



## The IAB Establishment Panel

### Employment Trends

Employer Survey 2006  
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](mailto: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
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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 2005). The number of employees liable to social security in 2005 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 2005). 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.*

<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 2005 and how have these figures developed by 30 June 2006?**

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

	control field acc. (address record)	Total 30/06/05	Total 30/06/06
<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>Marginal part time workers</b> (400-€-jobholders, short-term employees, see explanations on p.2)</li> </ul>		.....	.....
<ul style="list-style-type: none"> <li>● <b>Other employees</b></li> </ul>		.....	.....
<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 2005 to 30 June 2006, 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 2007, or do you think it will increase or decrease?**

*In case of estimated increase/ decrease: What is the approximate expected total number of employees? We expect that the level of employment...*

- Will be approx. constant
- Will increase
- Will decrease  } to an approx. total number of employees of .....
- Not sure at present

### **BUSINESS POLICY AND PERFORMANCE**

**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 Organizational problems as far as motherhood and maternity leave are concerned
- I High demand for further training and qualification
- J Lack of motivation in the workplace
- K High rate of lost work time and absence due to illness
- L High financial burden on wage costs
- M Other problems with human resources management
- No** problems with human resources management

**6. 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

**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** → go to Question 11!
- for insurance companies by the **total premium paid** (inclusive premium tax) → go to Question 11!
- for non industrial organizations, regional and local authorities, etc. by the **budget volume** (administration and property budget) → go to Question 12!

**8. What was your turnover in the last fiscal year (normally the year 2005)?**

*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. Please indicate the share of sales achieved in 2005 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 %

**10. What share of sales was attributed to intermediate inputs and external costs in 2005, 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 2005..... approx. .... %

**11. Please give your assessment of the profit situation of your business in the last fiscal year (2005)?**

- very good
- good
- satisfactory
- sufficient
- poor

**12. How do you expect the business volume to develop in the current year, 2006, as compared to 2005?**

- 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

**13. I will read out some criteria, which can be important for the location of a business.**

**a) Please indicate the relevance of your business according to the following list.**

*Interviewer: Present list 4! Tick an answer in each line of block a.*

**b) Please assess the relevance of these criteria for your own business location by assigning each criterion to a grade from 1(=very good) to 6(=very bad).**

*Interviewer: Present list 4! Enter a grade from 1 to 6 in column b.*

a. Importance of the location factor for the own business is ...							b. Assessment of location  grade
		most impor- tant	very impor- tant	impor- tant	minor impor- tant	un impor- tant	
A	Proximity to customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
B	Proximity to suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
C	Availability of qualified employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
D	Attractiveness for employees (housing quality, recreational offerings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
E	Proximity to research and technology centers, universities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
F	Availability of commercial premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
G	Price level of commercial premises or price level for renting offices and stores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
H	Interregional infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
I	Regional wage level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
J	Cooperation with public authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
K	Municipal taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
L	Price level for energy and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	..... .....

**OPERATIONAL INVESTMENT**

**14. Has your establishment invested in one or several of the following areas in the last financial year, 2005?**

*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 18!

**15. What was the approximate sum total of all investments in 2005?**..... approx. .... €

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

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

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

**18. Have you planned investments for 2006?**

- Yes
- No → go to Question 20!
- Don't know yet → go to Question 20!

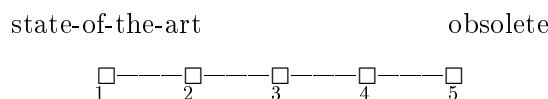
**19. How do you expect the investment volume to develop in 2006 compared to 2005 The investment volume is likely to ...**

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

**20. 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.



<b>PERSONNEL STRUCTURE</b>
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**21. 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 2006 (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 2006 from Question 1	.....	

**This includes...**

Low-skilled employees/civil servants, requiring no specific vocational education	.....	.....
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Qualified employees/civil servants, - requiring vocational training or the equivalent 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	.....	.....
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<b>Total =</b> <b>Total number of employees (Please check this figure)</b>	.....	.....
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**22a. Does the total number of employees mentioned in Question 21 also include part-time workers on June 30 2006?**

- Yes  
 NO → go to Question 23!

**22b. 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>	.....	.....

**23a. Does the total number of employees mentioned in Question 21 also include fixed-term employment on June 30 2006? This does not include trainees!**

- Yes  
 NO → go to Question 24!

**23b. If so, please indicate the total number of temporary employees and the number of women among them.**

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

**23c. Of all employees, how many had a limited contract due to public funding, e.g. job-creation measures or labour costs subsidies?**

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

**24. Were there any staff employed by your establishment on 30 June 2006 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 .....	<input type="checkbox"/>	→ go to Question 25	.....

**25. In addition to the total number of employees indicated in Question 21, did you also employ staff from the following employment groups on 30 June 2006? If so, how many approximately?**

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

**26. Is this establishment/ office a provider of job opportunities according to Section 16 of the Social Code Book II ("one-euro-job" holders)? In other words, does your company receive an allowance from the relevant employment agency in cooperation with local authorities (ARGE) or an opting local authority?)**

- Yes
- No

**27a. Were there any "one-euro-job holders", employed by your company on 30 June 2006? This does not include workers on job creation schemes!**

- Yes
- No → go to Question 28!

If so,

**27b. please indicate the total number.**

**If your company is the responsible agency, please indicate only the "one-euro-job" holders who were employed in your company on 30 June 2006.**

- "one-euro-job" holders.....

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

*Interviewer: Take out list 7!*

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

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

*Interviewer: Present list 8 and and tick where applicable!*

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

**PERSONNEL RECRUITMENT IN THE FIRST HALF OF 2006**

**30. Did you recruit staff in the first half of 2006?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 32!
- No

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

- I was willing to recruit staff → go to Question 35!
- No new staff required → go to Question 35!

**32a. Please indicate the total number of new recruitments in the first half of 2006 and the number of women among them.**

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

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

**32b. How many of the total number of the staff recruited in the first half of 2006 were placed by the employment agency?**

.....

**32c. And how many of the total number of the staff recruited in the first half of 2006 were aged 50 or older?**

.....

**33. 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

**34. Did you recruit temporary staff in the first half of 2006?**

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

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

→ namely:

**35. Did you turn any fixed-term contracts into permanent contracts during the first half of 2006? Trainees are not referred to here.**

If so, please indicate their total number and the number of female contract holders thereof.

	Total	Female thereof
Yes .....	.....	.....
No .....	.....	.....

→ namely:

**PERSONNEL OUTFLOW IN THE FIRST HALF OF 2006**

**36. Did you register any staff leaving your establishment/office in the first half of 2006?**

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 39!

**37a. Please indicate the total number of employees who have left your establishment! How many of them were female?**

**37b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 9! 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	.....	

**38. In case of dismissals on the part of the employer during the first half of 2006 (Question 37b, answer B):**

**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?**

- Yes
- No

<b>CURRENT PERSONNEL RECRUITMENT</b>
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**39. Are you currently looking for staff (not including trainees) for immediate employment?**

- Yes
- No → go to Question 41!

**40a. 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 10! Please enter "0" if an employment group does not exist.*

**40b. 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:		
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	.....	.....

**SAFEGUARDING OF EMPLOYMENT AND LOCATIONAL COMPETITIVENESS**

**41a. Please indicate whether your management has reached an agreement with your employees about safeguarding employment and locational competitiveness. Such an agreement should include efforts and rewards for both sides.**

- Yes → go to Question 42!
- No

If not: **41b. Did such an agreement exist in the past and is now discontinued?**

- Yes
- No

**41c. Are there currently any negotiations under way for such an agreement?**

- Yes
- No

**41d. Did any efforts to achieve such an agreement fail in the past, or have there been no efforts at all to achieve such an agreement?**

- Efforts to achieve such an agreement failed in the past → go to Question 52!
- No efforts at all to achieve such an agreement → go to Question 52!

**42. The following refers to the specific contents of agreements for safeguarding employment and locational competitiveness in your business. If there is more than one of these agreements for your business, please respond to the following questions with reference to the most important one.**

- In what year was the agreement completed?.....

**43. What was the term of the agreement for safeguarding employment and locational competitiveness in your business?**

*Interviewer: Please present list 11! Only one response permitted.*

- Up to 1 year
- From than 1 year up to 2 years
- From than 2 years up to 5 years
- Over 5 years
- No duration was agreed

**44. For what reason was the agreement for safeguarding employment and locational competitiveness implemented in your business? "Reaction to a current crisis", "prevention of an impending crisis" or for "general improvement of competitiveness"? Or were there other reasons?**

*Interviewer: Only one response permitted.*

- As a reaction to a current crisis
- To prevent an impending crisis
- For general improvement of competitiveness
- Other reasons

**45. What is the legal form of the agreement for safeguarding employment and locational competitiveness in your business?**

*Interviewer: Please present list 12! Only one response permitted.*

- Company agreement
- Employer/works council agreement
- Contract of employment
- Verbal agreement
- Other

**46. I will now read out several measures referring to working hours. Please state for each item whether or not the measure is included in the agreement for safeguarding employment and locational competitiveness in your business.**

*Interviewer: Read out data!*

	Yes	No
a) Implementation/expansion/reorganization of working time accounts	<input type="checkbox"/>	<input type="checkbox"/>
b) Reduction of overtime	<input type="checkbox"/>	<input type="checkbox"/>
c) Longer working hours with adjustment of wages	<input type="checkbox"/>	<input type="checkbox"/>
d) Longer working hours without adjustment of wages	<input type="checkbox"/>	<input type="checkbox"/>
e) Reduction of working hours	<input type="checkbox"/>	<input type="checkbox"/>
f) Switch from full-time to part-time employment	<input type="checkbox"/>	<input type="checkbox"/>
g) Implementation/expansion of partial retirement	<input type="checkbox"/>	<input type="checkbox"/>
h) Other measures related to working hours	<input type="checkbox"/>	<input type="checkbox"/>

**47. Now I will list several measures which refer to payment. Please state for each item whether or not the measure is part of the agreement for safeguarding employment and locational competitiveness in your establishment/ office.**

*Interviewer: Read out data!*

	Yes	No
a) Suspension of union wage increases	<input type="checkbox"/>	<input type="checkbox"/>
b) Offsetting of union wage increases against income components above the general pay scale	<input type="checkbox"/>	<input type="checkbox"/>
c) Decrease of annual bonus payment or other financial or non-cash benefits	<input type="checkbox"/>	<input type="checkbox"/>
d) Change of fixed income elements into variable, profit-related elements (e.g. profit sharing and participation in the capital and profits of firms)	<input type="checkbox"/>	<input type="checkbox"/>
e) Decrease of basic wages	<input type="checkbox"/>	<input type="checkbox"/>
f) Decrease of incentives (e.g. for overtime)	<input type="checkbox"/>	<input type="checkbox"/>
g) Implementation of decreased entry-level wages/ low union wages	<input type="checkbox"/>	<input type="checkbox"/>
h) Other measures relating to payment of wages and salaries	<input type="checkbox"/>	<input type="checkbox"/>

**48. Are measures of work organization such as implementation of group work, reorganization of departments, or downward shifting of responsibilities subject to the agreement for safeguarding employment and locational competitiveness in your business?**

- Yes
- No

**49. Are accompanying qualification programmes also part of the agreement for safeguarding employment and locational competitiveness in your business?**

- Yes
- No

**50. I will now state some commitments which can be made by employers within the agreement for safeguarding employment and locational competitiveness. Please indicate whether or not each item is included in the agreement for safeguarding employment and locational competitiveness in your business.**

*Interviewer: Read out data!*

	Yes	No
a) Complete job guarantee (ruling out dismissals due to operational reasons)	<input type="checkbox"/>	<input type="checkbox"/>
b) Job guarantee for sections of the workforce	<input type="checkbox"/>	<input type="checkbox"/>
c) Commitment to maintaining the workforce level	<input type="checkbox"/>	<input type="checkbox"/>
d) Commitment to retain trainees	<input type="checkbox"/>	<input type="checkbox"/>
e) Preservation of traineeship capacity	<input type="checkbox"/>	<input type="checkbox"/>
f) Preservation of the business location	<input type="checkbox"/>	<input type="checkbox"/>
g) Investments in the business location	<input type="checkbox"/>	<input type="checkbox"/>
h) Abandonment of outsourcing measures	<input type="checkbox"/>	<input type="checkbox"/>
i) Guarantee of product lines	<input type="checkbox"/>	<input type="checkbox"/>
j) Other commitments	<input type="checkbox"/>	<input type="checkbox"/>

**51. Are there any past agreements for safeguarding employment and locational competitiveness in your business that have expired?**

- Yes
- No

<b>OPERATIONAL WORKING HOURS</b>
----------------------------------

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

Working hours per week:.....

**53. Please categorize your employees according to their agreed number of working hours per week. Please state the proportion of!**

*Interviewer: Present list 13! 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 %

**54. Did employees work overtime in 2005?**

- Yes
- No → go to Question 57!

**55. Was overtime normally paid or only compensated with time off in lieu in 2005, or were there both options?**

- Only paid
- Only time off in lieu
- Both - paid and time off in lieu → go to Question 57!
- Neither paid nor time off in lieu → go to Question 57!

**56. What percentage of your employees worked paid extra hours in 2005?..... approx. .... %**

**57. 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 60!
- Neither in operation nor planned → go to Question 60!

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

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

*Interviewer: Take out list 14 and tick as applicable!*

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

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

*Interviewer: Take out list 15 and tick as applicable!*

- A Sabbaticals
- B Advanced training period
- C Reduction in number of years working
- D Parental leave
- E Other ..... namely .....
- No leave of absence  $\rightarrow$  go to Question 62!

**61. Is the accumulated time credit on (long-term) working time accounts insured against bankruptcy, or is such a safeguard planned in your business or establishment?**

- There is a safeguard
- A safeguard is planned
- A safeguard is neither in place nor planned

**62a. Does your business have any employees with trust-based working time agreements? This means that employees can schedule their working time independently, and the employer does not keep track of actual working time.**

- Yes
- No  $\rightarrow$  go to Question 63!

**62b. If so: Do these regulations apply to the whole company or only individual sections?**

- The whole company  $\rightarrow$  go to Question 63!
- For some sections of the company

**62c. Please estimate what percentage of employees trust-based working time agreements apply to? Approx. .... %**

**63. I will now read out several mechanisms for working time regulations. Please state for each mechanism whether or not it is applied in your establishment/office.**

*Interviewer: Read out data!*

	Yes	No
A Permanent or regular Saturday work	<input type="checkbox"/>	<input type="checkbox"/>
B Saturday work if required	<input type="checkbox"/>	<input type="checkbox"/>
C Permanent or regular Sunday work	<input type="checkbox"/>	<input type="checkbox"/>
D Flexible working hours or bandwidth models	<input type="checkbox"/>	<input type="checkbox"/>
E Shift work	<input type="checkbox"/>	<input type="checkbox"/>
F Change of duration and conditions of working hours for part-time employees	<input type="checkbox"/>	<input type="checkbox"/>
G Working hours corridor and range of forms of working hours	<input type="checkbox"/>	<input type="checkbox"/>
H Safeguarding of employment by reduction of working hours	<input type="checkbox"/>	<input type="checkbox"/>

**64. Considering the central field of your business activity: What are the average weekly operating hours?**

Operating hours are normally the period of time when machines and equipment are operated, hours of availability to business partners, or opening hours of your establishment, including preparation and wrap-up time. Longer operating hours that exceed the regular working hours of employees can be achieved through shift work, flexible working hours, overlapping schedules and other measures.

Average number of weekly operating hours .....

**65a. Did you have to make use of short-time work in the first half of 2006?**

- Yes
- No → go to Question 66!

**65b. If so, how many employees did this affect?**

Employees in short-time.....

**VOCATIONAL TRAINING AND TRAINEESHIP**

**66. 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 79!

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

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

- Yes → go to Question 69!
- 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 2005/2006

**68. Although you did not conclude any new traineeship contracts for 2005/2006, Had you actually offered any traineeships for this vocational training year?**

- Yes
- No → go to Question 72!

**69a. How many traineeships had you offered for the vocational training year 2005/2006?**

Please also include vacancies you were not able to fill.

Traineeships offered for the vocational training year 2005/2006 .....

**69b. How many traineeships were registered with the employment agency?** .....

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

**70. Was this establishment/ office in a position to fill all vacant traineeships offered in the vocational training year 2005/2006?**

- Yes → go to Question 72!
- No

**71. How many training vacancies could not be filled in the vocational training year 2005/2006 in your establishment office?**

Number of unfilled training vacancies .....

**72. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2006?**

Please also include trainees who are still expected to complete their training successfully in 2006!

- Yes
- No → go to Question 76!

**73a. How many altogether?**

Trainees who had successfully complete their training .....

**73b. And How many of these are female?** .....

**74. 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 76!
- No

**75a. How many qualified trainees are being offered a permanent position 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: .....

**75b. How many of these are female?** .....

**76. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2006/2007?**

**Please also consider all training stipulations mentioned in Question 67.**

The vocational training year 2006/2007 is normally considered to begin on 1 August 2006 and end on 31 July 2007.

- Yes
- No, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 79!
- No, no new traineeship contracts for 2006/2007

**77. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2006/2007?**

- Yes
- No

**78. Please refer to the next vocational training year 2007/2008: How many traineeship contracts are planned to be concluded by your establishment in the forthcoming vocation training year 2006/2007?**

The number of traineeship contracts to be concluded

- Will remain approximately constant
- Will decrease
- Will increase
- Is still to be determined

## SALARIES AND WAGES

**79. In this establishment bound by ...**

- An industry-wide wage agreement → go to Question 81!
- A company agreement concluded by the establishment and the trade unions → go to Question 81!
- Not bound by a collective agreement

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

- Yes → go to Question 83!
- No → go to Question 83!

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

- Yes
- No

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

**83. Please indicate the total amount of gross pay effected by your establishment in the month of June 2006 (excluding employer's social security contribution and holiday allowance)?**

Total gross pay in June 2006: ..... €

<b>GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE</b>
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**84. 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

**85. If there is a Works Council: Please describe the position of the works/staff council in your company by selecting one of the following statements you consider most suitable:**

*Interviewer: Present list 16! Only one statement is admissible.*

- A Business decisions usually have to be put through against the works/staff council
- B The works/staff council often diverges from the management's opinion when it comes to business decisions, nevertheless a consensual solution is eventually found in most cases
- C Most business decisions are mutually agreed upon by the works/staff council and the management

**86. The establishment surveyed is ...**

- an **independent** company or an independent organization **without** other places of business → go to Question 87!
- the **head office** of an enterprise or an organization with other places of business/ offices/ branches → go to Question 87!
- a **place of business/ office/ branch** of a larger enterprise or organization → go to Question 90!
- a regional or specific **middle-level authority** of a multi-level company or a multi-level authority/ organization → go to Question 90!

**87a. Has your company made foreign investments during the last two fiscal years? (2004 and 2005)**

- Yes
- NO → Continue with Question 90!

**87b. What was the total amount of foreign investment in those two fiscal years?**

approximately ..... €

**88a. Which of the following regions did the investments go to?**

*Interviewer: Present list 17 and tick the corresponding answer in column a)*

*If several answers are given:*

**88b. And which of those regions were most important in terms of the total amount of foreign investment?** *Interviewer: Present list 17! Only one answer may be selected in column b).*

	a) relevant regions applicable	b) most important
Countries of the European Monetary Union (excl. Germany) Belgium, Finland, France, Greece, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Spain	<input type="checkbox"/>	<input type="checkbox"/>
New EU member states: Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Czech Republic, Hungary and Cyprus	<input type="checkbox"/>	<input type="checkbox"/>
Russia, Ukraine, South East Europe including Turkey	<input type="checkbox"/>	<input type="checkbox"/>
Asia	<input type="checkbox"/>	<input type="checkbox"/>
Other foreign countries	<input type="checkbox"/>	<input type="checkbox"/>

**89. Please refer to the most important region of investment: Which of the following aspects were decisive for making investments there?**

*Interviewer: Present list 18 and tick where applicable!*

- A Opening up new markets/maintenance of existing markets
- B Procurement options for preliminary products
- C Lower costs, taxes and contributions
- D Lower labor costs
- E Fewer administrative regulations
- F Option of public funding
- G Other

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

**Did this establishment/ office take part in the employer survey on "Employment Trends" in the previous year (2005)?**

- Yes → go to Question 97!
- No

**91. 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)

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

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

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

- Before 1990 → go to Question 96!
- After 1990

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

In Year .....

**95. 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

**96. 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 97!
- 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 .....

