



NFO Infratest

Infratest Sozialforschung

The IAB Establishment Panel

Employment Trends

Employer Survey 2002
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 2001). The number of employees liable to social security in 2001 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 2001). 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. € 325.*

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 2001 and how have these figures developed by 30 June 2002?

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

	control field acc. (address record)	Total 30/06/01	Total 30/06/02
<ul style="list-style-type: none"> ● Employees liable to social security (Except so called 325-€ 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, 325 Euro 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 2001 to 30 June 2002, 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 2003, 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

BUSINESS POLICY AND PERFORMANCE
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5. 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)

6. What was your turnover in the last fiscal year (normally the year 2001)? Please enter the amount in euro.

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: €

7. How do you expect the business volume to develop in the current year, 2002, as compared to 2001?

- 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

**8. Let us review the last financial year:
Please give your assessment of the profit situation of your business in the last fiscal year (2001).
Profitability was ...**

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

9. Please classify according to Question 5:

- "Sales" ticked
- Another box ticked → go to Question 13!

10. Please indicate the share of sales achieved in 2001 attributable to the regions listed below.

*Interviewer: Present list 2! 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. %
- New EU countries:
Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania,
Malta, Poland, Slovakia and Slovenia..... approx. %
- Other foreign countries..... approx. %
- Total sales..... 100 %

11. What share of sales was attributed to intermediate inputs and external costs in 2001, 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 2001.....approx. %

**12. Let us assume that there was an extensive demand in 2001:
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

OPERATIONAL INVESTMENT

13. Has your establishment invested in one or several of the following areas in the last financial year 2001?

Interviewer: Read out and tick all applicable investment areas!

- Real estate and buildings
- EPD, information and communication Technology
- Production facilities, furniture and office equipment
- Means of transport, transportation systems
- No investments made → go to Question 17!

14. What was the approximate sum total of all investments in 2001? Please indicate the amount in Euro.....
 approx. €

If exact values are not available an estimate will suffice.

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

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

17. Have you planned investments for 2002?

- Yes
- No → go to Question 19!
- Don't know yet → go to Question 19!

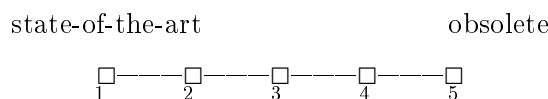
18. How do you expect the investment volume to develop in 2002 compared to 2001? The investment volume is likely to ...

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

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

Interviewer: Present list 3!

"1" indicates that the establishment has state-of-the-art equipment.
 "5" indicates that the equipment is obsolete.
 Please use the boxes inbetween to grade your assessment as appropriate.



OPERATIONAL WORKING HOURS

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

Working hours per week:.....

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

Interviewer: Present list 4! 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 %

22. 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 27!
- Neither in operation nor planned → go to Question 27!

23. How many employees are allowed to use these working time accounts? Please give a percentage. approx. %

24. What time elements can be booked on the working-time accounts in your establishment or organization?

Interviewer: Please submit list 5 and tick where applicable!

- A Extra hours worked
- B Compensatory time for extra hours worked
- C Credit hours from reduction in working hours
- D Compensatory time and credit hours for weekend work/night shifts
- E Credit hours or debit hours resulting from uneven distribution of working hours in the course of the year (e.g. regulation of asset flow or fluctuation margin)
- F Proportions of holiday entitlement
- G Other (please specify).....

25. Within what period of time must employees compensate deviations from standard working hours?

Interviewer: Take out list 6 and tick as applicable!

- A Within six months
- B Within a year
- C Compensation period ≤ 2 year
- D Compensation period > 2 year
- E No fixed compensation period

26. Does your establishment/office provide an opportunity for employees to save working time to a virtual account in order to take one of the following leaves of absence at a later stage?

Interviewer: Take out list 7 and tick as applicable!

- A Sabbaticals
- B Advanced training period
- C Reduction in number of years working
- D Parental leave
- E Other namely
- No

27. Did employees work overtime in 2001?

- Yes
- No → go to Question 30!

28. Is overtime normally paid or only compensated with time off in lieu, or are there both options?

- Only paid
- Only time off in lieu
- Both - paid and time off in lieu → go to Question 30!
- Neither paid nor time off in lieu → go to Question 30!

29a. What percentage of your employees worked paid extra hours in 2001?..... approx. %

29b. And how are the employees with paid overtime distributed across the following groups?

Interviewer: Present list 8!

- Unskilled or semi-skilled workers..... approx. %
- Skilled workers..... approx. %
- Low-skilled employees/civil servants¹⁾..... approx. %
- Qualified employees/civil servants²⁾..... approx. %
- **Total employees with paid overtime**..... 100 %

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.

SALARIES AND WAGES

30. In this establishment bound by ...

- An industry-wide wage agreement → go to Question 32!
- A company agreement concluded by the establishment and the trade unions → go to Question 32!
- Not bound by a collective agreement

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

- Yes
- No → go to Question 34!

32. 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 34!

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

34. Please indicate the total amount of gross pay effected by your establishment in the month of June 2002 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 2002: €

CONTACT WITH EMPLOYMENT OFFICE

35a. Is your establishment or organization visited by representatives of the federal employment office regularly, occasionally, or never?

- Regularly
- Occasionally
- Never → go to Question 36!

35b. Does your establishment or organization use these visits for the following purposes...

- Looking for staff
- Looking for trainees
- Guidance concerning training options
- Guidance concerning work organization - e.g. job rotation, working hours, new forms of employment
- Information on financial benefits provided by the federal employment office

35c. Are your experiences with visits by the employment office generally good or bad? Or does this vary?

- Generally good
- Generally bad
- Vary

36a. Is your establishment or organization contacted by telephone by the federal employment office regularly, at times, or never?

- Regularly
- Occasionally
- Never → go to Question 37!

36b. Does your establishment or organization use these telephone contacts for the following purposes...

- Looking for staff
- Looking for trainees
- Guidance concerning training options
- Guidance concerning work organization - e.g. job rotation, working hours, new forms of employment
- Information on financial benefits provided by the federal employment office

36c. Are the experiences with being contacted by telephone, from your point of view, generally good or generally bad? Or does this vary?

- Generally good
- Generally bad
- Vary

37a. Does your company/agency use the information brochures issued by the Federal Employment Office regularly, at times, or never?

- Regularly
- Occasionally
- Never → go to Question 38!

37b. Does your company use these information brochures for the following purposes...

- Looking for staff
- Looking for trainees
- Guidance concerning training options
- Guidance concerning work organization - e.g. job rotation, working hours, new forms of employment
- Information on financial benefits provided by the federal employment office

37c. Are your experiences with these information brochures generally good or generally bad? Or does this vary?

- Generally good
- Generally bad
- Vary

38a. Does your establishment or organization use the information available on the website of the employment office on a regular basis, occasionally or never?

- Regularly
- Occasionally
- Never → go to Question 39!

38b. Does your establishment or organization use the information available on the website of the employment office

- Looking for staff
- Looking for trainees
- Guidance concerning training options
- Guidance concerning work organization - e.g. job rotation, working hours, new forms of employment
- Information on financial benefits provided by the federal employment office

38c. Are your experiences with the information available on the website of the employment office generally good or bad? Or does this vary?

- Generally good
- Generally bad
- Vary

39. If you make use of the placement service offered by the employment office, which of the following statements applies to your experience?

The employment office...

	True	Not true
Regularly contacts us	<input type="checkbox"/>	<input type="checkbox"/>
Takes over preselection of applicants	<input type="checkbox"/>	<input type="checkbox"/>
Responds quickly to our requests	<input type="checkbox"/>	<input type="checkbox"/>
Reduces recruiting costs	<input type="checkbox"/>	<input type="checkbox"/>
Provides individual and company-tailored advice	<input type="checkbox"/>	<input type="checkbox"/>
No cooperation with federal employment office	<input type="checkbox"/>	

40. If you do not - or no longer - cooperate with the federal employment office, please outline briefly - in note form is sufficient - why you do not, or no longer, cooperate with the federal employment office.

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

PERSONNEL STRUCTURE

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

*Interviewer: Present list 9! Please enter "0" if an employment group does not exist.
If applicable, please distribute employees indicated under "others" (e.g. "marginal" part time workers, 325-€ 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 2002 (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 2002 from Question 1	
This includes...		
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for <u>menial</u> jobs 1)
Employees/ civil servants for <u>qualified</u> 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.

42. Does the total number of employees mentioned in Question 41 also include 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
No		

43. Does the total number of employees mentioned in Question 41 also include fixed-term employment? This does not include trainees!

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

	Total	No. of women
Yes
No		

44. In addition to the total number of employees indicated in Question 41, did you also employ staff from the following employment groups on 30 June 2002? If so, how many approximately?

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

45. Is there an agreement in place within the company (internally or due to collective agreement) or does an initiative exist to enhance equal opportunities?

More than one answer is possible.

- Works agreement
- Collective agreement
- Voluntary initiative
- None

46. On this list you find different possibilities to enhance equal opportunities. Please point out the measures taken in your company/agency.

Interviewer: Please submit list 10 and tick where applicable!

- A Workplace childcare facilities (e.g. in-house kindergarten, crèche, day nursery, homework supervision in the company)
- B Sponsoring childcare, support by parents' initiatives
- C Further assistance concerning childcare
- D Consideration of parental needs for hours and organization of work (e.g. part-time, flexitime, teleworking, working time accounts)
- E Opportunities for employees on parental leave to stay in touch with the company and/or profession
- F Person or persons responsible for equal opportunities (e.g. personnel department, line manager, works council, senior management, equal opportunities officer)
- G Advisory and information services
- H Promotion of female junior staff
- I Other measures (please specify)
- J **None**

47. Are you taking or financially supporting additional measures to protect or enhance the health of your employees? Do your measures overachieve goals stipulated by law? Please tell me which measures on this list apply.

Interviewer: Please submit list 11 and tick where applicable!

- A Sick leave analysis
- B Questions about workplace health protection
- C Health meeting
- D Courses in health protective behaviour
- E Other measures (please specify)
- F **None**

48a. I will read you a list of attributes. Please tell me if these attributes are very important, important or not so important for the majority of jobs within your establishment or organization.

Interviewer: Read the attributes on the list one at a time and mark one response for each line in block a!

48b. Please state for each attribute if it is more pronounced with younger or older employees or if there is no significant difference.

Interviewer: Read the attributes on the list one at a time and mark one response for each line in block b!

	a. Attribute is for the majority of jobs...				b. Attribute is normally to be found...		
	very important	important	less important		more in <u>younger</u> people	age is irrelevant	more in <u>older</u> people
Know-how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychological resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work ethic/ discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team/ soft skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

49. Please estimate how many employees in your company/office are over 50 years of age.?

Interviewer: Take out list 12!

- There are no employees over 50 years of age → go to Question 51!
- under 10%
- 10% to 20%
- 20% to 30%
- 30% to 50%
- 50% or more

50. Which of the following measures are taken by your company with respect to the employment of older employees?

Interviewer: Present list 13 and tick where applicable!

- A Partial retirement
- B Special equipment at workplaces
- C Lower job performance requirements
- D Mixed age teams
- E Involvement in in-firm advanced training activities
- F Special advanced training offers
- G Other measures
- No** measures for older employees

51. What is the policy of your establishment or organization when you have to fill a position: under which circumstances would you hire a person over 50 years of age?

Interviewer: Please submit list 14 and tick where applicable!

- A Preferably as part-time workers
- B Only on fixed-term contracts
- C Only if there are no younger applicants
- D Only if labour costs subsidies and/or integration subsidies are paid
- E Other requirements
- F No requirements
- G We never hire applicants over 50 years of age

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 2002

52. Did you recruit staff in the first half of 2002? Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 54!
- No

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

- I was willing to recruit staff → go to Question 57!
- No new staff required → go to Question 57!

54a. Please indicate the total number of new recruitments in the first half of 2002.

Interviewer: Take out list 15 and keep displayed until question 55! Please enter "0" if an employment group does not exist!

54b. How many of the total number of the staff recruited in the first half of 2002 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.

55. How many of the total number of the staff recruited in the first half of 2002 were placed by the employment agency?

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

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
Placed by the employment agency

56. Did you recruit temporary staff in the first half of 2002?

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

	Total	No. of women
Yes
No

Yes → namely:
 No

PERSONNEL OUTFLOW IN THE FIRST HALF OF 2002

57. Did you register any staff leaving your establishment/office in the first half of 2002?

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 59!

58a. Please indicate the total number of employees who have left your establishment! How many of them were female?

58b. Please distribute the total number of employees who left among the following reasons for leaving.

Interviewer: Present list 16! 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 (including early retirement), general disability or inability to work in the particular profession, death
H Other		

CURRENT PERSONNEL RECRUITMENT

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

- Yes
- No → go to Question 61!

60a. 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! Please enter "0" if an employment group does not exist.

60b. 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.

VOCATIONAL TRAINING AND TRAINEESHIP
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61. 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 71!

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

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

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 64!
- No, traineeship contracts were concluded for the vocational training year 2001/2002 → go to Question 64!

63a. How many new traineeships had you offered for the currently expiring vocational training year 2001/2002?

Please also consider all training stipulations mentioned in question 62.

Traineeships offered for the vocational training year 2001/2002

63b. How many traineeships were women?

Interviewer: Please enter "0" if not applicable!

64. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2002?

Please also include trainees who are still expected to complete their training successfully in 2002!

- Yes
- No → go to Question 67!

65a. How many altogether?

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

65b. And how many of these were female?

66a. How many qualified trainees are being offered a permanent by your establishment or another unit of your enterprise?

Interviewer: Please enter "0" if not applicable!

Number of trainees who are being offered a permanent job

66b. And how many of these were female?

67. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2002/2003?

Please also consider all training stipulations mentioned in Question 62.

The vocational training year 2002/2003 is normally considered to begin on 1 August 2002 and end on 31 July 2003.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 71!
- No**, no new traineeship contracts for 2002/2003 → go to Question 69!

68a. How many contracts for trainees for the vocational year 2002/2003 were signed already?

Please also consider all training stipulations mentioned in Question 62.

Contracts for the vocational year 2002/2003?

68b. How many new traineeship contracts for 2002/2003 were concluded with females up to now?

Interviewer: Please enter "0" if not applicable!

69. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2002/2003?

- Yes**
- NO** → go to Question 71!

70. How many trainees will you recruit in 2002/2003 overall?

GOVERNMENT ASSISTANCE

71. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 2001?

Interviewer: Submit list 18 and tick as applicable!

- 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 74!

72. How many employees were subsidised by these salary allowances in 2001 overall?..... approx. Employees

73. 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 71!..... approx. Employees

74. Which of the following investment and materials subsidies were granted to your establishment/office in 2001?

Interviewer: Submit list 19 and tick as 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 Equipment allowances for in-plant training
- G Other subsidies
- H **None** → go to Question 76!

75. Please indicate the total amount of investment (in Euro) and materials subsidies for 2001...... approx. €

GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

76. Do you have a works council/staff council

- Yes
- No

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

- Yes
- No → go to Question 79!

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

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

79. Interviewer: Please tick according to address record.

Did this establishment/ office take part in the employer survey on "Employment Trends" in the previous year (2001)?

- Yes → go to Question 88!
- No

80. 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

81. 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 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)

82. 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

83. Is your establishment a member of ...

Interviewer: It is possible to tick more than one box.

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

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

- Before 1990 → go to Question 87!
- After 1990

85. Please indicate the year the establishment was founded.

In Year

86. 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

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!

87a. Is this still up-to-date?

- Yes → go to Question 88!
- No

87b. 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

