



NFO Infratest

Infratest Sozialforschung

The IAB Establishment Panel

Employment Trends

Employer Survey 2001
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 2000). The number of employees liable to social security in 2000 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 2000). 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

1. How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 2000 and how have these figures developed by 30 June 2001?

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

	control field acc. (address record)	Total 30/06/00	Total 30/06/01
<ul style="list-style-type: none"> ● Employees liable to social security (Except so called 630 DM Job holders, see explanation on page 2) 			
Workers and employees	
Trainees/ apprentices	
Subtotal: Employees liable to social security	A:
<ul style="list-style-type: none"> ● Employees not liable to social security... 			
Civil servants incl. candidates for civil service	
Working Proprietors and unpaid family workers	
<ul style="list-style-type: none"> ● Others 			
E.g. marginal part time workers, 630 DM job holders	
<ul style="list-style-type: none"> ● 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 2000 to 30 June 2001, 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 2002, 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

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

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

BUSINESS POLICY AND PERFORMANCE
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6. 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)

7. What was your turnover in the last fiscal year (normally the year 2000)?

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

8. How do you expect the business volume to develop in the current year, 2001, as compared to 2000?

- 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

9. Let us review the last financial year:

Please give your assessment of the profit situation of the business in the last fiscal year (2000).

Profitability was ...

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

10. Please classify according to Question 6:

- "Sales" ticked
- Another box ticked → go to Question 14!

11. Please indicate the share of sales achieved in 2000 attributable to the regions listed below.

Interviewer: If exact values are not available, an estimate will suffice. Enter "0" if there were no sales in the region mentioned!

- 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 %

12. What share of sales was attributed to intermediate inputs and external costs in 2000? 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 2000.....approx. %

13. Where did you purchase raw materials, commodities and supplies in 2000? 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: 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 Germany</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw material purchased in <u>eastern Germany</u> 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"/>

INNOVATIONS

14. Has your enterprise improved or further developed a product that has been on its line for longer than two years in total?

- Yes
- No

15a. Has your company, in the last two years, started to offer a product/service that had been on the market before?

- Yes
- No → go to Question 16!

15b. What percentage of overall turnover (see Questions 6 and 7) did these rediscovered products account for in 2000?
 approx. %

16a. Have you started to offer a totally new product/service within the last two years for which a new market had to be created?

- Yes
- No → go to Question 17!

16b. What percentage of total turnover (see Question 6 and 7) drew these new products/ services in 2000? approx. %

17a. Has one of the following organizational changes taken place within your establishment/ office in the last two years?

Interviewer: Tick where applicable! If more than one change is named:

17b. Which of these changes was the most important in your opinion?

Interviewer: Only one alternative is possible here!

	a. done change	b. most important change
A More reliance on internal labour	<input type="checkbox"/>	<input type="checkbox"/>
B Expansion of purchase of products and services from external sources	<input type="checkbox"/>	<input type="checkbox"/>
C Restructuring of procurement and distribution channels and/or of customer relations	<input type="checkbox"/>	<input type="checkbox"/>
D Restructuring of departments or areas of activities	<input type="checkbox"/>	<input type="checkbox"/>
E Downward shifting of responsibilities and decisions	<input type="checkbox"/>	<input type="checkbox"/>
F Introduction of team work/ working groups with their own responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
G Introduction of units/departments carrying out their own cost and result calculations	<input type="checkbox"/>	<input type="checkbox"/>
H Ecological measures in enterprise (e.g. eco, product and materials balances, eco audit)	<input type="checkbox"/>	<input type="checkbox"/>
I Improvement of quality management	<input type="checkbox"/>	<input type="checkbox"/>
J Others	<input type="checkbox"/>	<input type="checkbox"/>
K None → if "none", go to Question 21!	<input type="checkbox"/>	<input type="checkbox"/>

18. Why did you carry out this important organizational change?

Interviewer: Tick where applicable!

- A Result of previous organizational changes
- B Improvement of efficiency/flexibility
- C Major real capital investment
- D Introduction of important new products
- E Other reasons

19. Did the number of employees increase, remain the same or decrease as a consequence of this important change?

- Increase
- Remain the same
- Decrease

20. Did the level of qualification of the majority of the employees rise, remain the same or fall as a consequence of this most important change?

- Increase
- Remain the same
- Decrease

21. Do you have a Research and Development(R and D) department?

- Yes
- No
- This is the responsibility of another unit within the enterprise

22. Have you planned any product- or process innovations that you did not carry out during the last 2 years?

- Yes
- No → Continue with question 24!

23. Which of the following factors prevented the innovations from being carried out?

Interviewer: Tick where applicable!

- A High investment costs
- B High economic risk
- C Lack of financial sources
- D Organizational problems
- E Shortages of qualified personnel
- F Lack of market acceptance by customers
- G Legislation, standards and legal requirements
- H No technical information
- I No market information
- J Administrative/authorization procedure too long
- K Internal opposition
- L Other reasons

OPERATIONAL INVESTMENT

24. Has your establishment invested in one or several of the following areas in the last financial year 2000?

Interviewer: 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!

25. What was the approximate sum total of all investments in 2000?..... approx. DM

If exact values are not available an estimate will suffice.

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

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

28. Have you planned investments for 2001?

- Yes
- No → go to Question 30!

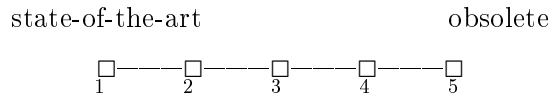
Don't know yet → go to Question 30!

29. How do you expect the investment volume to develop in 2001 compared to 2000? The investment volume is likely to ...

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

30. How do you assess the 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.



31. The following questions refer to the IT equipment (computer, Internet access) of your establishment or organization. A distinction is made between office and home workspaces.

- | | all | most | half
of them | some | none |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. How many <u>office</u> workspaces are equipped with computers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No office work <input type="checkbox"/> → go to Question 31c! | | | | | |
| b. And how many <u>office</u> workspaces have net access, meaning Internet or intranet access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. How many of the workspaces <u>outside the offices</u> are equipped with computers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There are no workspaces outside the office <input type="checkbox"/> → go to Question 32a! | | | | | |
| d. How many of the workspaces <u>outside the offices</u> have net access, meaning Internet or intranet access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IN-COMPANY TRAINING

32a. In connection with a product or services launch in the last two years that required further training for employees in your establishment or organization, were they trained before, during, or after the launch phase? Or not trained at all?

- Normally before
- Normally during
- Normally afterwards
- No vocational training necessary
- Not applicable due to no new products

32b. In connection with major real capital investment, were employees trained before, during, or after the investment phase? Or not trained at all?

- Normally before
- Normally during
- Normally afterwards
- No vocational training necessary
- Not applicable due to no major real capital investments

32c. In connection with major organizational changes, were employees informed about these changes before, during, or after these changes took place? Or were training measures not necessary?

- Normally before
- Normally during
- Normally afterwards
- No vocational training necessary
- Not applicable due to no organizational changes

33. Did your establishment/ office support training courses in the first half of 2001?

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 37!

34. With respect to further training courses in the first half of 2001, 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

35a. How many persons (individuals) or cases of participation were there for further training courses according in the first half of 2001? Please indicate the total number of participants and how they are broken down into the different employment groups.

Interviewer: Please enter "0" if an employment group does not exist.

35b. How many of them were female?

	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.

36. What were the main topics of training in the first half of 2001? Please name the most important and second most important areas.

Interviewer: Please tick one box only.

	a. most important	b. second most important
Business topics	<input type="checkbox"/>	<input type="checkbox"/>
Commercial/technical/design topics	<input type="checkbox"/>	<input type="checkbox"/>
EDP, ICT	<input type="checkbox"/>	<input type="checkbox"/>
Soft skills (e.g. ability to work in team, conflict management, work organization)	<input type="checkbox"/>	<input type="checkbox"/>
Other topics	<input type="checkbox"/>	<input type="checkbox"/>

VOCATIONAL TRAINING AND TRAINEESHIP
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37. 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 45!

38. Has this establishment/office concluded any traineeship contracts for the currently expiring vocational training year 2000/2001?

Please also include traineeships

- according to the Vocational Training Law or the Handicrafts Regulation Act,
- 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

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 40!
- No**, traineeship contracts were concluded for the vocational training year 2000/2001 → go to Question 40!

39a. How many new traineeships had you offered for the currently expiring vocational training year 2000/2001?

Please also consider all training stipulations mentioned in question 38.

Traineeships offered for the vocational training year 2000/2001

39b. How many traineeships were women?

Interviewer: Please enter "0" if not applicable!

39c. And how many traineeships were foreign?

40a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2001?

Please also include trainees who are still expected to complete their training successfully in 2001!

- Yes**
- No** → go to Question 41!

40b. How many altogether?

Trainees who had successfully completed their training.....

40c. How many qualified trainees are being offered a permanent by your establishment or another unit of your enterprise?

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

Interviewer: Please enter "0" if not applicable!

41. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2001/2002?

Please also consider all training stipulations mentioned in Question 38.

Interviewer: The vocational training year 2001/2002 is normally considered to begin on 1 August 2001 and end on 31 July 2002.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 45!
- No**, no new traineeship contracts for 2001/2002 → go to Question 43!

42a. How many contracts for trainees for the vocational year 2001/2002 were signed already?

Contracts for the vocational year 2001/2002?

42b. How many new traineeship contracts for 2002/2003 were concluded with females up to now?

Interviewer: Please enter "0" if not applicable!

42c. And how many contracts for 2002/2003 were concluded with foreign trainees?

43. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2001/2002?

- Yes
- No → go to Question 45!

44. How many trainees will you recruit in 2003/04 overall?..... → go to Question 47!

45. If you are not currently offering apprenticeships or do not meet the requirements to do so:

Could you imagine doing so in the future in cooperation with partners (educational institution or other companies)?

- Yes
- No → go to Question 47!
- Not applicable, the company does offer apprenticeships → go to Question 47!

46. If so, what type of cooperation would you prefer - with an educational institution or other companies?

- Cooperation with an educational institution
- Cooperation with other companies

GOVERNMENT ASSISTANCE

47. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 2000?

- A Subsidies for employees on job-creation programs
- B Structural adjustment measures or job creating infrastructural 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 Subsidies for in-plant training (training allowances, instructor salaries, training associations, etc.)
- F Integration subsidies
- G Business start up allowances
- H Job assistance for long-term unemployed
- I Occupational rehabilitation allowances
- J Work instead of social assistance (Federal Social Security Act Prog.)
- K Partial retirement subsidies
- L Other employment subsidies (e.g. granted by the federal states, ESf subsidies)
- M **None** → go to Question 50!

48. How many employees were subsidised by these salary allowances in 2000 overall?..... approx. Employees

49. How many employees did receive support through government-organized job-creation measures or structural adjustment projects in 2000? This refers only to measures A and B in Question 47!..... approx. Employees

50. Which of the following investment and materials subsidies were granted to your establishment/office in 2000?

- 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 Mittelstandsbank
- 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 Equipment allowances for in-plant training
- G Other subsidies
- H **None** → go to Question 52!

51. Please indicate the total amount of investment and materials subsidies for 2000...... approx. DM

PERSONNEL STRUCTURE

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

*Interviewer: 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 2001 (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 2001 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.

53a. Does the total number of employees mentioned in Question 52 also include part-time workers?

- Yes
- No → go to Question 54!

53b. If so, please indicate the total number of part-time workers and the number of women among them.

	Total	No. of women

54a. Does the total number of employees mentioned in Question 52 also include fixed-term employment? This does not include trainees!

- Yes
- No → go to Question 55!

54b. If so, please indicate the total number of temporary employees and the number of women among them.

Total	No. of women
.....

54c. How many of these employees had a limited contract?

Fixed-term due to public funding, e.g. job-creation measures or labour costs subsidies
Fixed-term due to other objective reason
Fixed-term due to no specific reason (ease of concluding fixed-term contracts)

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 2001
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55. Did you recruit staff in the first half of 2001? Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 57!
- No

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

- I was willing to recruit staff → go to Question 59!
- No new staff required → go to Question 59!

57a. Please indicate the total number of new recruitments in the first half of 2001.

Interviewer: Please enter "0" if an employment group does not exist!

57b. How many of the total number of employees recruited in the first half of 2001 were female?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Employees/ workforce
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.

58a. Did you recruit temporary staff in the first half of 2001?

- Yes
- No → go to Question 59!

58b. *If so, please indicate the total number and the number of women among them.*

Total	No. of women
.....

59a. Did you turn any fixed-term contracts into permanent contracts during the first half of 2001? Trainees are not referred to here.

- Yes
- No → go to Question 60!

59b. *If so, please indicate the total number.*

Total:

CURRENT PERSONNEL RECRUITMENT

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: Please enter "0" if an employment group does not exist!

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 ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

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

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: Please enter "0" if an employment group does not exist.

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 ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

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

PERSONNEL OUTFLOW IN THE FIRST HALF OF 2001

64. Did you register any staff leaving your establishment/office in the first half of 2001?

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: Please enter "0" if an employment group does not exist.

	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	

STAFF SHARES/ PROFIT SHARING

66. Does your establishment offer any additional financial incentives for employees in the form of staff shares or profit sharing?

If so, please give an approximation of the proportion of employees who benefit from the profit participation offered.

Staff shares: Yes → utilised by approx. % of employees
 No
 Profit sharing: Yes → utilised by approx. % of employees
 No

SALARIES AND WAGES

67. In this establishment bound by ...

- an industry-wide wage agreement → go to Question 69!
- a company agreement concluded by the establishment and the trade unions → go to Question 69!
- Not bound by a collective agreement

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

- Yes → go to Question 71!
- NO → go to Question 71!

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

- Yes
- NO → go to Question 71!

70. If you pay wages and salaries above the collective agreement:

70a. For which occupational category on this list do you pay wages and salaries above the collective agreement rate?

70b. And by what percentage are these wages and salaries above the rates in the collective agreement?

	a) Payment above the collective agreement rate	b) on average approx. ... % above the collective agreement rate
Unskilled or semi-skilled workers	<input type="checkbox"/>
Skilled workers	<input type="checkbox"/>
Low-skilled employees/civil servants ¹⁾	<input type="checkbox"/>
Qualified employees/civil servants ²⁾ ,	<input type="checkbox"/>

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.

71. Please indicate the total amount of gross pay effected by your establishment in the month of June 2001 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 2001: DM

- No

79. 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

80. What is the legal form of your establishment?

- 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 or limited commercial partnership with a limited company as a partner
- 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)

81. Is your business mainly or exclusively...

Interviewer: Please indicate the owner of the holding company if the surveyed establishment is a subsidiary!

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

82. Do you have a works council/staff council

- Yes
- No

83. Is your establishment a member of ...

Interviewer: Tick where applicable.

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

84. Please choose one of the following categories:

The establishment/ office is located in one of the...

- Old federal German states or West Berlin → go to Question 89!
- New federal German states or East Berlin

Questions 85-88 apply to the new federal German states or East Berlin only

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

- Yes
- No, it was founded later → go to Question 90!

86. 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

87. Was this establishment administered by the trustee agency?

- Yes
- No

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

Since → go to Question 92!

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

- Before 1990 → go to Question 92!
- After 1990

90. Please indicate the year the establishment was founded.

In Year

91. 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

92. To which branch of the industry does your establishment belong?

Please enter the industry classification number from the list of the following 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

