



## The IAB Establishment Panel

### Employment Trends

Employer Survey 2008  
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 - 28 09 61 40

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 2007). The number of employees liable to social security in 2007 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 2007). 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*

*- paid a maximum wage of €400 per month.*

*- or employed only short-term (i.e. for a maximum of 2 month or 50 days per year)*

<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 2007 and how have these figures developed by 30 June 2008?**

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

	control field acc. (address record)	Total 30/06/07	Total 30/06/08
<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>marginal part time workers</b> (400 Euro job holders, short-term employees, see explanation on page 2)</li> </ul>		.....	.....
<ul style="list-style-type: none"> <li>● <b>Others</b></li> </ul>		.....	.....
<ul style="list-style-type: none"> <li>● <b>Total number of employees</b></li> </ul>	B: .....	.....	.....

**2. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 2007 to 30 June 2008, or separated and continued as independent businesses?**

*Interviewer: Several answers possible!*

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these

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

- Yes
- No

**4. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 2009, or do you think it will increase or decrease?**

*In case of estimated increase/ decrease: What is the approximate expected total number of employees?*

We expect that the level of employment...

- |                          |                          |   |   |
|--------------------------|--------------------------|---|---|
| Will be approx. constant | <input type="checkbox"/> |   |   |
| Will increase            | <input type="checkbox"/> | } | to an approx. <u>total number</u> of employees of ..... |
| Will decrease            | <input type="checkbox"/> |   |   |
| Not sure at present      | <input type="checkbox"/> |   |   |

<b>BUSINESS POLICY AND PERFORMANCE</b>
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**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 Difficulties in finding the required specialized personnel on the labor market
- D Staff shortage
- E High percentage of older employed persons
- F High demand for further training and qualification
- G Lack of motivation in the workplace
- H High rate of lost work time and absence due to illness
- I High financial burden on wage costs
- J Other problems with human resources management
- No** problems with human resources management

**6a. How do you rate the pressure from competition that your establishment has to deal with? Is there.....**

- no pressure from competition at all → go to Question 7!
- minor pressure from competition → go to Question 7!
- medium pressure from competition → go to Question 7!
- substantial pressure from competition

**6b. If there is substantial pressure from competition:  
Could this endanger the continued existence of your company?**

- yes
- no

**7. Did your company/your department contract out work, which was previously carried out by the company itself to other companies in the last financial year, i.e. 2007**

- yes → go to Question 8!
- no → go to Question 9!

**8. Where is this work carried out now? At home, abroad, both at home and abroad?**

- At home
- Abroad
- Both at home and abroad
- Don't know

**9. 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) → go to Question 10!
- for banks/ financial institutions by the total assets → go to Question 10!
- for insurance companies by the total premium paid (inclusive premium tax) → go to Question 10!
- for non industrial organizations, regional and local authorities, etc. by the budget volume (administration and property budget) → go to Question 17!

**10. What was your turnover in the last fiscal year (normally the year 2007)?**

*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: ..... €

**11. Please indicate the share of sales achieved in 2007 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. .... %
- Foreign countries..... approx. .... %
- Total sales..... 100 %

**12. Please classify according to Question 9**

- "Sales" ticked
- "Total assets" or "total premium paid" ticked → go to Question 15!

**13. What share of sales was attributed to intermediate inputs and external costs in 2007, 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 2007..... approx. .... %

**14. Let us assume that there was an extensive demand in 2007:  
Would your company have managed to achieve a turnover increase with the  
resources then available (personnel, plant equipment, buildings)?  
Or would you have required additional staff and equipment in order to do so?**

*Several answers possible!*

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

**15. Please give your assessment of the profit situation of your business in the  
last fiscal year (2007).  
Profitability was ...**

- very good
- good
- satisfactory
- sufficient
- unsatisfactory

**16. 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 ex-  
penditures.**

- 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

**17. How do you expect the business volume to develop in the current year,  
2008, as compared to 2007?**

- It is expected to remain constant
- It is expected to increase
- It is expected to decrease  } by approx. .... %
- Don't know at present

<b>OPERATIONAL INVESTMENT</b>
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**18. Has your establishment invested in one or several of the following areas in  
the last financial year 2007?**

*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 23!

**19. What was the approximate sum total of all investments in 2007?**..... approx. .... €

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

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

**21. Which financial resources were used for the investment amount of 2007 indicated in Question 19 and how is this amount allocated to the different resources?**

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

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

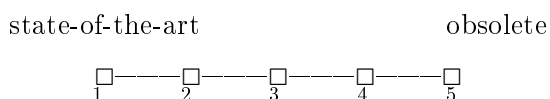
**22. Did you have to overcome difficulties in acquiring loan capital from private credit institutions resulting in a deferment or reduction of the planned investments?**

- Yes
- No

**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 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.



**24. Has your enterprise improved or further developed a product or service, which has been part of its line beforehand, in the last business year of 2007?**

- Yes
- No

**25. Has your company, in the last business year of 2007, started to offer a product/service that had been on the market before?**

- Yes
- No

**26. Have you started to offer a completely new product or service in the last business year of 2007 for which a new market had to be created?**

- Yes
- No

**27. Did you develop or implement procedures in the last business year of 2007 which have noticeably improved production processes or services?**

- Yes
- No

**SAFEGUARDING OF EMPLOYMENT AND LOCATIONAL COMPETITIVENESS**

**28a. 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
- No → go to Question 29!

**If there is more than one agreement for your business, please respond with reference to the most important one!**

**28b. In what year was the agreement completed?.....**

Irrespective of whether there is an agreement about safeguarding employment and locational competitiveness in your business at the moment

**29a. Did such an agreement exist in the past and is now discontinued?**

- Yes
- No → go to Question 30!

**If there is more than one agreement which existed in the past and are now discontinued, please respond with reference to the most important one!**

**29b. In what year was the agreement completed?.....**

<b>PERSONNEL STRUCTURE</b>
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**30. 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 "marginal" part time workers, "other" employees 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 2008 (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 2008 from Question 1	.....	
<b>This includes...</b>		
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>	.....	.....

**31a. Does the total number of employees on 30 June 2008 mentioned in Question 30 also include part-time workers?**

- Yes
- No → go to Question 32!

**31b. 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>	.....	.....

**32a. Does the total number of employees on 30 June 2008 mentioned in Question 30 also include fixed-term employment? This does not include trainees!**

- Yes
- No → go to Question 33!

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

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

**32c. 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? How many of them were female?**

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

**33. Were there any staff employed by your establishment on 30 June 2008 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 .....	.....	.....

**34. In addition to the total number of employees indicated in Question 30, did you also employ staff from the following employment groups on 30 June 2008? If so, how many approximately?**

	Total
a. Trainees	
Yes .....	.....
No .....	.....
b. Freelancers under contract for services	
Yes .....	.....
No .....	.....
c. Agency Workers	
Yes .....	.....
No .....	.....

**35a. Were there any so called "one-euro-job holders" employed by your company or office on 30 June 2008? This does not include workers on job-creation schemes!**

- Yes
- No → go to Question 37!

If so,

**35b. 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 or office on 30 June 2008.**

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

**36. 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

**37. 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 39!
- under 10% → go to Question 38!
- 10% to 20% → go to Question 38!
- 20% to 30% → go to Question 38!
- 30% to 50% → go to Question 38!
- 50% or more → go to Question 38!

**38. Which of the following measures are taken by your company/office 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

<b>PERSONNEL MOVEMENT AND RECRUITMENT</b>
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**39. Did you recruit staff in the first half of 2008?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 41!
- No

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

- I was willing to recruit staff → go to Question 47!
- No new staff required → go to Question 50!

**41. Please indicate the total number of new recruitment in the first half of 2008 and the number of women among them.**

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

**42a. Did you, in the first half of 2008, recruit staff for qualified jobs requiring a vocational qualification, relevant professional experience or a university degree?**

- Yes
- No → go to Question 44!

**42b. If so, please indicate how the recruitment of qualified personnel is distributed across the following employment groups. Please also indicate the number of women among them.**

Recruitment of qualified jobs	Total	No. of women
- requiring a vocational qualification or comparable training on the job or relevant professional experience	.....	.....
- requiring a university degree or higher education	.....	.....

**43a. Sometimes it is not possible to find appropriate applicants who comply with the company's requirements to fill a specific vacancy. Think about all the just mentioned recruitment of qualified personnel: Did you have to compromise when filling these vacancies? Please indicate what is applicable in the following list.**

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

- A We reduced our professional qualification requirements
- B The lack of professional qualification had to be compensated for with an extended induction period
- C We compensated for the lack of professional qualification with in-company training
- D We adapted the remuneration initially envisaged
- E We adapted the scheduled working hours
- F Other
- G We did **not** have to compromise → go to Question 44!

**43b. To how many of the qualified staff recruited in the first half of 2007 does at least one of the above mentioned compromises apply?**

Staff recruited for skilled jobs following compromises ..... persons

**43c. How many of them were recruited for jobs which require a degree from a university or other higher education institution?**

Staff recruited for jobs which require a degree from a university or other higher education institution following compromises ..... persons

**44a. Did you recruit personnel for menial jobs which do not require any vocational qualifications in the first half of 2008?**

- Yes
- No → go to Question 45!

**44b. If so, please indicate the total number.**

Recruitments for menial jobs ..... total

**45a. Did you recruit temporary staff in the first half of 2008?**

- 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
-------	--------------

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

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 49!

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 2008?

- Yes
- No → go to Question 48!

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

47c. How many of these vacancies for skilled jobs require a degree from a university or other higher education institution?

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

48a. Did you fail to fill any menial jobs not requiring specific professional training in the first half of 2008?

- Yes
- No → go to Question 49!

48b. If so, how many in total? .....

49a. Did you hire employees in the first half of 2008 who prior to joining your company had already worked there as temps?

- Yes
- No → go to Question 50!

49b. If so, how many in total? .....

50a. Did you turn any fixed-term contracts into permanent contracts during the first half of 2008? This does not include trainees.

- Yes
- No → go to Question 51

50b. If so, please indicate their total number and the number of female contract holders among them.

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

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

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

- Yes
- No → go to Question 53!

**52a. 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.*

**52b. 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 qualified jobs, - requiring a vocational qualification or comparable training on the job or relevant professional experience	.....	.....
- requiring a university degree or higher education	.....	.....

**53. 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 55!

**54a. Please indicate the total number of employees who have left your establishment! How many of them were female? 54b. Please distribute the total number of employees who left among the following reasons for leaving.**

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

	Total	No. of women
<b>a. Total number of employees who left</b>	.....	.....
<b>b. Reason for leaving:</b>		
A Resignation on the part of the employee	.....	
B Dismissal on the part of the employee	.....	
C Leaving after termination of the in-company training	.....	
D Expiration of a temporary employment contract	.....	
E Termination of a contract by mutual agreement (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>EQUALITY OF OPPORTUNITY</b>
--------------------------------

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

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

**b. And how many of these are women?**

a. Total	b. No. of Women
----------	-----------------

<i>Interviewer: If "none", please enter "0".</i>	.....	.....
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**56a. Is there a second management level below the top management level in your establishment/office?**

- Yes
- No → go to Question 57!

**56b. How many persons have a supervisory position at this second management level?**

**56c. And how many of these are women?**

a. Total	b. No. of Women
----------	-----------------

<i>Interviewer: If "none" please enter "0".</i>	.....	.....
---	-------	-------

**57. Is there an agreement in place within the company (internally or due to collective agreement) or does an initiative exist to enhance equal opportunities?**

*More than one answer is possible!*

- Works agreement
- Collective agreement
- Voluntary initiative
- None**

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

*Interviewer: Please submit list 12 and tick where applicable!*

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

**SALARIES AND WAGES**

**59. In this establishment bound by ...**

- an industry-wide wage agreement → go to Question 61!
- a company agreement concluded by the establishment and the trade unions → go to Question 61!
- Not bound by a collective agreement

**60. If this establishment is not bound by a collective agreement:**

**Concerning salaries and wages, are you acting upon an industry-wide wage agreement?**

- Yes → go to Question 63!
- No → go to Question 63!

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

- Yes
- No → go to Question 63!

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

**63. Please indicate the total amount of gross pay effected by your establishment in the month of June 2008(excluding employer's social security contribution and holiday allowance)?**

Total gross pay in June 2008: ..... €

**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 74!

**65. Has this establishment/office concluded any traineeship contracts for the currently expiring 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** → 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 2007/2008

**66. Although you did not conclude any new traineeship contracts for 2007/2008, 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 2007/2008?**

Please also include vacancies you were not able to fill.

Traineeships offered for the vocational training year 2007/2008 .....

**67b. And how many traineeship contracts were concluded?**

*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 2008?**

Please also include trainees who are still expected to complete their training successfully in 2008!

- Yes
- No** → go to Question 72!

**69a. How many altogether?**

Trainees who had concluded the traineeship successfully .....

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

**70. 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 72!
- No

**71a. 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 which were offered a permanent position: .....

**71b. How many of these are female?** .....

**72. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2008/2009?**

The vocational training year 2008/2009 is normally considered to begin on 1 August 2008 and end on 31 July 2009.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 74!
- No**, no new traineeship contracts for 2008/2009

**73. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2008/2009?**

- Yes
- No

<b>IN-COMPANY TRAINING</b>
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**74. Did your establishment/ office support training courses in the first half of 2008?**

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 78!

**75. 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

**76. With respect to further training courses in the first half of 2008, 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**

**The following information about the participants of further training courses always refers to:**

- Individuals
- Cases of participation

**77a. How many persons (individuals) or cases of participation were there for further training courses according to Question 75 in the first half of 2008? How many of them were female?**

*Interviewer: Please enter "0" if an employment group does not exist.*

	Total	No. of women
Total number of individuals or cases of participants .....	.....	.....

**77b. Considering all the participants (individuals) and cases of participation in further training courses in the first half of 2008, how many were aged 50 or older?**

Individuals or rather cases of participants, which were 50 years or older .....

**OPERATIONAL WORKING HOURS**

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

Working hours per week:.....

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

*Interviewer: Present list 14! 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 %

**80a. Did employees work overtime in 2007?**

- Yes
- No → go to Question 82!

**80b. Was overtime normally paid or only compensated with time off in lieu in 2007, or were there both options?**

- Only paid
- Both - paid and time off in lieu
- Only time off in lieu → go to Question 82!
- Neither paid nor time off in lieu → go to Question 82!

**81. What percentage of your employees worked paid extra hours in 2007?**

approx. .... %

- Don't know

**82a. 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 84!
- Neither in operation nor planned → go to Question 84!

**82b. How many employees are allowed to use these working time accounts? Please give a percentage.**

approx. .... %

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

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

- A Within six months
- B Within a year
- C Compensation period within 1 year and 2 years
- D Compensation period more than 2 years
- E **No** fixed compensation period

**84. 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? Please use the following list for your answer:**

*Interviewer: Take out list 16 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

**85. 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: Submit list 17 and tick where applicable!*

	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 Trust-based working hours/self-managed working hours (without operational timekeeping)	<input type="checkbox"/>	<input type="checkbox"/>
G Change of duration and conditions of working hours for part-time employees	<input type="checkbox"/>	<input type="checkbox"/>
H Working hours corridor and range of forms of working hours	<input type="checkbox"/>	<input type="checkbox"/>
I Safeguarding of employment by reduction of working hours	<input type="checkbox"/>	<input type="checkbox"/>

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

- Yes
- No

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

**Did this establishment/ office take part in the employer survey on "Employment Trends" in the previous year (2007)?**

- Yes → go to Question 98!
- No

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

*Interviewer: Present list 18!*

- A Individually-owned firm (with full liability of one person)
- B Partnership (limited partnership, general partnership, partnership under the Civil Code)
- C Limited liability company or limited commercial partnership with a limited company as a partner
- D Company limited by shares (public limited company, partnership limited by shares)
- E Public corporation, public law foundation, institution, authority or office  
→ go to Question 91!
- F Other legal form (e.g. association or cooperative) → go to Question 91!

**90. 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

**91. 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

**92. 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

**93. 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

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

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

**95a. Was this establishment/ office founded before or after 1990?**

- Before 1990 → go to Question 97!
- After 1990

**95b. Please indicate the year the establishment was founded.**

In Year .....

**96. 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

**97. 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 98!
- 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)

.....

