 DM job holders		.....	.....
<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 1999 to 30 June 2000, 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 2001, 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 2001, we expect that the level of employment...*

- |                          |                          |   |  |
|--------------------------|--------------------------|---|--|
| Will be approx. constant | <input type="checkbox"/> |   |  |
| Will increase            | <input type="checkbox"/> | } | to an approx. total number of employees of ..... |
| Will decrease            | <input type="checkbox"/> |   |  |
| Not sure at present      | <input type="checkbox"/> |   |  |

<b>BUSINESS POLICY AND PERFORMANCE</b>
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**5. 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

**6. Do you have experience with older employees (aged 50 plus) in your company?**

- Yes
- No → go to Question 8!

**7. I will read you some different statements about older employees. Please tell me which of these statements apply to your company:**

*Interviewer: Read the statements one at a time! Mark one response in each line!*

	agree	disagree	half and half don't know
A Older employees are generally just as competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Older employees often lack the motivation and flexibility to adapt to new developments and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Only through age-based employment is it possible to draw on the strengths of older employees and avoid problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D It makes sense to have mixed age teams and working groups made up of a combination of older and younger employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Older employees should also be involved in vocational training programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F It makes economic sense to dismiss older employees and replace them by younger ones to counteract the effect of a high proportion of older people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Has/have one or more of the following organizational changes taken place within your establishment/office in the last two years?**

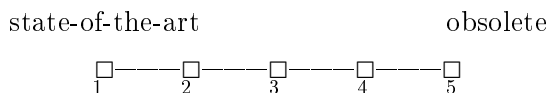
*Interviewer: Take out list 3 and tick where applicable!*

- A More reliance on internal labour
- B Expansion of purchase of products and services from external sources
- C Restructuring of procurement and distribution channels and/or of customer relations
- D Restructuring of departments or areas of activities
- E Downward shifting of responsibilities and decisions
- F Introduction of team work/ working groups with their own responsibilities
- G Introduction of units/departments carrying out their own cost and result calculations
- H Ecological measures in enterprise (e.g. eco, product and materials balances, eco audit)
- I Improvement of quality management
- J Others (please specify) .....
- K None

**9. 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 scale!*

"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.



**10. Please give your assessment of the profit situation of your business in the last fiscal year (1999). Profitability was ...**

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

**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 financial year (normally 1999)?**

*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 do you expect the business volume to develop in the current year, 2000, as compared to 1999?**

- 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

**14. Please classify according to Question 11:**

- "Sales" ticked  
 Another box ticked → go to Question 18!

**15. Let us review the last financial year (1999): Please indicate the share of sales achieved in 1999 attributable to the regions listed below.**

*Interviewer: Present list 4! 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 %

**16. Let us assume that there was an extensive demand in 1999:  
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  
 Would have required additional equipment

**17. What share of sales was attributed to intermediate inputs and external costs in 1999, 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.....

**OPERATIONAL INVESTMENT**

**18. Has your establishment invested in one or several of the following areas in the last financial year, 1999?**

*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 23!

**19. What was the approximate sum total of all investments in 1999?**.....approx. .... DM

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

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

**21. And what share of total investments may be attributed to information and communication technology equipment?**..... approx. .... %

**22. In 1999, where did you order investment goods (=machines, devices, equipment) from?  
Please specify whether region was an important supplier, a supplier or nothing was ordered from that region.**

*Present list 4. Mark one response in each line. The response "important supplier" should not be marked for more than one region.*

	important supplier	supplier	nothing ordered from that region
Raw materials purchased in 1999 ...			
in <u>West Germany</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in <u>East Germany</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
in other foreign countries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>No</u> investment goods acquired in 1999			<input type="checkbox"/>

**23. Have you planned investments for 2000?**

- Yes
- No → go to Question 25!
- Don't know yet → go to Question 25!

**24. How do you expect the investment volume to develop in 2000 compared to 1999? The investment volume is likely to ...**

- Remain more or less constant
- Increase
- Decrease
- Don't know yet

<b>VOCATIONAL TRAINING AND TRAINEESHIP</b>
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**25. 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?**

*Interviewer: In case of query, please explain that legislation requires trainers who are suitable in terms of personality and competence, as well as an appropriate training centre!*

- Yes, the establishment complies with these provisions
- Yes, in association with other units/ offices or industry-wide institutions
- No → go to Question 37!

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

*Interviewer: Submit list 5 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 36!

**27a. How many new traineeships had you offered for the vocational training year 1999/2000?**

**Please also consider all training stipulations on this list.**

*Interviewer: The vocational training year 1999/2000 is normally considered to begin on 1 August 1999 and end on 31 July 2000. Present list 5! Please enter "0" if not applicable!*

Traineeships offered for the vocational training year 1999/2000: .....

**27b. How many traineeships were women?** .....

**28. In the vocational training year 1999/2000, 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 30!

**29. If so, which trainee positions were you unable to fill due to a lack of suitable applicants? Please give precise descriptions of the apprenticed professions.**

.....  
.....  
.....  
.....  
.....

**30a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2000?**

Please also include trainees who are still expected to complete their training successfully in 2000!

- Yes
- No → go to Question 31!

**30b. How many altogether?**

Number of trainees who continue working at this company: .....

**30c. How many were offered a position within the enterprise?**

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

Trainees who successfully completed their training: .....

**31. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2000/2001?**

*Interviewer: The vocational training year 2000/2001 is normally considered to begin on 1 August 2000 and end on 31 July 2001.*

- Yes
- No, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 35!
- No, no new traineeship contracts for 2000/2001 → go to Question 33!

**32. How many contracts for trainees were signed already for the vocational year 2000/2001?**

*Interviewer: Take out list 5 again and enter the relevant figures. Please enter "0" if a group does not exist.*

**Contracts for the vocational year 2000/2001...**

- Traineeships according to the Vocational Training Act (BBIG) / Handicrafts Regulation Act (HWO)
- According to other regulations (e.g. for apprenticed professions in the health service or professions in social care and social education)
- As candidates for civil service

**33. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2000/2001?**

- Yes
- No → go to Question 35!

**34. How many trainees will you recruit in 2000/2001 overall? .....**

**35. What sort of public funding for traineeships did your enterprise receive in 1999?**

*Interviewer: Take out list 6 and tick where applicable!*

- Training subsidies → go to Question 37!
- Wage subsidies for firms providing traineeships → go to Question 37!
- Equipment allowances → go to Question 37!
- Allowances for firms providing traineeships in cooperation with other firms → go to Question 37!
- Premiums for increasing supply of traineeship positions → go to Question 37!
- Other allowances for traineeship (please specify) .....
- None of the above → go to Question 37!

**36. Only for establishments that do not offer traineeships although they are authorized to do so: Why does this enterprise not provide trainee positions? Which reasons from this list apply?**

*Interviewer: Submit list 7 and tick where applicable!*

- A We cannot teach all the skills required for the job
- B We cannot offer job after completion of traineeship
- C Trainees seek employment elsewhere or are "poached"
- D Traineeship too time-consuming/expensive
- E Trainees are attending vocational school too often/too long
- F Contents of teaching do not keep pace with technological progress
- G Applicants did not meet our educational standards, other qualifications are required
- H No traineeship needed for respective requirements
- I We would like to offer traineeships, but cannot find suitable applicants
- J Needs may be satisfied by trainees trained at other companies
- K Needs will be satisfied through experienced skilled workers
- L Other reasons (please specify) .....

**GOVERNMENT ASSISTANCE**

*Apart from the resources for funding training of employees listed in Question 35:*

**37. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 1999?**

*Interviewer: Take out list 8 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 40!

**38. How many employees were subsidised by these salary allowances in 1999 overall?..... approx. .... Employees**

**39. How many employees did receive support through government-organized job-creation measures or structural adjustment projects? This refers only to measures A and B in Question 37!..... approx. .... Employees**

**40. Which of the following investment and materials subsidies were granted to your establishment/office in 1999?**

*Interviewer: Take out list 9 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)
- G Other subsidies
- H **None** → go to Question 42!

**41. Please indicate the total amount of investment and materials subsidies for 1999..... approx. .... DM**

<b>SALARIES AND WAGES</b>
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**42. In this establishment bound by ...**

- an industry-wide wage agreement → go to Question 44!
- a company agreement concluded by the establishment and the trade unions → go to Question 44!
- Not bound by a collective agreement

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

- Yes
- No → go to Question 45!

**44. 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 45!

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

**45. Please indicate the total amount of gross pay effected by your establishment in the month of June 2000 (excluding employer's social security contribution and holiday allowance)?**

Total gross pay in June 2000: ..... DM

**46a. What further financial incentives do you offer to your company's employees?  
Please tell me with reference to the list.**

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

46b. For all benefits marked, please ask the following question:

Please estimate what proportion of employees are in receipt of the relevant benefit.

	a)		b)
	Is there		for approx. ...% of employees
A Special payments (13th monthly salary, Christmas bonus, holiday pay)	<input type="checkbox"/>	approx. % of employees	.....
B Schemes for participation of employees in the capital and profits	<input type="checkbox"/>	approx. % of employees	.....
C Occupational pension scheme	<input type="checkbox"/>	approx. % of employees	.....
D Profit-sharing	<input type="checkbox"/>	approx. % of employees	.....
E Other benefits .....		approx. % of employees	.....
<b>F None</b>	<input type="checkbox"/>	→ go to Question 47!	

**DEMAND FOR QUALIFIED EMPLOYEES AND PERSONNEL DEVELOPMENT**

47. 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.*

Please indicate how the total number of employees counted on 30 June 2000 (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 2000 from Question 1	.....	
<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) 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.

**48. Does the total number of employees mentioned in Question 47 also include...**

**a. Part-time workers?**

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

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

**b. 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"/>		.....

**49. Did you turn any fixed-term contracts into permanent contracts during the first half of 2000?**

This does not include trainees.

*If so, please indicate their total number.*

Yes .....  
 No

**50. Did you recruit staff in the first half of 2000?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

Yes → go to Question 52!  
 No

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

I was willing to recruit staff → go to Question 54!  
 No new staff required → go to Question 60!

**52a. Please indicate the total number of new recruitments in the first half of 2000.** .....

**52b. How are employees hired in the first half of 2000 distributed over the following occupational categories:**

*Interviewer: Present list 12 and keep displayed until question 54!*

- A Unskilled or semi-skilled workers .....
- B Skilled personnel who completed a traineeship (or the equivalent) .....
- Skilled workers .....
- White-collar workers .....
- C Master craftsmen/technicians/business administrators .....
- D Employees with a degree or certificate of higher education, specifically the following: .....
- Scientists .....
- Engineers/computer scientists/mathematicians .....
- Other university/college graduates .....

**53. Would you have liked to have hired even more personnel during the first half of 2000?**

- Yes, I would have liked to have hired even more personnel
- No, there was no need → go to Question 60!

**54a. Please estimate the total number of positions you were unable to fill in the first half of 2000.**

**54b. How are open positions in first half of 2000 that could not be filled distributed over the following categories?**

*Interviewer: Present list 12!*

- A Unskilled or semi-skilled workers .....
- B Skilled personnel who completed a traineeship (or the equivalent) .....
- Skilled workers .....
- White-collar workers .....
- C Master craftsmen/technicians/business administrators .....
- D Employees with a degree or certificate of higher education, specifically the following: .....
- Scientists .....
- Engineers/computer scientists/mathematicians .....
- Other university/college graduates .....

**Positions for qualified personnel that you were unable to fill in the first half of 2000.**

**55. Interviewer: Please indicate for the individual occupational categories whether there were any positions that could not be filled in the first half of 2000, as per Question 54b.**

*Interviewer: If so, please ask the following questions 56-59 for all relevant occupational categories. Otherwise go to Question 60.*

	<b>B: Skilled Personnel who completed traineeship (or the like)</b>	<b>C: Master craftsman/ technician</b>	<b>D: University/ college graduates</b>
There were positions that could not be filled	No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**56. In which organizational units or fields of expertise were there positions vacant?**

*Interviewer: Present list 13 and tick as applicable!*

- Production, goods and services
- Maintenance and repair
- Service, customer care, marketing, marketing research
- Research and development
- IT, data processing
- Organization, administration, human resource management
- Other departments

	<b>B: Skilled Personnel who completed traineeship (or the like)</b>	<b>C: Master craftsman/ technician</b>	<b>D: University/ college graduates</b>
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**57. Ways and means you used to find employees for open positions in the first half of 2000?**

*Interviewer: Present list 14 and tick as applicable!*

The company advertised in or used...

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| - Local newspapers  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - National newspapers/ journals   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Trade journals  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Personal contact with federal employment office   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Contact with federal employment office via net(job information system, employer information system) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Other electronic media (Internet)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Employment agency   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Job fairs, recruitment events   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Close contact with schools/universities   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Private contacts  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Other means   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**58. Why did you fail to fill these open positions?**

*Interviewer: Present list 15 and tick as applicable!*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| - No applicants   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lack of required qualifications   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Work experience insufficient  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Knowledge of this branch of business not adequate                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Working hours were incompatible with applicants' wishes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Wage expectations too high  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Applicants too old  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Applicants fell short of company's expectations because for other reasons | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**59. What was the reaction within the company towards the fact that positions were not filled?**

*Interviewer: Present list 16 and tick as applicable!*

The following happened as a result of these positions not being filled:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| - Workers were transferred internally                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - It was worked overtime                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Hired labour or temporary workers were used             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Orders were turned down                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Deliver dates were postponed                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Orders were passed on to other departments              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Orders were passed on to competitors                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Cooperation between enterprises                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Traineeships/advanced training programs were reinforced | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Other measures were taken                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

<b>CURRENT PERSONNEL RECRUITMENT</b>
--------------------------------------

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

- Yes
- No → go to Question 62!

**61a. How many vacancies have you planned to be filled immediately? Please indicate the total number and break it down into the employment groups listed.**

*Interviewer: Present list 17 and keep displayed until question 63!*

**61b. How many of these vacancies are registered with the employment agency?**

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants <sup>1)</sup>	qualified employees civil servants <sup>2)</sup>
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.

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

- Yes
- No → go to Question 64!

**63a. 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 17!*

**63b. How many of these vacancies are registered with the employment agency?**

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants <sup>1)</sup>	qualified employees civil servants <sup>2)</sup>
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 OUTFLOW IN THE FIRST HALF OF 2000**

**64. Did you register any staff leaving your establishment/office in the first half of 2000?**

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 66!

**65a. Please indicate the total number of employees who have left your establishment! How many of them were female?**

**65b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 18!*

	Total	No. of women
<b>a. Total number of employees who left</b>	.....	.....
<b>b. Reason for leaving:</b>		
A Resignation on the part of the employee	.....	
B Dismissal on the part of the employer	.....	
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	.....	

**IN-COMPANY TRAINING**

**66. Did your establishment/ office support training courses in the first half of 2000?**

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 68!

**67. For what reasons did you support further training for your employees?**

*Interviewer: Present list 19 and tick as applicable!*

- A Training programmes available at present do not provide the qualifications required for work in our company
- B Development of new products requires additional qualifications
- C New processes require new or additional qualifications
- D New organizational structure requires new or additional qualifications
- E Applicants do not have the required qualifications
- F Incentive for employees
- G Other reasons (please specify)

.....

<b>GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE</b>
---

**68. Please choose one of the following categories:  
Establishment is located in one of the...**

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

<b>Questions 69-72 apply to the <u>new</u> federal German states or East Berlin only</b>
--

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

- Yes
- No, it was founded later → go to Question 74!

**70. 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

**71. Is this establishment/office being administered by the trustee agency?**

- Yes
- No

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

Since ..... → go to Question 76!

**73. Was this establishment/ office founded before or after 1990?**

- Before 1990 → go to Question 76!
- After 1990

**74. Please indicate the year the establishment was founded.**

In Year .....

**75. 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
- Spin-off
- Change of proprietor

**76. Is your establishment a member of ...**

*multiple answers possible*

- The Chamber of Crafts
- The Chamber of Industry and Commerce
- Another chamber
- No member of a chamber

**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 20!*

- 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. Is your business mainly or exclusively...**

*Interviewer: Read out! If there are subsidiary companies, please ask for the proprietor of the parent company!*

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

**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.: .....

## Manufacturing, Industry, Craft

Code No.:

- 01 **Agriculture, hunting and forestry** fishing
- 02 **Mining and quarrying, electricity,** gas and **water** supply

### *Manufacturing Industries*

- 03 Manufacture of **food** products
- 04 Manufacture of **textiles** and **clothing, tanning** and dressing of **leather**
- 05 Manufacture of **paper** products, **printing, publishing**
- 06 manufacture of **wood products** (not including manufacture of furniture)
- 07 Manufacture of **chemicals**, coke, refined petroleum products and nuclear fuel
- 08 Manufacture of **rubber** and **plastic** products
- 09 Manufacture of other **non-metallic mineral** products
- 10 Manufacture of **basic metals**
- 11 **Recycling**
- 12 Manufacture of **fabricated metal** products (not including machinery and equipment) and **structural metal** products
- 13 Manufacture of **machinery** and equipment
- 14 Manufacture of **motor vehicles,** trailers and semi-trailers
- 15 Manufacture of **other transport** equipment (ships, railway, aircraft and spacecraft, motorcycles, bicycles, etc.)
- 16 Manufacture of **electrical equipment,** office machinery and computers
- 17 Manufacture of **precision and optical** equipment
- 18 Manufacture of **furniture, jewellery,** musical instruments, **sports goods,** **games** and toys and **other products**

### *Construction*

- 19 **Building of complete constructions** or parts (site preparation and civil engineering)
- 20 **Building installation** and building completion

## Wholesale and Retail Trade, Service, Administration, Repair

### *Trade and Repair*

- 21 **Sales, maintenance and repair of motor vehicles** and motor cycles; **retail sale** of automotive fuel
- 22 **Wholesale** and commission trade
- 23 **Retail Trade** (except of motor vehicles and motorcycles), **repair** of personal and household goods

### *Transport and Communication*

- 24 **Transport**
- 25 **Communication**

### *Financial intermediation*

- 26 **Central banking**
- 27 **Insurance and pension funding**

### *Industrial services*

- 28 **Computer and related activities**
- 29 **Research** and development
- 30 **Legal, accounting,** book-keeping and auditing activities, **advertising,** market research
- 31 **Real estate activities**
- 32 **Renting and business activities**

### *Other services*

- 33 **Hotel and restaurants**
- 34 **Education**
- 35 **Human health,** veterinary and **social work activities**
- 36 Sewage and refusal disposal, **sanitation** and similar activities
- 37 Recreational, **cultural** and sporting activities
- 38 **Other services,** such as washing and dry-cleaning of textile and fur products, hairdressing and other beauty treatments, funeral and related activities, physical well-being activities, etc.

### *Non-industrial organizations, public administration*

- 39 **Activities of membership,** religious and other organizations
- 40 **Private households**
- 41 **Public administration** and defence, **compulsory social security**

### *Other* (Please give details)

- 42 .....

**82. What establishment number does your establishment or organization use for registering for social security? Please ensure that it refers to the operating unit for which you have completed the questionnaire.**

*Interviewer: The establishment number is known to the payroll department in any case. It is required for the monthly payment of social security contributions for health insurance. If the information on the questionnaire refers to an operating unit of the establishment that has more than one establishment number, please enter all relevant establishment numbers!*

Establishment number(s) .....  
 .....

**ANNOTATIONS TO THE QUESTIONNAIRE**

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

.....  
 .....  
 .....  
 .....

**Thank you very much for your assistance**  
**For more information and resulting analyses, please go to**  
**<http://betriebspanel.iab.de>**

**INTERVIEWER ´S ENTRIES**

**84. 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.*

**85. 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

.....  
 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.**

.....  
 Place    Date    Signature of the interviewer