



The IAB Establishment Panel

Employment Trends

Employer Survey 2004
on behalf of the Federal Employment Agency
(Bundesagentur für Arbeit)

Your answers will be treated confidentially in compliance with the current data protection legislation and will be anonymized for analysis to ensure that individual establishments or organizations may not be traced.

Please direct further inquiries to:

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

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

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

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

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

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

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

IMPORTANT INSTRUCTIONS FOR THE INTERVIEWER
--

Which OPERATING UNIT OF THE ESTABLISHMENT is to be interviewed for the survey?

*The complete interview should be held with the operating unit or office whose **address and number of employees** is indicated on the accompanying **address record**. Should the establishment not be in a position to deliver the required information on this specific operating unit, because the information is available only for a larger or a smaller operating unit, please give a short description of the unit actually interviewed on the back of the address record.*

All information given in the questionnaire must refer to the same operating unit.

Question 1 can be used to verify the proper selection of the operating unit:

- *for establishments participating for the first time:* Please transfer the reference figure from the address record to control field A (left column under the address field). This figure indicates the **the number of employees liable to social security contributions who are registered with the social insurance agencies** on the reference date (30 June 2003). The number of employees liable to social security in 2003 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 2003). 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).*
 - *paid a maximum wage of or €400 per month.*

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 2003 and how have these figures developed by 30 June 2004?

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

	control field acc. (address record)	Total 30/06/03	Total 30/06/04
<ul style="list-style-type: none"> ● Employees liable to social security (Except so called 400-€ 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"> ● Other employees (400 Euro job holders, short-term employees, see explanation p.2) 	
<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 2003 to 30 June 2004, 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 2005, 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 | <input type="checkbox"/> | } to an approx. total number of employees of |
| Will increase | <input type="checkbox"/> | |
| Will decrease | <input type="checkbox"/> | |
| Not sure at present | <input type="checkbox"/> | |

BUSINESS POLICY AND PERFORMANCE
--

5. What kind of problems with human resources management do you expect for your establishment/office during the next two years? Please tick where applicable in the list!

Interviewer: Take out list 2 and tick where applicable!

- A Too high staff level
- B High turnover
- C Staff shortage
- D Shortage of junior employees
- E Drain off of specialized personnel
- F Difficulties in finding the required specialized personnel on the labor market
- G High percentage of older employed persons
- H Problems with the personnel management because of restrictions concerning partial retirement
- I Organizational problems as far as motherhood and maternity leave are concerned
- J High demand for further training and qualification
- K Lack of motivation in the workplace
- L High rate of lost work time and absence due to illness
- M High financial burden on wage costs
- N Problems with claims to changes concerning working hours because of the part-time and fixed-term law
- O Other problems with human resources management
- No** problems with human resources management

6. Do you plan to relocate your entire production or parts of your production to the Central and Eastern European (EU) accession countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and, Slovenia)?

- Yes, the entire production
- Yes, parts of the production
- No, we do not plan any production relocation
- There is no production that could be relocated

7. Is your business a member of ...

multiple answers possible:

- The chamber of crafts/ trades
- The chamber of commerce and industry
- Another chamber
- Non of the above

8. The business volume and the value added, which together account for the internal labor 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**
- 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 2003)?

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, 2004, as compared to 2003?

- 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 (2003)

- 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 15!

13. Please indicate the share of sales achieved in 2003 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 2003, 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 2003..... approx. %

INVESTMENT AND INNOVATIONS

15. Has your establishment invested in one or several of the following areas in the last financial year, 2003?

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!

16. What was the approximate sum total of all investments in 2003?..... approx. €

If exact values are not available an estimate will suffice.

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

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

19. Which financial resources were used for the investment amount indicated in Question 16 in 2003 and how is this amount allocated to the different resources?

Interviewer: Present list 4! If there was no financing based on the sources mentioned, enter "0"!

- Current receipts (cash flow) approx. %
- Other internal resources (capital increase due to corporate merger, shareholders, venture capital companies, stock issues) approx. %
- Private loans (from banks, credit unions, saving banks, enterprises) approx. %
- Subsidies (investment subsidies, investment grants, public bank credits) approx. %
- Total = overall investments..... approx. 100 %

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

- Yes
- No

21a. 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 22!

21b. What percentage of overall turnover (see Question 8 and 9) did these rediscovered products account for in 2003?

..... approx. %

22a. Have you started to offer a completely new product or service within the last two years for which a new market had to be created?

- Yes
- No → go to Question 23!

22b. What percentage of overall turnover (see Question 8 and 9) did these new products/ services account for in 2003?

..... approx. %

23. In order to finance innovations or research and development activities in your establishment/office, do you use equity capital only, borrowed capital only or both of these resources?

- Equity capital only → go to Question 25!
- Borrowed capital only → go to Question 24!
- Both of these capital resources → go to Question 24!
- Our establishment has not carried out any innovations or research and development activities → go to Question 25!

24a. Did your establishment or organization have difficulties acquiring borrowed capital from credit institutes?

- Yes
- No → go to Question 25!

24b. Did these difficulties have consequences for the innovation activities in your establishment/office?

- Yes
- No → go to Question 25!

24c. If so, what kind of consequences?

Interviewer: Please read out and tick where applicable!

- We have realized innovations to a lesser extent than it was planned
- The innovations will be launched on the market later
- We plan fewer innovations in the future due to financing difficulties
- Other

25a. Have you planned any product or process innovations that you did not carry out during the last 2 years?

- Yes
- No → go to Question 26!

25b. Which of the following factors prevented the innovations from being carried out?

Interviewer: Take out list 5 and tick where applicable!

- A High investment costs
- B High economic risk
- C Problems with the acquisition of borrowed capital
- D Organizational problems
- E Shortages of qualified personnel
- F Lack of market acceptance by customers
- G Long licensing procedures (laws, standards and legal grounds)
- H Other

26a. Has one of the following organizational changes taken place within your establishment/office in the last two years?

Interviewer: Take out list 6 and tick where applicable! If more than one change is named:

26b. 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	<input type="checkbox"/>	<input type="checkbox"/>

27. Do you have an Research and Development (R and D) department?

- Yes
- No → go to question 30!
- This is the responsibility of another unit within the enterprise → go to question 30!

28. Research and development is often carried out in cooperation with others. How does it work in your case?

Interviewer: Take out list 7 and tick where applicable!

- A We cooperate with other establishments
- B We cooperate with universities/universities of applied sciences
- C We cooperate with consulting firms (management consultants, consulting engineers)
- D Not applicable, no cooperation with research and development

29. How many employees are working on R and B measures full-time or part-time within your company - irrespective of the fact that you have or do not have your own R and D department?

..... approx. full-time

..... approx. part-time

PERSONNEL STRUCTURE

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

*Interviewer: Present list 8! 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 2004 (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 2004 from Question 1	

This includes...

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, - 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
Total = Total number of employees (<i>Please check this figure</i>)

31. Does the total number of employees mentioned in Question 30 also include part-time workers on June 30, 2004? If so, please indicate the total number of part-time workers and the number of women among them.

	Total	No. of woman
Yes
No		

Yes → namely:
No → go to Question 32

32a. Does the total number of employees mentioned in Question 30 also include fixed-term employment? This does not include trainees!

- Yes
 No → go to Question 33!

32b. If so, please indicate the total number of temporary employees and the number of women among them.

	Total	No. of women

32c. 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)

33. Were there any staff employed by your establishment on 30 June 2004 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
No <input type="checkbox"/> → namely:		
No <input type="checkbox"/> → go to Question 34		

34. In addition to the total number of employees indicated in Question 30, did you also employ staff from the following employment groups on 30 June 2004? If so, how many approximately?

	Total
a. Casual workers, trainees	
Yes
No
b. Freelancers under contract for services	
Yes
No
c. Agency Workers	
Yes
No

35. The following question refers to the management structure of your establishment/office. There are often different management hierarchies. The management personnel of each level have a hierarchical relationship to the levels below.

a. How many persons in your establishment/office have a supervisory position at top management level (management, proprietor, director, branch manager, and works manager)?

b. And how many of these are women?

	Total	No. of Women

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

36a. Is there a second management level below the top management level in your establishment/office?

- Yes
- No → go to Question 37!

36b. How many persons have a supervisory position at this second management level?

36c. And how many of these are women?

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

37a. In your establishment/office, besides the supervisory positions with personnel responsibility, is there also a qualified supervisory position for temporary projects?

- Yes
- No → go to Question 38!

37b. How many persons have a qualified supervisory position for temporary projects? 37c. And how many of these are women?

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

CURRENT PERSONNEL RECRUITMENT

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

- Yes
- No → go to Question 40!

39a. 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 9! Please enter "0" if an employment group does not exist.

39b. How many of these vacancies are registered with the employment agency?

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

PERSONNEL MOVEMENT IN THE FIRST HALF OF 2004

40. Did you recruit staff in the first half of 2004?

Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 42!
- No

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

- I was willing to recruit staff → go to Question 49!
- No new staff required → go to Question 49!

42a. Please indicate the total number of new recruitments in the first half of 2004 and the number of women among them.

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

42b. How many of the total number of the staff recruited in the first half of 2004 were placed by the employment agency?

.....

43. Did you recruit temporary staff in the first half of 2004?

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

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

44. Were you willing to recruit additional staff or did you have no further requirements for new staff?

- I would have recruited additional staff
- No further requirements

45a. If you think about the vacancy that you filled last: Were there any applicants for the job who were over 50 years of age?

- Yes
- No → go to Question 47!

45b. Did you fill the vacancy with an applicant who was over 50 years of age?

- Yes
- No → go to Question 49!

46. Why did you reject applicants who were over 50 years of age?

Interviewer: Please read out and tick where applicable!

- The older applicants did not have the right qualifications or their personality did not fit in our establishment → go to Question 49!
- The older applicants did not fit in the age structure of our establishment → go to Question 49!
- On account of specific previous experiences, we are reluctant to hire persons who are over 50 years of age → go to Question 48!
- Even without any specific experiences, we anticipate age-related problems when hiring employees who are over 50 years → go to Question 48!

47a. Was there any age limit for this job advertised, i.e. only for employees under 50 years of age?

- Yes
- No → go to Question 49!
- There was no job advertisement → go to Question 49!

47b. Why was there an age limit in the job advertisement?

Interviewer: Please read out and tick where applicable!

- The tasks of this position are only suitable for younger persons → go to Question 49!
- Older employees do not fit in the age structure of our company → go to Question 49!
- On account of specific previous experiences, we do not like to hire persons older than 50 years of age → go to Question 48!
- Even without any specific experiences, we anticipate age-related problems when hiring employees who are over 50 years of age → go to Question 48!

48. What major problem do you see with hiring older employees?

Interviewer: Please take out list 10.

- A Too high wage costs
- B High rate of lost work time and absence due to illness
- C Limited dismissal protection
- D Little flexibility and availability
- E No long-term prospects
- F Limited ability to cope with pressure
- G Other reasons (please specify)

49. Did you register any staff leaving your establishment/office in the first half of 2004?

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 51!

50a. Please indicate the total number of employees who have left your establishment! How many of them were female?

50b. 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
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 <u>after</u> reaching the stipulated pension age	
H Retirement <u>before</u> reaching the stipulated pensionable age	
I Occupational invalidity/ disability	
J Other	

OPERATIONAL WORKING HOURS

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

Working hours per week:.....

52. Is the present agreed average working week for full-time employees still the same as it was one year ago? Or is it longer or shorter?

Interviewer: Tick only one answer! If there have been different development for different groups of employees, please ask for information about the largest group!

- Still the same → go to Question 55!
- Longer
- Shorter

53. Was the monthly payment fully, partly or not at all adjusted according to the changes made to the number of working hours?

- Fully → go to Question 55!
- Partly → go to Question 55!
- Not at all

54. If there was no adjustment of the monthly payment, is that because an adjustment had been carried out earlier or will be carried out in the future?

- Yes
- No

55a. Were there any employees who switched from full-time to part-time employment during the first half of 2004?

- Yes
- No → go to Question 58!

55b. If so, how many? And how many of them were women?

	Total	No. of women
<i>Interviewer: Enter "0" if there were none!</i>

56a. And were there cases among those who switched from full-time to part-time employment that would not have been granted without the German law for part-time and fixed-term employment contracts (effective since 2001)?

- Yes
- No → go to Question 57!

56b. If so, how many:

57a. Were there (also) cases where employees' requests for a reduction in working hours were rejected?

- Yes
- No → go to Question 58!

57b. If so, how many:

58a. Were there employees in the first half-year of 2004 who changed vice versa from part-time employment to full-time employment?

- Yes
- No → go to Question 60!

58b. If so, how many:

59a. And were there cases among those who switched from part-time to full-time employment that would not have granted without the German law for part-time and fixed-term employment contracts (effective since 2001)?

- Yes
- No → go to Question 60!

59b. If so, how many:

60. 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 62!
- Neither in operation nor planned → go to Question 62!

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

62. Did employees work overtime in 2003?

- Yes
- No

63. What (other) instruments for controlling working hours are used in your establishment/office?

Interviewer: Submit list 12 and tick where applicable!

- A Permanent or regular Saturday work
- B Saturday work if required
- C Change of duration and conditions of working hours for part-time employees
- D Flexible working hours/independent work schedule (without working time accounts)
- E Flexitime accounts (e.g. long-term exemption, further training, shortening of working life, exemptions for parental leave)
- F Working hours corridor and range of forms of working hours
- G Safeguarding of employment by reduction of working hours
- H Other instruments:
- No (further) instruments

SALARIES AND WAGES

64. In this establishment bound by ...

- an industry-wide wage agreement → go to Question 66!
- a company agreement concluded by the establishment and the trade unions → go to Question 66!
- Not bound by a collective agreement

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

- Yes
- No → go to Question 68!

66. 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 68!

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

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

Total gross pay in June 2004: €

VOCATIONAL TRAINING AND TRAINEESHIP
--

69a. 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 85!

70. Has this establishment/office concluded any traineeship contracts for the currently expiring vocational training year 2003/2004?

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 2003/2004 is normally considered to begin on 1 August 2003 and end on 31 July 2004.

- Yes** → go to Question 72!
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 71!
- No**, traineeship contracts were concluded for the vocational training year 2003/2004

71. Although you did not conclude any new traineeship contracts for 2003/2004, Had you actually offered any traineeships for this vocational training year?

- Yes
- No → go to Question 77!

72a. How many traineeships had you offered for the vocational training year 2003/2004?

Please also include vacancies you were not able to fill.

Traineeships offered for the vocational training year 2003/2004

72b. How many traineeships were registered with the employment agency?

Interviewer: Please enter "0" if not applicable!

73a. Was this establishment/ office in a position to fill all vacant traineeships offered in the vocational training year 2003/2004?

- Yes → go to Question 77!
- No

73b. How many training vacancies could not be filled in the vocational training year 2003/2004 in your establishment/ office?

Number of unfilled training vacancies

74. For what reasons could you not find qualified applicants for these positions?

Interviewer: Read the responses and tick one alternative only!

- There were fewer applicants than there were trainee positions
- There were no/not enough suitable applicants
- Applicants withdrew at short notice

75. Has your establishment/office rejected applicants for trainee positions that could not be filled for the industrial year 2003/2004?

- Yes
- No → go to Question 77!

76a. For what reasons did you reject the applicants?

Interviewer: : Take out list 13 and tick the applicable response(s) in column a!

76b. If more than one reason was given, what reason was the most important or if several applicants were rejected, what was the most common reason?

Interviewer: Only one alternative is possible here!

	a. Reasons for rejection	b. most common/ most important Reason
A Applicants did not have the necessary educational background	<input type="checkbox"/>	<input type="checkbox"/>
B Applicants did not have the necessary soft skills	<input type="checkbox"/>	<input type="checkbox"/>
C Applicants did not meet the job requirements	<input type="checkbox"/>	<input type="checkbox"/>
D Applicants did not pass the company's selection procedure	<input type="checkbox"/>	<input type="checkbox"/>
E Applicants were unsuitable for health/physical reasons	<input type="checkbox"/>	<input type="checkbox"/>
F Others	<input type="checkbox"/>	<input type="checkbox"/>

77. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2004?

Please also include trainees who are still expected to complete their training successfully in 2004!

- Yes
- No → go to Question 82!

78a. How many altogether?

Trainees who had successfully complete their training

78b. And how many of these are female?

79. Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training?

- Yes → go to Question 82!
- No

80a. 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

80b. And how many of these are female?

81. If your establishment or another unit of your establishment does not offer permanent positions to all graduates, what reasons were the decisive factor?

Interviewer: Submit list 14 and tick where applicable!

- A From the outset, the number of vocational training positions happened to exceed demand
- B Only the most successful graduates were hired
- C We wanted to offer them positions but the graduates decided to leave
- D Other (please specify)

82. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2004/2005?

Please also include again 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 2004/2005 is normally considered to begin on 1 August 2004 and end on 31 July 2005.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 84!
- No**, no new traineeship contracts for 2004/2005 → go to Question 83!

83. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2004/2005?

- Yes
- No

**84. Only for establishments that do not offer traineeships although they are authorized to do so:
Why does this enterprise not provide trainee positions?**

Interviewer: Submit list 15 and tick where applicable!

- A We cannot teach all the skills required for the job
- B We cannot offer a job after completion of the traineeship
- C Traineeship too time-consuming/expensive
- D No traineeship needed
- E Needs will be satisfied through experienced skilled workers
- F We would like to offer traineeships but cannot find suitable applicants
- G Other reasons (please specify)

GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

85. 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

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

Interviewer: Please submit list 16 and tick where applicable!

- A Workplace childcare facilities (e.g. in-house kindergarten, crèche, day nursery, homework supervision in the company), sponsoring childcare, further assistance concerning childcare
- B Opportunities for employees on parental leave to stay in touch with the company and/or profession
- C Promotion of female junior staff, career planning, mentoring programmes for women, preference given to appointment of women, setting of quotas
- D Other measures
- E **None of the above**

87. 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: Take out list 17 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 of the above

88. Does your establishment have...

... a works or staff council elected in accordance with the Works Council Constitution Act or the Staff Representation Act?

- Yes
- No

... another company-specific form of staff representation such as a staff spokesperson, round table conferences or something similar?

- Yes
- No

89. 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

90. What is the legal form of your establishment?

Interviewer: Present list 18!

- A Individually-owned firm (with full liability of one person)
- B Partnership (limited partnership, general partnership, partnership under the Civil Code)
- C Limited liability company 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)

91. Is your business mainly or exclusively...

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

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

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

- Before 1990 → go to Question 95!
- After 1990

93. Please indicate the year the establishment was founded.

In Year

94. 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

95. 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!

95a. Is this still up-to-date?

- Yes → go to Question 96!
- No

95b. 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

