



## The IAB Establishment Panel

### Employment Trends

Employer Survey 2007  
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 2006). The number of employees liable to social security in 2006 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 2006). 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 2006 and how have these figures developed by 30 June 2007?**

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

	control field acc. (address record)	Total 30/06/06	Total 30/06/07
<ul style="list-style-type: none"> <li>● <b>Employees liable to social security</b> (Except "marginal" part-time workers, 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: .....	.....	.....

**2. Were any of the restructuring measures listed below taken by your establishment between 1 July 2006 and 30 June 2007?**

*Interviewer: Submit list 2 and tick as applicable!*

- A Parts of the establishment were closed down
- B Parts of the establishment were relocated to other company units in Germany
- C Parts of the establishment were relocated to other company units abroad
- D Parts of the establishment were separated and continued as independent businesses in Germany
- E Parts of the establishment were separated and continued as independent businesses abroad
- None of these → go to Question 4!

**3. How many employees left the company due to these restructuring measures (establishment shutdowns, relocations or separations)?**

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

..... Employees

**4. Conversely, were there any organizational developments that resulted in the integration of other establishments or establishment units into your company?**

- Yes
- No

**5. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 2008, 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

**6. 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

**BUSINESS POLICY AND PERFORMANCE**

**7. Please indicate whether the following instruments exist in your establishment/ office:**

	Yes	No
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	.....	.....

8. The business volume and the value added, which together account for the internal labour of a company, are important decisive factors for the employment development of an establishment.

According to our definition, the business volume is expressed...

*Interviewer: Please name and tick the applicable designation.*

- for general establishments by the sales (exclusive sales tax)
- for banks/ financial institutions by the total assets → go to Question 13!
- for insurance companies by the total premium paid (inclusive premium tax) → go to Question 13!
- for non industrial organizations, regional and local authorities, etc. by the budget volume (administration and property budget) → go to Question 15!

9. What was your turnover in the last fiscal year (normally the year 2006)?

*Statements should be given only for the business unit in question (not e.g. for larger units including different locations).*

*If the value cannot be indicated exactly, an approximation will suffice.*

Approximate amount: ..... €

10. Please indicate the share of sales achieved in 2006 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 %

11. Please indicate the share of sales achieved in 2006 in your home region, i.e. within a radius of approx. 20 miles

*Interviewer: Please read out!*

- Under 50% of sales
- 50% to under 75% of sales
- 75% to under 100% of sales
- 100% of sales
- No sales achieved in the home region
- Cannot be specified

**12. What share of sales was attributed to intermediate inputs and external costs in 2006, 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 2006.....approx. .... %

**13. Please give your assessment of the profit situation of your business in the last fiscal year (2006). Profitability was ...**

- very good
- good
- satisfactory
- sufficient
- unsatisfactory

**14. Did you accomplish a positive or negative annual result (net profit or net loss) in the last fiscal year? Or did you realize an approximately balanced annual result? The annual result in this context is defined as profits less expenditures.**

- The annual result accomplished was positive (net profit)
- The annual result accomplished was negative (net loss)
- The annual result accomplished was approximately balanced
- Annual result is not available, indication therefore not possible

**15. How do you expect the business volume to develop in the current year, 2007, as compared to 2006?**

- 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

**16a. Does your establishment offer any additional financial incentives for employees in the form of staff shares?**

- Yes
- No

**16b. Does your establishment offer any additional financial incentives for employees in the form of profit sharing?**

- Yes
- No

**OPERATIONAL INVESTMENT**

**17. Has your establishment invested in one or several of the following areas in the last financial year 2006?**

*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 21!

**18. What was the approximate sum total of all investments in 2006?**..... approx. .... €

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

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

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

**21. Have you planned investments for 2007?**

- Yes
- No → go to Question 23!
- Don't know yet → go to Question 23!

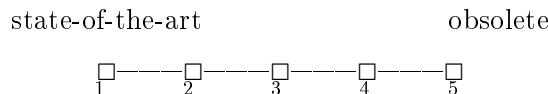
**22. How do you expect the investment volume to develop in 2007 compared to 2006? The investment volume is likely to ...**

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

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

*Interviewer: Present list 4!*

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



<b>INNOVATIONS IN THE ESTABLISHMENT</b>
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**24. Has your enterprise improved or further developed a product that has been part of its line for longer than two years in total?**

- Yes
- No

**25. Has your company, in the last two years, started to offer a product/service that had been on the market for longer than two years?**

- Yes
- No

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

- Yes
- No

**27. Did you develop or implement procedures which have noticeably improved production processes or services during the last two years?**

- Yes
- No

**28a. Have you planned any product or process innovations that you did not carry out during the last 2 years?**

- Yes
- No → go to Question 29!

**28b. Which of the following factors prevented the innovations from being carried out?**

*Interviewer: Take out list 5 and tick where applicable!*

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

**29a. Has one of the following changes taken place within your establishment/office in the last two years?**

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

**29b. Which of these changes was the most important in your opinion?**

*Interviewer: Only one alternative is possible here!*

	a. done changes	b. most important changes
A More reliance on internal labour	<input type="checkbox"/>	<input type="checkbox"/>
B Expansion of purchase of products and services from external sources	<input type="checkbox"/>	<input type="checkbox"/>
C Restructuring of procurement and distribution channels and/or of customer relations	<input type="checkbox"/>	<input type="checkbox"/>
D Restructuring of departments or areas of activities	<input type="checkbox"/>	<input type="checkbox"/>
E Downward shifting of responsibilities and decisions	<input type="checkbox"/>	<input type="checkbox"/>
F Introduction of team work/ working groups with their own responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
G Introduction of units/departments carrying out their own cost and result calculations	<input type="checkbox"/>	<input type="checkbox"/>
H Ecological measures in enterprise (e.g. eco, product and materials balances, eco audit)	<input type="checkbox"/>	<input type="checkbox"/>
I Improvement of quality management	<input type="checkbox"/>	<input type="checkbox"/>
J Others	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>

**30. Do you have a Research and Development (R and D) department?**

- Yes
- No → go to question 33!
- This is the responsibility of another unit within the enterprise → go to question 33!

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

*Interviewer: Take out list 7 and tick where applicable!*

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

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

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

..... approx. .... full-time

..... approx. .... part-time

<b>PERSONNEL STRUCTURE</b>
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**33. The following questions refer to the personnel structure of your establishment.**

*Interviewer: Present list 8! Please enter "0" if an employment group does not exist.  
If applicable, please distribute employees indicated under "others" (e.g. "marginal" part time workers, 400-€ Job holders) and "unpaid family workers" in Question 1 among the employment groups listed here.*

Please indicate how the total number of employees counted on 30 June 2007 (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 2007 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>	.....	.....

**34a. Does the total number of employees on 30 June 2007 mentioned in Question 33 also include part-time workers?**

- Yes
- No → go to Question 35!

**34b. 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>	.....	.....

**35a. Does the total number of employees on 30 June 2007 mentioned in Question 33 also include fixed-term employment? This does not include trainees!**

- Yes
- No → go to Question 36!

**35b. 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>	.....	.....

**35c.** If so, please indicate the total number of temporary employees among them, due to public funding, e.g. job-creation measures or labour costs subsidies?

Total

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

.....

**36.** Were there any staff employed by your establishment on 30 June 2007 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 .....		

**37.** In addition to the total number of employees indicated in Question 33, did you also employ staff from the following employment groups on 30 June 2007? 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"/>	

**38.** 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

**39a.** 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 2007? This does not include workers on job-creation schemes!

- Yes
- No → go to Question 40!

If so,

**39b.** 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 2007.

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

<b>PERSONNEL MOVEMENT IN THE FIRST HALF OF 2007</b>
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**40. Did you recruit staff in the first half of 2007?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 42!
- No

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

- I was willing to recruit staff → go to Question 47!
- No new staff required → go to Question 48!

**42. Please indicate the total number of new recruitments in the first half of 2007 and the number of women among them.**

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

**43. How is the total of employees taken on in the first half of 2007 distributed over the following groups?**

*Interviewer: Present list 9! Please enter "0" if an employment group does not exist.*

- Placements in menial jobs, requiring no vocational training
- Placements in qualified jobs requiring vocational training, comparable professional experience or a higher education qualification

**44. How many of the total number of the staff recruited in the first half of 2007 were placed by the employment agency?**

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

**45a. Did you recruit temporary staff in the first half of 2007?**

- Yes
- NO → go to Question 46!

**45b. If so, please indicate the total number and the number of women among them.**

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

**46. 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 → go to Question 48!

**47a. Did you fail to fill vacancies for qualified jobs requiring vocational training, comparable professional experience or a higher education qualification during the first half of 2007?**

- Yes
- No → go to Question 48!

**47b. If so, please indicate the total number:.....**

**48a. Did you turn any fixed-term contracts into permanent contracts during the first half of 2007? This does not include trainees.**

- Yes
- No → go to Question 49!

**48b. If so, please indicate their total number and the number of female contract holders among them.**

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

**49. Did you register any staff leaving your establishment/office in the first half of 2007?**

i.e. persons leaving for reasons of dismissal, redundancy, transfer to other organizations within the establishment, end of period of training, retirement, expiration of temporary employment or death. Please note: employment is continued during periods of maternity leave, parental leave (previously: childcare leave), military or civil service, and during the release phase of progressive retirement.

- Yes
- No → go to Question 51!

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

**50b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 10! 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	.....	

<b>CURRENT PERSONNEL RECRUITMENT</b>
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**51a. Are you currently looking for staff (not including trainees) for immediate employment?**

- Yes
- No → go to Question 52!

**51b. 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.*

**51c. How many of these vacancies are registered with the employment agency?**

	a. vacancies available	b. 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 <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	.....	.....

<b>FUTURE STAFFING FOR QUALIFIED EMPLOYEES</b>
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**52. Do you expect that you will have to recruit employees in qualified positions, i.e. staff for jobs requiring vocational training, comparable professional experience or a higher education qualification, in your establishment/ office within the next two years?**

- Yes
- No → go to Question 57!
- Still to be decided → go to Question 57!
- Not applicable, as no such jobs are available in the establishment → go to Question 58!

**53. Will it be necessary to fill these positions because qualified employees in your establishment/ office will take old-age retirement within the next two years? Please also bear in mind qualified employees leaving for partial retirement.**

- Yes
- No
- Still to be decided

**54. Do you think suitable applicants for the qualified positions to be filled in your establishment during the next two years will be difficult to find?**

- Yes
- No, we do not expect problems → go to Question 57!
- Don't know at present → go to Question 57!

**55. Do you think that all vacancies for qualified employees available in your company will be difficult to fill? Or is it rather specific jobs for which you see problems in finding suitable applicants?**

- Problems with all vacancies for qualified employees
- Problems with specific vacancies

**56a. Please indicate the reasons for which you expect that the search for suitable applicants may be problematic.**

*Interviewer: : Present list 12 and tick where applicable in column a)!*

**56b. To which extent do you think the reasons indicated under a) might impair qualified positions to be filled successfully? To a tremendous, great or moderate extent?**

*Interviewer: Indicate question b) for all items mentioned under a)!*

	a. Reasons	very great extent	Extent great	moderate extent
A	The vacant positions have a bad image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	The working conditions (e.g. working hours) are unfavourable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Qualified applicants for the positions in question are generally hard to find	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	The required additional qualifications are hard to find	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	The applicants' wage demands are too high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	The establishment's location is unattractive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Other impediments to recruiting qualified staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**57. Besides new recruitments, the demand for qualified employees required in the future may also be covered by internal human resources policy measures. Which priority does your establishment/ office assign to the following measures? Or are these measures not of importance?**

	high priority	low priority	not of importance
a) In-company restructuring measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Specific promotion of junior staff by in-company training measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Promotion of in-company training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Promotion of in-company exchange of experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Long-term individual development of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Retain older staff members in the company for a prolonged term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Succession planning for positions of retiring staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Other measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**58a. Did your establishment/ office support training courses in the first half of 2007?**

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 64!

**58b. 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 13 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

**59. 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

**60. 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

**61. 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

**62. With respect to further training courses in the first half of 2007, 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 63 is answered accordingly.*

- Individuals
- Cases of participation

**63. How many persons (individuals) or cases of participation were there for further training courses according to Question 58b in the first half of 2007?**

- 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 14! 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 qualified jobs, - requiring a vocational qualification or comparable training on the job or relevant professional experience	.....	
- requiring a university degree or higher education	.....	

**VOCATIONAL TRAINING AND TRAINEESHIP**

**64. 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 75!

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

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

- Yes** → go to Question 67!
- 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 2006/2007

**66. Although you did not conclude any new traineeship contracts for 2006/2007, Had you actually offered any traineeships for this vocational training year?**

- Yes
- NO** → go to Question 68!

**67a. How many traineeships had you offered for the vocational training year 2006/2007?**

Please also include vacancies you were not able to fill.

Traineeships offered for the vocational training year 2006/2007 .....

**67b. How many traineeships were registered with the employment agency?** .....

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

**68. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2007?**

Please also include trainees who are still expected to complete their training successfully in 2007!

- Yes
- No** → go to Question 71!

**69a. How many altogether?**  
Trainees who had concluded traineeship successfully .....

**69b. And how many of these are female?** .....

**70a. Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training?**

- Yes → go to Question 71!
- No

**70b. 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 .....

**70c. How many of these are female?** .....

**71. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2007/2008?**

**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 2007/2008 is normally considered to begin on 1 August 2007 and end on 31 July 2008.

- Yes
- No, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 73!
- No, no new traineeship contracts for 2007/2008

**72. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2007/2008?**

- Yes
- No

**73. Private training institutes, training associations and also public institutions, such as the Federal Employment Agency, offer support for in-company training.**

**Please indicate whether your establishment/ office makes use of any of the following offers.**

	Yes	No
a) Information or counselling services (e.g. demand analysis)	.....	.....
b) Support for implementing vocational training (e.g. selection of suitable professions/applicants, establishment of training programmes)	.....	.....
c) Implementation of complete or partial vocational trainings (e.g. organisation of joint trainings, execution of examinations, transfer of training contents)	.....	.....
d) Qualification of staff in charge of vocational training	.....	.....
e) Other forms of external support	.....	.....

**74. Does your establishment have a youth and trainee representative council elected in accordance with the Works Council Constitution Act or the Staff Representation Act?**

- Yes
- No

**GOVERNMENT ASSISTANCE**

**75. Were there any persons employed in your establishment/ office in 2006 for whom you have received partial retirement allowances?**

- Yes
- No

**76. Were there any persons employed in your establishment/ office in 2006 in following programs of governmental assistance?**

*Interviewer: Present list 15 and tick where applicable.*

- A Job-creation programs, Structural adjustment measures, job creating infrastructural measures
  - B "One euro jobs"
  - C Entry qualification for young persons
  - D Placements for vocational preparation (e.g. vocational preparation years)
  - E In-Company training measures
  - F Integration subsidies
  - G Subsidies for in-plant training (training allowances, instructor salaries, training associations, etc.)
  - H Other employment subsidies (e.g. granted by the federal states, ESf subsidies)
- None** → go to Question 79!

**77. How many employees were employed in your establishment/ office in 2006 according to the in question**

**76 mentioned programs?**..... approx. .... Employees

**78. And how many of these were 50 years or older?**..... approx. .... Employees

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

**79. Which of the following investment and materials subsidies were granted to your establishment/office in 2006?**

*Interviewer: Submit list 19 and tick as applicable!*

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

**80. Please indicate the total amount of investment and materials subsidies for 2006.**..... approx. .... €

**SALARIES AND WAGES**

**81. In this establishment bound by ...**

- an industry-wide wage agreement → go to Question 83!
- a company agreement concluded by the establishment and the trade unions → go to Question 83!
- Not bound by a collective agreement

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

- Yes → go to Question 85!
- No → go to Question 85!

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

- Yes
- No

**84a. Are there any opening clauses in the wage agreement applicable to your establishment?**

- Yes
- No → go to Question 85!
- Don't know → go to Question 85!

**84b. Does your establishment currently make use of such opening clauses?**

- Yes
- No → go to Question 85!

**84c. Which operational sectors have these opening clauses been utilised for?**

*Interviewer: Present list 17 and tick as applicable!*

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

**85. Please indicate the total amount of gross pay effected by your establishment in the month of June 2007(excluding employer's social security contribution and holiday allowance)?**

Total gross pay in June 2007: ..... €

<b>GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE</b>
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**86. 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

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

*Interviewer: Present list 18!*

- A Individually-owned firm (with full liability of one person) → go to Question 88!
- B Partnership (limited partnership, general partnership, partnership under the Civil Code) → go to Question 88!
- C Limited liability company or limited commercial partnership with a limited company as a partner → go to Question 88!
- D Company limited by shares (public limited company, partnership limited by shares) → go to Question 88!
- E Public corporation, public law foundation, institution, authority or office → go to Question 89!
- F Other legal form (e.g. association or cooperative) → go to Question 89!

**88. Is your company managed solely by the proprietors or family members of the proprietors or solely by employed managers, or both?**

- Solely by the proprietors/ family members of the proprietors
- Solely by employed managers
- Both

**89. Is your establishment/ office or parts of it a non-profit, charitable or religious organisation and therefore eligible for tax relief? Tax concession is recognized by the responsible fiscal authority**

- Yes
- No

**90. 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

**91. Is your business a member of ...**

*multiple answers possible:*

- The chamber of crafts/ trades
- The chamber of commerce and industry
- Another chamber
- None of the above

**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!*

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

- Yes → go to Question 97!
- 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 .....

