



## The IAB Establishment Panel

### Employment Trends

Employer Survey 2005  
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 2004). 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 2004). 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*  
*- paid a maximum wage of €400 per month.*

<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 2004 and how have these figures developed by 30 June 2005?**

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

	control field acc. (address record)	Total 30/06/04	Total 30/06/05
<ul style="list-style-type: none"> <li>● <b>Employees liable to social security</b> (Except so called 400-€ Job holders, see explanation on page 2)</li> </ul>			
Workers and employees		.....	.....
Trainees/ apprentices		.....	.....
Subtotal: Employees liable to social security	A: .....	.....	.....
<ul style="list-style-type: none"> <li>● <b>Employees not liable to social security...</b></li> </ul>			
Civil servants incl. candidates for civil service		.....	.....
Working Proprietors and unpaid family workers		.....	.....
<ul style="list-style-type: none"> <li>● <b>Others</b></li> </ul>			
E.g. marginal part time workers, 400 Euro job holders		.....	.....
<ul style="list-style-type: none"> <li>● <b>Total number of employees</b></li> </ul>	B: .....	.....	.....

**2a. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 2004 to 30 June 2005, or separated and continued as independent businesses?**

*Interviewer: Several answers possible!*

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these → go to Question 3!

**2b. How many employees left the company due to these measures?**

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

..... Employees

**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 2006, 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

<b>BUSINESS POLICY AND PERFORMANCE</b>
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**6. Please indicate whether the following instruments exist in your establishment/ office:**

*Interviewer: Read out and tick where applicable*

- A Planning of personnel development and advanced vocational training set out in writing
- B Staff requirement set out in writing
- C Stipulated procedure for staff recruitment
- D Job descriptions for most of the existing jobs
- E Written agreements on objectives with employees
- F Written personnel reviews
- G Investment planning set out in writing
- H Production or sales planning set out in writing

**7. 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)

**8. What was your turnover in the last fiscal year (normally the year 2004)?**

*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: ..... €

**9. How do you expect the business volume to develop in the current year, 2005, as compared to 2004?**

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

**10. Let us review the last financial year:**

**Please give your assessment of the profit situation of your business in the last fiscal year (2004)**

**Profitability was...**

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

**11. Please classify according to Question 7**

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

**12. Please indicate the share of sales achieved in 2004 attributable to the regions listed below.**

*Interviewer: Present list 2! If exact values are not available, an estimate will suffice.  
Enter "0" if there were no sales in the region mentioned!*

- Old West German states..... approx. .... %
- New German states (East Germany) incl. Berlin..... approx. .... %
- European Monetary Union states (excl. Germany):  
Austria, Belgium, Finland, France, Greece, Ireland, Italy,  
Luxembourg, the Netherlands, Portugal and Spain..... approx. .... %
- New EU countries:  
Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania,  
Malta, Poland, Slovakia and Slovenia..... approx. .... %
- Other foreign countries..... approx. .... %
- Total sales..... 100 %

**13. What share of sales was attributed to intermediate inputs and external costs in 2004, 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 2004..... approx. .... %

**14. Let us assume that there was an extensive demand in 2004:  
Would your company have managed to achieve a turnover increase with the resources then available (personnel, plant equipment, buildings)?  
Or would you have required additional staff and equipment in order to do so?**

- Increase in turnover would have been possible with existing resources
- Would have required additional staff
- Would have required additional equipment

<b>ENVIRONMENTALLY PROTECTIVE GOODS AND SERVICES</b>
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**15. Does your establishment/ office provide any products and/or services related to environmental protection?**

- Yes
- No → go to Question 18!

**16a. Which sectors of environmental protection are covered by the products/ services you provide?**

*Interviewer: Present list 3 and tick where applicable!*

**16b. If several sectors are indicated:  
Which sector contributed most to your total sales in 2004?**

*Interviewer: Only one response permitted!*

	a. sectors covered		b. most imp. sector
Water protection, waste water treatment	<input type="checkbox"/>		<input type="checkbox"/>
Waste management, recycling	<input type="checkbox"/>		<input type="checkbox"/>
Air conservation, climate protection	<input type="checkbox"/>		<input type="checkbox"/>
Noise abatement	<input type="checkbox"/>		<input type="checkbox"/>
Cleanup operation, soil conservation	<input type="checkbox"/>		<input type="checkbox"/>
Measurement and control engineering	<input type="checkbox"/>		<input type="checkbox"/>
Analytics, consultancy, project planning	<input type="checkbox"/>		<input type="checkbox"/>
Environmental research, development and monitoring	<input type="checkbox"/>		<input type="checkbox"/>
Other: .....	<input type="checkbox"/>		<input type="checkbox"/>

**17. What share of your total sales in 2004 (acc. to Question 8) was attributed to the production of environmentally protective goods and services, respectively?**

Share of total sales in 2004 attributable to ...

- Environmentally protective goods ..... approx. .... %
- Environmentally protective services ..... approx. .... %

<b>OPERATIONAL INVESTMENT</b>
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**18. Has your establishment invested in one or several of the following areas in the last financial year 2004?**

*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 24!

**19. What was the approximate sum total of all investments in 2004?**..... approx. .... €

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

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

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

**22. Which financial resources were used for the investment amount of 2004 indicated in Question 19 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 %

**23. Did you have to overcome difficulties in acquiring loan capital from private credit institutions resulting in a deferment or reduction of the planned investments?**

- Yes
- No

**24. Have you planned investments for 2005?**

- Yes
- No → go to Question 26!
- Don't know yet → go to Question 26!

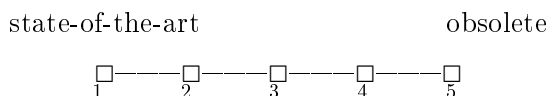
**25. How do you expect the investment volume to develop in 2005 compared to 2004? The investment volume is likely to ...**

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

**26. 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 5!*

"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.



**PERSONNEL STRUCTURE**

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

*Interviewer: Present list 6! 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 2005 (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 2005 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 <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		
Working proprietors, directors, managers	.....	.....
Trainees/ apprentices	.....	.....
Candidates for civil service	.....	.....
<b>Total =</b>		
<b>Total number of employees (Please check this figure)</b>	.....	.....

**28a. Does the total number of employees on 30 June 2005 mentioned in Question 27 also include part-time workers?**

- Yes
- No → go to Question 29!

**28b. If so, please indicate the total number of part-time workers and the number of women among them.**

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

**29a. Does the total number of employees on 30 June 2005 mentioned in Question 27 also include fixed-term employment? This does not include trainees!**

- Yes
- No → go to Question 30!

**29b. If so, please indicate the total number of fixed-term employees and the number of women among them.**

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

**30. Were there any staff employed by your establishment on 30 June 2005 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 .....		

→ namely:  
 → go to Question 31

**31. In addition to the total number of employees indicated in Question 27, did you also employ staff from the following employment groups on 30 June 2005? 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 .....	.....

**32. Were there any "one euro job-holders", i.e. persons working on job opportunity programmes according to the Social Code Book II, employed by your company on 30 June 2005? This does not include workers on job-creation schemes! If so, how many?**

- Yes → namely                      Total: .....
- No

**PERSONNEL RECRUITMENT**

**33a. What strategy has your establishment/ office adopted for covering the demand for skilled staff in the forthcoming two years? Please indicate what is applicable in the following list.**

*Interviewer: Present list 7 and tick as applicable!*

**33b. If several strategies are mentioned: Which of these strategies do you consider the most important one?**

*Interviewer: Only one entry admissible!*

	a. Strategies chosen	b. most imp. strategy
A Internal qualification of skilled labor	<input type="checkbox"/>	<input type="checkbox"/>
B Staff training	<input type="checkbox"/>	<input type="checkbox"/>
C New recruitment of skilled workers with experience on the job	<input type="checkbox"/>	<input type="checkbox"/>
D New recruitment of formally qualified staff	<input type="checkbox"/>	<input type="checkbox"/>
E Extension of employment of elderly personnel	<input type="checkbox"/>	<input type="checkbox"/>
F Other	<input type="checkbox"/>	<input type="checkbox"/>
We do not anticipate (additional) recruitment of staff in the next few years	<input type="checkbox"/>	<input type="checkbox"/>

**34. Did you recruit staff in the first half of 2005?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 36!
- No

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

- I was willing to recruit staff → go to Question 42!
- No new staff required → go to Question 45!

**36a. Please indicate the total number of new recruitments in the first half of 2005 and the number of women among them.**

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

**36b. How many of the total number of the staff recruited in the first half of 2005 were placed by the employment agency?**

.....

**36c. And how many of the total number of the staff recruited in the first half of 2005 were aged 50 or older?**

.....

**37. 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

**38. Did you recruit temporary staff in the first half of 2005?**

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

	Total	No. of women
Yes .....	.....	.....
No .....		

**39a. Did you, in the first half of 2005, recruit staff or menial jobs requiring no specific vocational education ?**

- Yes
- No → go to Question 40!

**39b. How many in total?** .....

**39c. How many of them were recruited for new, additionally created jobs? Please use the scale below for your response.**

*Interviewer: Present list 8 and keep displayed until Question 40!*

All of them    More than 50 %    About 50 %    Less than 50 %    None of them

1 -----  2 -----  3 -----  4 -----  5

**40a. Did you, in the first half of 2005, recruit staff for qualified jobs requiring a vocational qualification, relevant professional experience or a university degree?**

- Yes
- NO → go to Question 42!

**40b. How many in total?** .....

**40c. How many of them were recruited for new, additionally created jobs? Please use the scale below for your response.**

All of them    More than 50 %    About 50 %    Less than 50 %    None of them

1 -----  2 -----  3 -----  4 -----  5

**41a. Sometimes it is not possible to find appropriate applicants who comply with the company's requirements to fill a specific vacancy. Please refer to the new recruitments for qualified jobs you made in the first half of 2005: Did you have to compromise when filling these vacancies? Please indicate what is applicable in the following list.**

*Interviewer: Present list 9 and tick as applicable!*

- A We reduced our professional qualification requirements
- B The lack of professional qualification had to be compensated for with an extended induction period
- C We compensated for the lack of professional qualification with in-company training
- D We adapted the remuneration initially envisaged
- E We adapted the scheduled working hours
- F Other
- G We did **not** have to compromise → go to Question 42!

**41b. To how many of the staff recruited in the first half of 2005 does at least one of the above mentioned compromises apply?**

..... persons

**42a. Did you fail to fill any menial jobs not requiring specific professional training in the first half of 2005?**

- Yes
- No → go to Question 43!

**42b. If so, how many in total?** .....

**43a. Did you fail to fill qualified jobs requiring a vocational qualification, relevant professional experience or a university degree in the first half of 2005?**

- Yes
- No → go to Question 45!

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

**44a. What were the reasons for you failing to fill qualified jobs?**

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

**44b. If several reasons are mentioned: What reason was the most important or most frequent?**

*Interviewer: Only one entry admissible!*

	a. Reasons		b. most imp. reason
A There were no applicants	<input type="checkbox"/>		<input type="checkbox"/>
B The applicants' qualifications were not appropriate	<input type="checkbox"/>		<input type="checkbox"/>
C Applicants were not appropriate because of their personality	<input type="checkbox"/>		<input type="checkbox"/>
D The applicants' salary expectations did not match our intentions	<input type="checkbox"/>		<input type="checkbox"/>
E The applicants' requirements with respect to working hours did not comply with our intentions	<input type="checkbox"/>		<input type="checkbox"/>
F Other	<input type="checkbox"/>		<input type="checkbox"/>

**45. Did you turn any fixed-term contracts into permanent contracts during the first half of 2005? This does not include trainees. If so, please indicate their total number and the number of female contract holders among them.**

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

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

- Yes
- No → go to Question 48!

**47a. 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 11! Please enter "0" if an employment group does not exist.*

**47b. How many of these vacancies are registered with the employment agency?**

	a. vacancies available	No. of registered with employment agency
<b>Total number of vacancies</b>	.....	.....
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 OUTFLOW IN THE FIRST HALF OF 2005**

**48. Did you register any staff leaving your establishment/office in the first half of 2005?**

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 50!

**49a. Please indicate the total number of employees who have left your establishment! How many of them were female?**

**49b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 12! 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 (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	.....	

**50. Did you reduce the number of menial jobs that do not require a vocational qualification in the first half of 2005?**

- Yes
- No → go to Question 52!

**51. How did you compensate for the loss of those menial jobs?**

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

- A Jobs were automated
- B Jobs were outsourced
- C Jobs were transferred to other organization units
- D Jobs were integrated into other job profiles
- E Jobs were cut without substitution
- F Other

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

- an industry-wide wage agreement → go to Question 54!
- a company agreement concluded by the establishment and the trade unions → go to Question 54!
- Not bound by a collective agreement

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

- Yes → go to Question 59!
- No → go to Question 59!

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

- Yes
- No

**55. Are there any opening clauses in the wage agreement applicable to your establishment?**

- Yes
- No → go to Question 58!
- Don't know → go to Question 58!

**56. Does your establishment currently make use of such opening clauses?**

- Yes
- No → go to Question 58!

**57. Which operational sectors have these opening clauses been utilised for?**

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

- Adjustment of working hours
- Reduction of salaries and wages; Suspension of agreed wage and salary increases/ supplementary grants
- Other

**58. Does your establishment employ staff who are not bound by the currently valid collective agreement but are under contract outside the agreed scale rate? (salaried employees "exempt from collectively agreed terms")**

- Yes → namely                      Total: .....
- No

**59. 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 2005:                      ..... €

<b>VOCATIONAL TRAINING AND TRAINEESHIP</b>
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**60. 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 72!

**61. Has this establishment/office concluded any traineeship contracts for the currently expiring vocational training year 2004/2005?**

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

- Yes** → go to Question 63!
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution
- No**, traineeship contracts were concluded for the vocational training year 2004/2005?

**62. Although you did not conclude any new traineeship contracts for 2004/2005, Had you actually offered any traineeships for this vocational training year?**

- Yes
- No → go to Question 66!

**63a. How many traineeships had you offered for the vocational training year 2004/2005?**

**Please also include vacancies you were not able to fill.**

Traineeships offered for the vocational training year 2004/2005 .....

**63b. How many traineeships were registered with the employment agency?** .....

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

**64. Was this establishment/ office in a position to fill all vacant traineeships offered in the vocational training year 2004/2005?**

- Yes → go to Question 66!
- No

**65. How many training vacancies could not be filled in the vocational training year 2004/2005 in your establishment office?**

Number of unfilled training vacancies .....

**66. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2005?**

Please also include trainees who are still expected to complete their training successfully in 2005!

*If so, how many altogether? And How many of these are female?*

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

**67a. Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training in 2005?**

- Yes → go to Question 70!
- No

**67b. How many qualified trainees are being offered a permanent position by your establishment or another unit of your enterprise? Please also indicate the number of women among them.**

	Total	No. of women
<i>Interviewer: Please enter "0" if not applicable</i>	.....	.....

**68. Would you have liked to offer permanent positions to more of your successful trainees?**

- Yes
- No

**69. Were you unable to offer permanent jobs to some trainees because...**

	Total
a. The number of traineeships exceeded the requirements from the outset? If so, how many does this apply to altogether?	Yes ..... <input type="checkbox"/> → namely: ..... No ..... <input type="checkbox"/>
b. Your establishment has not achieved the expected economical performance? If so, how many does this apply to altogether?	Yes ..... <input type="checkbox"/> → namely: ..... No ..... <input type="checkbox"/>
c. These had planned a different career for themselves? If so, how many does this apply to altogether?	Yes ..... <input type="checkbox"/> → namely: ..... No ..... <input type="checkbox"/>
d. They did not live up to the company's expectations? If so, how many does this apply to altogether?	Yes ..... <input type="checkbox"/> → namely: ..... No ..... <input type="checkbox"/>

**70. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2005/2006?**

**Please also consider all training stipulations mentioned in Question 61.**

The vocational training year 2005/2006 is normally considered to begin on 1 August 2005 and end on 31 July 2006.

- 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 2005/2006

**71. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2005/2006?**

- Yes
- No

<b>GOVERNMENT ASSISTANCE</b>
------------------------------

**72. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 1992?**

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

- A Subsidies for employees on job-creation programs
- B Structural adjustment measures or job creating infrastructural measures
- C Wage subsidies or subsidies for qualifying job-creation schemes from the Federal programme to reduce youth unemployment (JUMP)
- D Subsidies for in-plant training (training allowances, instructor salaries, training associations, etc.)
- E Integration subsidies
- F Business start up allowances
- G Occupational rehabilitation allowances
- H Work instead of social assistance (Federal Social Security Act Prog.)
- I Partial retirement subsidies
- J Other employment subsidies (e.g. granted by the federal states, ESf subsidies)
- K **None** → go to Question 75!

**73. How many employees were subsidised by these salary allowances in 2004 overall?..... approx. .... Employees**

**74. How many employees did receive support through government-organized job-creation measures or structural adjustment projects in 2004? This refers only to measures A and B in Question 72!..... approx. .... Employees**

**75. Which of the following investment and materials subsidies were granted to your establishment/office in 1992?**

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

- A Funds of the joint programme to develop the "regional economic structure"
- B Subsidies of Federal programmes, also funded by the DtA (Deutsche Ausgleichsbank) or the KfW 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 77!

**76. Please indicate the total amount of investment and materials subsidies for 2004..... approx. .... €**

<b>IN-COMPANY TRAINING</b>
----------------------------

**77. Did your establishment/ office support training courses in the first half of 2005?**

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 84!

**78. 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 17 and tick as applicable!*

- 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

**79. Let us now focus on the types of further training that are most important: do these normally take place on the job? Or are they always or partly off the job?**

- Normally on the job
- Partly on the job, partly off the job
- Always off the job
- Difficult to say in general, varies from case to case

**80. Do your employees normally contribute to the cost of further training courses in full or in part, e.g. the course fees or travel expenses?**

- Yes, in full
- Yes, in part
- No, they don't contribute to the costs
- Difficult to say in general, varies from case to case

**81. Are there any repayment agreements in the event that an employee who participated in a training course hands in his/ her notice after completing training financed by your establishment?**

- Yes
- No

**82. With respect to further training courses in the first half of 2005, 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 83 is answered accordingly.*

- Individuals
- Cases of participation

**83. How many persons (individuals) or cases of participation were there for further training courses according to Question 78 in the first half of 2005?**

**a. Please indicate the total number of participants and how they are broken down into the different employment groups.**

**b. How many of them were female?**

*Interviewer: Present list 18! Please enter "0" if an employment group does not exist.*

	a. Total	b. No. of women
<b>Total number of individuals or cases of participation</b>	.....	.....
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	.....	

**STAFF SHARES/ PROFIT SHARING**

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

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

Staff shares:	Yes .....	<input type="checkbox"/>	→ utilised by approx. ....	% of employees
	No .....	<input type="checkbox"/>		
Profit sharing:	Yes .....	<input type="checkbox"/>	→ utilised by approx. ....	% of employees
	No .....	<input type="checkbox"/>		

**GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE**

**85. 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

**86. Is this establishment/ office a provider of job opportunities according to Section 16 of the Social Code Book II ("one euro job-holders")?**

- Yes
- No

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

**Did this establishment/ office take part in the employer survey on "Employment Trends" in the previous year (2004)?**

- Yes → go to Question 96!
- No

**88. 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

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

*Interviewer: Present list 19!*

- 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)

**90. 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

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

- 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!*

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

- Yes → go to Question 96!
- 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 .....

