



NFO Infratest

Infratest Sozialforschung

## The IAB Establishment Panel

### Employment Trends

Employer Survey 2003  
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 |
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*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 2002). The number of employees liable to social security in 2002 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 2002). 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 has an agreed working week of less than 15 hours and a monthly remuneration of max. € 325. (until 31.03.2003) a maximum wage of €400 per month (since 01.04.2003).*

|                               |
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| <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 2002 and how have these figures developed by 30 June 2003?**

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

|  | control<br>field<br>acc. (address record) | Total<br>30/06/02 |  | Total<br>30/06/03 |
|--|---|-------------------|--|-------------------|
| <b>• Employees liable to social security</b><br>(Except so called 325- or rather 400-€ 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, 400 Euro 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 2002 to 30 June 2003, 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 2004, 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

**6. Were there any staff employed by your establishment on 30 June 2003 with a monthly gross salary between €401 and €800? This does not include trainees! If so, please indicate the total number and the number of full-time employees among them.**

*Interviewer: If "none" please enter "0".*

|  | Total | No. of full-time empl. |
|--|-------|------------------------|
| Yes ..... <input type="checkbox"/> → namely: | ..... | .....                  |
| No .....                                     |       |                        |

**7a. Irrespective of whether you had employees in this sector on 30 June 2003, did you have vacant 401-800-euro positions (gross per month) in the first half of 2003 that could not be filled?**

- Yes
- No → go to Question 8!

**7b. Why could you not fill this position?**

*Interviewer: Please submit list 2 and tick where applicable!*

- A No applicants or not enough
- B No suitable applicants
- C Wage expectations too high
- D Working hours are incompatible with applicants' wishes
- E Other reasons (please specify).....

**BUSINESS POLICY AND PERFORMANCE**

**8. 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)

**9. What was your turnover in the last fiscal year (normally the year 2002)?**

*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: ..... €

**10. How do you expect the business volume to develop in the current year, 2003, as compared to 2002?**

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

**11. Let us review the last financial year:  
Please give your assessment of the profit situation of your business in the last fiscal year (2002).  
Profitability was ...**

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

**12. Please classify according to Question 8:**

- "Sales" ticked
- Another box ticked → go to Question 16!

**13. Please indicate the share of sales achieved in 2002 attributable to the regions listed below.**

*Interviewer: Present list 3! 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 %

**14. What share of sales was attributed to intermediate inputs and external costs in 2002, 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 2002.....approx. .... %

**15. Where did you purchase raw materials, commodities and supplies in 2002? For each region on the list, please tell me whether you have purchased most of, some of or none of your materials from there.**

*Interviewer: Take out list 3 again. Tick one answer in each line. The answer "most" should not be ticked for more than one region!*

|  | most<br>of               | some                     | none<br>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><br>incl. Berlin   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Raw material purchased in <u>EMU countries</u> (excl. Germany):<br>Austria, Belgium, Finland, France, Greece, Ireland, Italy,<br>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"/> |

**OPERATIONAL INVESTMENT**

**16. Has your establishment invested in one or several of the following areas in the last financial year 2002?**

*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 20!

**17. What was the approximate sum total of all investments in 2002?**..... approx. .... €

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

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

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

**20. Have you planned investments for 2003?**

- Yes
- No → go to Question 22!
- Don't know yet → go to Question 22!

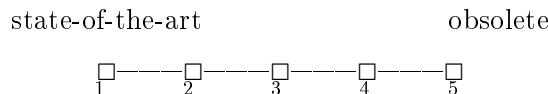
**21. How do you expect the investment volume to develop in 2003 compared to 2002? The investment volume is likely to ...**

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

**22. 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 4!*

"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.



|                            |
|----------------------------|
| <b>PERSONNEL STRUCTURE</b> |
|----------------------------|

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

*Interviewer: Present list 5! Please enter "0" if an employment group does not exist.  
If applicable, please distribute employees indicated under "others" (e.g. "marginal" part time workers, 400-€ 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 2003 (acc. to Question 1) is distributed among the following employment groups. Please also indicate the number of women among them.**

|   | Total No. of<br>men + women | No. of<br>women |
|---|-----------------------------|-----------------|
| Please transfer the total number of employees on 30 June 2003 from Question 1   | .....                       |                 |
| <b>This includes...</b>   |                             |                 |
| Unskilled or semi-skilled workers   | .....                       | .....           |
| Skilled workers   | .....                       | .....           |
| Employees/ civil servants for <u>menial</u> jobs, requiring no specific vocational education  | .....                       | .....           |
| Employees/ civil servants for qualified jobs,<br>- requiring a vocational qualification or comparable training on the job or relevant professional experience | .....                       | .....           |
| - requiring a university degree or higher education   |                             |                 |
| Working proprietors, directors, managers  | .....                       | .....           |
| Trainees/ apprentices   | .....                       | .....           |
| Candidates for civil service  | .....                       | .....           |
| <b>Total =</b>  |                             |                 |
| <b>Total number of employees (Please check this figure)</b>   | .....                       | .....           |

**24. Does the total number of employees mentioned in Question 23 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-<br>time empl. |
|--|-------|-----------------------------|
| Yes ..... <input type="checkbox"/> → namely: | ..... | .....                       |
| No .....                                     |       |                             |

**25. Does the total number of employees mentioned in Question 23 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-<br>time empl. |
|--|-------|-----------------------------|
| Yes ..... <input type="checkbox"/> → namely: | ..... | .....                       |
| No .....                                     |       |                             |

**26. In addition to the total number of employees indicated in Question 23, did you also employ staff from the following employment groups on 30 June 2003? 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"/> |                 |

**OPERATIONAL WORKING HOURS**

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

*Interviewer: Present list 6! 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 %

**28. Did employees work overtime in 2002?**

- Yes
- No → go to Question 31!

**29. Was overtime normally paid or only compensated with time off in lieu in 2002, or were there both options?**

- Only paid
- Only time off in lieu
- Both - paid and time off in lieu → go to Question 31!
- Neither paid nor time off in lieu → go to Question 31!

**30. What percentage of your employees worked paid extra hours in 2002?..... approx. .... %**

**SHORT-TIME WORK IN THE FIRST HALF OF 2003**

**31a. Did you have to make use of short-time work in the first half of 2003?**

- Yes
- No → go to Question 34!

**31b. If so, how many employees did this affect?**

Employees in short-time.....

**32a. Did you organize further training courses for short-time workers?**

- Yes
- No → go to Question 34!

**32b. If so, for how many short-time workers were these further training courses organized?**

.....

**33. How were these measures financed? By the company or through public funding?**

- By the company
- Through public funding
- Both of it

**IN-COMPANY TRAINING**

**34. Did your establishment/ office support training courses in the first half of 2003?**

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 38!

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

*Interviewer: Present list 7!*

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

**36. With respect to further training courses in the first half of 2003, 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 37 is answered accordingly.*

- number of participating persons
- cases of participation

**37. How many persons participated in advanced training in first half of 2003, excluding management level?**

**a. Please indicate the total number and the distribution between the different groups of employees.**

**b. How many overall participants and/or cases of participation were women?**

*Interviewer: Take out list 8!*

|   | Total No. of<br>men + women |  | No. of<br>women |
|---|-----------------------------|--|-----------------|
| persons participated or cases of participation in total   | .....                       |  |                 |
| <b>This includes...</b>   |                             |  |                 |
| Unskilled or semi-skilled workers   | .....                       |  | .....           |
| Skilled workers   | .....                       |  | .....           |
| Employees/ civil servants for <u>menial</u> jobs,<br>requiring no specific vocational education   | .....                       |  | .....           |
| Employees/ civil servants for <u>qualified</u> jobs,<br>- requiring a vocational qualification or comparable<br>training on the job or relevant professional experience | .....                       |  | .....           |
| - requiring a university degree or higher education   | .....                       |  | .....           |

→ establishments/offices offering training according to Question 34 go to Question 39!

**38. If there were no further training courses in the first half of 2003: Why were there were no further training courses in your establishment in the first half of 2003? Which of the following reasons apply to your establishment/office?**

*Interviewer: Take out list 9 and tick as applicable!*

- A We do not run further training courses
- B We run further training courses but none were planned for the first half of 2003
- C Skill level of employees sufficient
- D Impossible due to timing problems
- E No funds
- F Skill shortages covered by hiring new employees
- G Employees have no interest in further training
- H Other reasons (please specify).....

**PERSONNEL RECRUITMENT IN THE FIRST HALF OF 2003**

**39. Did you recruit staff in the first half of 2003?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 41!
- No

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

- I was willing to recruit staff → go to Question 44!
- No new staff required → go to Question 44!

**41. How many people did you hire in the first half of 2003?**

*Interviewer: Present list 10! If "none" enter "0".*

**a. Please indicate the total number of new recruitments plus their distribution between the various groups of employees listed.**

**b. How many of the total number of the staff recruited in the first half of 2003 were placed by the employment agency?**

.....

|  | Total No. of<br>men + women | No. of<br>women |
|--|-----------------------------|-----------------|
|--|-----------------------------|-----------------|

persons participated or cases of participation in total

.....

|

**This includes...**

Unskilled or semi-skilled workers

.....

|

.....

Skilled workers

.....

|

.....

Employees/ civil servants for menial jobs,  
requiring no specific vocational education

.....

|

.....

Employees/ civil servants for qualified jobs,  
- requiring a vocational qualification or comparable  
training on the job or relevant professional experience  
- requiring a university degree or higher education

.....

|

.....

|

**c. And how many of the total number of the staff recruited in the first half of 2003 were women?**

.....

**42. Did you recruit temporary staff in the first half of 2003?**

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

|  | Total | No. of<br>women |
|--|-------|-----------------|
|--|-------|-----------------|

Yes .....  → namely:

.....

.....

No .....

**43a. Did you hire employees in the first half of 2003 who prior to joining your company had already worked there as temps?**

- Yes
- No → go to Question 44!

**43b. If so, how many in total?** .....

**PERSONNEL OUTFLOW IN THE FIRST HALF OF 2003**

**44. Did you register any staff leaving your establishment/office in the first half of 2003?**

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 47!

**45a. Please indicate the total number of employees who have left your establishment! How many of them were female?**

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

*Interviewer: Present list 11! Please enter "0" if an employment group does not exist.*

|  | 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 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<br>(also to be attributed to a social compensation plan) | ..... |              |
| F Transfer to another organization within the Establishment  | ..... |              |
| G Retirement <u>after</u> reaching the stipulated pension age  | ..... |              |
| H Retirement <u>before</u> reaching the stipulated pensionable age                                       | ..... |              |
| I Occupational invalidity/ disability  | ..... |              |
| J Other  | ..... |              |

**46. In case of dismissals on the part of the employer during the first half of 2003 (question 45b, answer B):**

**a. Were employees who were dismissed on the part of the employer released from work - at least temporarily - to be capable of attending vocational training courses during the period between the announcement and the termination of employment while payments were continued?**

**b. If so, how many in total?**

- Yes..... namely: .....
- No.....

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

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

- Yes  
 No → go to Question 49!

**48a. 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 12! Please enter "0" if an employment group does not exist.*

**48b. How many of these vacancies are registered with the employment agency**

|   | a. vacancies<br>available | No. of registered<br>with employment<br>agency |
|---|---------------------------|--|
| <b>Total number of vacancies</b>  | .....                     | .....  |
| Including:  |                           |  |
| Unskilled or semi-skilled workers   | .....                     | .....  |
| Skilled workers   | .....                     | .....  |
| Employees/ civil servants for <u>menial</u> jobs,<br>requiring no specific vocational education   | .....                     | .....  |
| Employees/ civil servants for <u>qualified</u> jobs,<br>- requiring a vocational qualification or comparable<br>training on the job or relevant professional experience | .....                     | .....  |
| - requiring a university degree or higher education   | .....                     | .....  |

**49a. Irrespective of whether you are currently recruiting, which of these strategies do you consider to be the most important one?**

*Interviewer: Take out list 13 and enter all relevant information in column a)!*

**49b. If several strategies are mentioned:  
Which of these strategies do you consider the most important one?**

|  | a.<br>Strategies<br>chosen |  | b.<br>most imp.<br>strategy | less imp.                |
|--|----------------------------|--|-----------------------------|--------------------------|
| A Job placing services of federal employment office  | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| B Private job placing service                        | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| C Personnel service agencies                         | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| D Supply of workers by temporary employment agencies | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| E Advertisements                                     | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| F Internet   | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| G Word-of-mouth advertising                          | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| H Speculative application                            | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |
| I Other  | <input type="checkbox"/>   |  | <input type="checkbox"/>    | <input type="checkbox"/> |

|   |
|---|
| <b>TEMPORARY EMPLOYMENT IN THE FIRST HALF OF 2003</b> |
|---|

**50a. Did you employ temps in your establishment/office in the first half of 2003?**

- Yes
- NO → go to Question 55!

**50b. If so, how many? .....**

**51. Please state how many of the temps came from one of the following agencies in first half of 2003.**

*Interviewer: Take out list 14. If none, please enter "0"!*

- Commercial temporary employment agencies..... approx. .... %
- Non-profit temporary employment business, staff pools,  
employment and qualification companies ..... approx. .... %
- Other temporary employment businesses..... approx. .... %
- **Total = Number of temporary employment agency workers**  
(Please check against Question 50b)..... 100 %

**52. And how were the temps distributed between the following groups of employees in first half of 2003?**

*Interviewer: Take out list 15. If none, please enter "0"!*

- Unskilled or semi-skilled workers..... approx. .... %
- Skilled workers..... approx. .... %
- Employees/ civil servants for menial jobs,  
requiring no specific vocational education..... approx. .... %
- Employees/ civil servants for qualified jobs,  
- requiring a vocational qualification or comparable  
training on the job or relevant professional experience..... approx. .... %  
- requiring a university degree or higher education..... approx. .... %
- **Total = Number of temporary employment agency workers**  
(Please check against Question 50b)..... 100 %

**53. How were the temps distributed into groups according to their actual or anticipated period of employment in first half of 2003?**

Please always take into account the full duration of employment, even if this began before 1 January 2003 or ended after 30 June 2003.

*Interviewer: Take out list 16!*

- Employment period up to one week ..... approx. .... %
- Employment period > 1 week - 6 weeks ..... approx. .... %
- Employment period > 6 week - 3 months ..... approx. .... %
- Employment period > 3 months - 1 year ..... approx. .... %
- Employment period > 1 year ..... approx. .... %
- **Total = Number of temporary employment agency workers**  
(Please check against Question 50b)..... 100 %

**54. How many temps did you employ on 30 June 2003 in your establishment/office?**

*Interviewer: If none, please enter "0"!*

Number of temporary employment agency workers on 30 June 2003: .....

**FLUCTUATIONS OF THE BUSINESS ACTIVITY**

**55. Did you experience large fluctuations in your business activities in 2002?**

- Yes
- No → go to Question 57!

**56a. Which of the following economic instruments does your company use to counteract fluctuations?**

*Interviewer: Take out list 17 and tick where applicable in column a)!*

**56b. If several answers ticked: Which of these was the most important instrument?**

*Interviewer: Tick one answer only in column b)!*

|  | a. was<br>used           |  | b. most imp.<br>instrument |
|--|--------------------------|--|----------------------------|
| A Building up stocks/ stock disposal   | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| B Shortening or extending delivery times   | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| C Expansion/reduction of subcontracts to other sections of the company or external companies | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| D Expansion/reduction of overtime/ extra shifts  | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| E Claiming of holidays after overtime  | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| F Extension/reduction of working hours within the scope of flexible working hour systems     | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| G Arranging short-time work  | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| H In-firm transfers  | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| I Additional workers with fixed-term contracts/ help   | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| J Temporary employees (hiring out)   | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| K Recruitment/ dismissal of staff  | <input type="checkbox"/> |  | <input type="checkbox"/>   |
| L Other instruments (please specify)<br>.....  | <input type="checkbox"/> |  | <input type="checkbox"/>   |

**GOVERNMENT ASSISTANCE**

**57. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 2002?**

*Interviewer: Take out list 18 and tick where 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 60!

**58. How many employees were subsidised by these salary allowances in 2002 overall?**..... approx. .... Employees

**59. 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 57!**..... approx. .... Employees

**60. Which of the following investment and materials subsidies were granted to your establishment/office in 2002?**

*Interviewer: Take out list 19 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 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 62!

**61. Please indicate the total amount of investment and materials subsidies for 2002.**..... approx. .... €

**VOCATIONAL TRAINING AND TRAINEESHIP**

**62a. 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!

**62b. Does this enterprise comply with the law regulating vocational training because the instructor qualification law ceased to apply in May 2003 and instructors no longer have to pass a Chamber of Commerce test?**

- Yes
- No

**63. Has this establishment/office concluded any traineeship contracts for the currently expiring vocational training year 2002/2003?**

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 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 65!
- No, traineeship contracts were concluded for the vocational training year 2002/2003 → go to Question 65!

**64a. How many traineeships had you offered for the vocational training year 2002/2003?**

Please also consider all training stipulations mentioned in Question 63.

Traineeships offered for the vocational training year 2002/2003 .....

**64b. How many traineeships were women?** .....

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

**65. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2003? Please also include trainees who are still expected to complete their training successfully in 2003!**

Please also include trainees who are still expected to complete their training successfully in 2003!

- Yes
- No → go to Question 68!

**66a. How many altogether?**

Trainees who successfully completed their training .....

**66b. And how many of these were female?** .....

**67a. How many qualified trainees are being offered a permanent job 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: .....

**67b. And how many of these are female?** .....

**68. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2003/2004?**

**Please also consider all training stipulations mentioned in Question 63.** The vocational training year 2003/2004 is normally considered to begin on 1 August 2003 and end on 31 July 2004.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 72!
- No**, no new traineeship contracts for 2003/2004 → go to Question 70!

**69a. How many contracts for trainees were signed already for the vocational year 2003/2004?**

**Please also consider all training stipulations mentioned in Question 63.**  
Contracts for the vocational year 2003/2004 .....

**69b. How many traineeship contracts for 2003/2004 were concluded with females up to now?**.....

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

**70a. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2003/2004?**

- Yes
- No → go to Question 72!

**70b. How many trainees will you recruit in 2003/2004 overall?**.....  
→ go to Question 72!

**71a. The instructor qualification requirement law was put on hold for five years in May 2003. That is, companies no longer need an instructor who has passed a Chamber of Commerce test. Is this change known to you?**

- Yes
- No → go to Question 72!

**71b. Would your company/agency like to obtain traineeship authorization due to the change in the law?**

- Yes
- No

**SALARIES AND WAGES**

**72. Is this establishment bound by ...**

- An industry-wide wage agreement
- A company agreement concluded by the establishment and the trade unions
- Not bound by a collective agreement → go to Question 75!

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

- Yes
- No → go to Question 77!

**74. If so, by what percentage are wages paid above standard rate?**

On average..... approx. .... % → go to Question 77!

**75a. If this establishment is not bound by a collective agreement:  
Are you acting upon an industry-wide wage agreement?**

- Yes
- No → go to Question 76!

**75b. Using the collective agreement as a guideline, do you pay, on average,  
higher wages, wages according to the agreement, or lower wages?**

- Wages according to the agreement
- Higher wages → namely on average ..... %
- Lower wages → namely on average ..... %

**76. Do you stick to the collective agreement in terms of other things?**

*Interviewer: Present list 20 and tick where applicable!*

**We are using the collective agreement as a guideline in terms...**

- A Extended benefits (Christmas allowance or holiday allowance)
- B Duration of annual holiday
- C Working hours
- D Other regulations
- E None of the above

**77. Please indicate the total amount of gross pay effected by your establishment  
in the month of June 2003 (excluding employer's social security contribution  
and holiday allowance)?**

Total gross pay in June 2003: ..... €

## E-LEARNING

**78a. Do you support the use of computers and the Internet for further education?**

- Yes
- No → go to Question 79!

**78b. If so, how do you support the use of computers and the Internet for further education?**

*Interviewer: Present list 21 and tick where applicable!*

- A Self-directed studying material/ learning platform
- B Arranged study hours
- C Combination of other educational offers with computer/ internet
- D Other methods

## GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

**79. Is your company authorized as a temporary employment agency?**

- Yes
- No

**80. Does your establishment have...**

- ... a works or staff council elected in accordance with the Works Council Constitution Act or the Staff Representation Act?
- ... another company-specific form of staff representation such as a staff spokesperson, round table conferences or something similar?
- None of these

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

**Did this establishment/ office take part in the employer survey on "Employment Trends" in the previous year (2002)?**

- Yes → go to Question 90!
- No

**82. 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

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

*Interviewer: Present list 22!*

- 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)

**84. 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)

**85. 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

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

- Before 1990 → go to Question 89!
- After 1990

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

In Year .....

**88. Is the establishment to be considered a real start-up business or was it spun off an existing company? Or did the establishment change it's proprietor?**

- Start-up
- Spin-off
- Change of proprietor

**89. 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 90!
- 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 .....

