



## The IAB Establishment Panel

### Employment Trends

Employer Survey 2009  
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 2008). The number of employees liable to social security in 2008 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 2008). 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 2008 and how have these figures developed by 30 June 2009?**

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

	control field acc. (address record)	Total 30/06/08	Total 30/06/09
<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 2008 to 30 June 2009, 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 2010, or do you think it will increase or decrease?**

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

We expect that the level of employment...

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

<b>BUSINESS POLICY AND PERFORMANCE</b>
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5. I will read out some criteria, which can be important for the location of a business.

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

*Interviewer: Present list 2! Tick an answer in each line of block a.*

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

*Interviewer: Present list 2! Enter a grade from 1 to 6 in column b.*

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

**6. 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   | <u>sales</u><br>(exclusive sales tax)                           | <input type="checkbox"/> → go to Question 7  |
| for banks/ financial institutions by the  | <u>total assets</u>   | <input type="checkbox"/> → go to Question 7  |
| for insurance companies by the  | <u>total premium paid</u><br>(inclusive premium tax)            | <input type="checkbox"/> → go to Question 7  |
| for non industrial organizations,<br>regional and local authorities,<br>etc. by the | <u>budget volume</u><br>(administration and<br>property budget) | <input type="checkbox"/> → go to Question 14 |

**7. What was your turnover in the last fiscal year (normally the year 2008)?**

*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: .....€

**8. Please indicate the share of sales achieved in 2008 attributable to the regions listed below.**

*Interviewer: Submit list 3! If exact values are not available, an estimate will suffice. Please enter "0" if there were no sales in the region mentioned!*

- Old West German states..... approx. .... %
- New German states (East Germany) incl. Berlin..... approx. .... %
- Other foreign countries..... approx. .... %
- Total sales..... 100 %

**9. Please classify according to Question 6:**

- "Sales" ticked
- "Total assets" or "Total premium paid" ticked → go to Question 12!

**10. What share of sales was attributed to intermediate inputs and external costs in 2008?** 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 2008.....approx. .... %

**11. Let us assume that there was an extensive demand in 2008:  
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

**12. Please give your assessment of the profit situation of your business in the  
last fiscal year (2008).**

**Profitability was ...**

- very good
- good
- satisfactory
- sufficient
- unsatisfactory

**13. 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

**14. How do you expect the business volume to develop in the current year,  
2009, as compared to 2008?**

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

**15a. 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 16!
- Minor pressure from competition → go to Question 16!
- Medium pressure from competition → go to Question 16!
- Substantial pressure from competition

**15b. If there is substantial pressure from competition:  
Could this endanger the continued existence of your company?**

- Yes
- No

**OPERATIONAL INVESTMENT AND INNOVATIONS**

**16. Has your establishment invested in one or several of the following areas in the last financial year 2008?**

*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 19!

**17. What was the approximate sum total of all investments in 2008?**

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

..... approx. .... €

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

..... approx. .... %

**19a. Did you modify your investment plans in the fiscal year 2009 compared to the original plans? Or were no investments intended anyway**

- Yes, modified
- No, not modified → go to Question 21!
- No investments intended → go to Question 21!

**19b. Were these modifications made as a result of the financial and economic crisis?**

- Yes
- No

**19c. Which modifications were made?**

*Present list 4 and tick all where applicable*

- We put planned investments on hold or reduced
- We increased the investment volume → go to Question 21!
- Other modifications

**20a. 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 → go to Question 21!

If yes:

**20b. What kind of difficulties were they?**

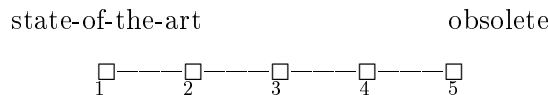
*Interviewer: Present list 5 and tick all where applicable*

- A Loan applications were turned down
- B Credit volume was decreased
- C Existing loans were not extended or their duration was curtailed
- D Credit costs were increased (interest, agio, incidental charges)
- E Other credit conditions were intensified (securities, additional and collateral agreements)

**21. 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 6!*

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



**22. 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 2008?**

- Yes
- No

**23. Has your company, in the last business year of 2008, started to offer a product/service that had been on the market before?**

- Yes
- No

**24. Have you started to offer a completely new product or service in the last business year of 2008 for which a new market had to be created?**

- Yes
- No

**25. Did you develop or implement procedures in the last business year of 2008 which have noticeably improved production processes or services?**

- Yes
- No

**26a. Did you plan procedures in the last business year of 2008 which have noticeably improved production processes or services, but not carried out?**

- Yes
- No → go to Question 27!

**26b. Which of the following factors prevented from being carried out?**

*Interviewer: Take out list 7 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

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

- Yes
- No → go to question 28!
- This is the responsibility of another unit within the enterprise → go to question 28!

**27b. Research and development is often carried out in cooperation with others. How does it work in your case?**

*Interviewer: Take out list 8 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

**27c. How many employees are working on R and D 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

**OPERATIONAL WORKING HOURS**

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

Working hours per week:.....

**29. Did employees work overtime in 2008?**

- Yes
- No

**30a. 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 31!
- Neither in operation nor planned → go to Question 31!

**30b. How many employees are allowed to use these working time accounts? Please give a percentage.**

approx. .... %

**TYPES OF EMPLOYMENT**

**31. Where there any marginal part-time workers in your establishment in the first half of 2009?**

*Interviewer: 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).*

- Yes
- No → go to Question 33!

**32a. What were the reasons for the use of marginal part-time workers in the first half of 2009?**

*Interviewer: Take out list 9 and in column a) Tick all where applicable!*

**32b. If more than one reason is named: Which of these reasons was the most important in your opinion?**

*Interviewer: Take out list 9 and in column b) Only one alternative is possible here!*

	a. all applicable	b. most important
A More flexibility in the deployment of the employees	<input type="checkbox"/>	<input type="checkbox"/>
B Extension of operating time	<input type="checkbox"/>	<input type="checkbox"/>
C Reduction of labor costs	<input type="checkbox"/>	<input type="checkbox"/>
D Low volume of the activity	<input type="checkbox"/>	<input type="checkbox"/>
E Deployment at employees' request	<input type="checkbox"/>	<input type="checkbox"/>
F Other reasons	<input type="checkbox"/>	<input type="checkbox"/>

**33. Did you employ temporary employees in the first half of 2009?**

- Yes
- No → go to Question 37!

**34a. For which of the following jobs did your establishment hiring temporary employees?**

*Interviewer: Take out list 10 and in column a) Tick all where applicable!*

**34b. If more than one reason is named: Which of these types of employment was the most frequent in your opinion?**

*Interviewer: Take out list 10 and in column b) Only one alternative is possible here!*

	a. all applicable	b. most frequent type of employment
menial jobs, requiring no specific vocational education	<input type="checkbox"/>	<input type="checkbox"/>
qualified jobs, requiring a vocational qualification or comparable training on the job or relevant professional experience	<input type="checkbox"/>	<input type="checkbox"/>
qualified jobs, requiring a university degree or higher education	<input type="checkbox"/>	<input type="checkbox"/>

**35a. Which of the following durations of fixed-term contracts were found in your establishment in the first half of 2009?**

*Interviewer: Read out and in column a) please tick all where applicable!*

- Fixed-term contracts for up to six months
- Fixed-term contracts for between six months and one year
- Fixed-term contracts for between one and two years
- Fixed-term contracts for longer than two years

**35b. If more than one reason is named: Which of these contract durations was the most frequent in your opinion?**

*Interviewer: Read out and in column b) Only one alternative is possible here!*

	a. all applicable	b. most frequent contract durations
Fixed-term contracts for up to six months	<input type="checkbox"/>	<input type="checkbox"/>
Fixed-term contracts for between six months and one year	<input type="checkbox"/>	<input type="checkbox"/>
Fixed-term contracts for between one and two years	<input type="checkbox"/>	<input type="checkbox"/>
Fixed-term contracts for longer than two years	<input type="checkbox"/>	<input type="checkbox"/>

**36a. Why did your establishment have employees with fixed-term employment contracts in the first half of 2009?**

*Interviewer: Take out list 11 and in column a) Tick all where applicable! If more than one reason is named:*

**36b. Which of these reasons was the most important in your opinion?**

*Interviewer: Take out list 11 and in column b) Only one alternative is possible here!*

	a. all applicable	b. most important
A Temporary replacement demand (e.g. due to illness, parental leave)	<input type="checkbox"/>	<input type="checkbox"/>
B Uncertainty about the further development of the economy	<input type="checkbox"/>	<input type="checkbox"/>
C Jobs can only be financed for a limited period (e.g. from project-tied funds or appropriations)	<input type="checkbox"/>	<input type="checkbox"/>
D Additional demand is only temporary (e.g. seasonal, single order)	<input type="checkbox"/>	<input type="checkbox"/>
E Suitability of the employees with regard to a permanent position can be evaluated better	<input type="checkbox"/>	<input type="checkbox"/>
F Employees' willingness to perform and motivation are higher	<input type="checkbox"/>	<input type="checkbox"/>
G Other reasons	<input type="checkbox"/>	<input type="checkbox"/>

**37a. Did you have to make use of short-time work in the first half of 2009?**

- Yes
- No → go to Question 39!

**37b. If so, how many employees did this affect?**

Employees in short-time.....

**38a. Did you organize further training courses for short-time workers?**

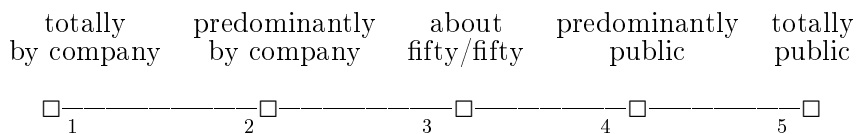
- Yes
- No → go to Question 39!

**38b. If so, for how many short-time workers were these further training courses organized?**

.....

**38c. How were these measures financed? By the company or through public funding (e.g. by the Federal Employment Agency)? Please give your assessment using the scale below.**

*Interviewer: Take out list 12!*



**SALARIES AND WAGES**

**39. In this establishment bound by ...**

- an industry-wide wage agreement → go to Question 41!
- a company agreement concluded by the establishment and the trade unions → go to Question 41!
- Not bound by a collective agreement

**40. 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 43!
- No → go to Question 43!

**41. 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 43!

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

..... approx. .... %

**43. Please indicate the total amount of gross pay effected by your establishment in the month of June 2009 (excluding employer's social security contribution and holiday allowance)?**

Total gross pay in June 2009: ..... €

**44. Does your establishment offer any additional financial incentives for employees in the form of staff shares or profit sharing? If so, please give an approximation of the proportion of employees who benefit from the profit participation offered.**

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

**45. Does your establishment currently support students with study grants or scholarships, which were either secured via the institution of higher education or were awarded to the students directly?**

- Yes
- No

**46. Irrespective of whether there are already any study grants or scholarships in your establishment, is your establishment going to award any grants or scholarships to students in the next twelve months - either via the institution of higher education or directly to the students?**

- Yes
- No
- Can't say yet

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

*Interviewer: Present list 13! 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 2009 (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 2009 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>	.....	.....

**48a. Does the total number of employees on 30 June 2009 mentioned in Question 47 also include part-time workers?**

- Yes
- No → go to Question 49!

**48b. 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>	.....	.....

**49a. Does the total number of employees on 30 June 2009 mentioned in Question 47 also include fixed-term employment? This does not include trainees!**

- Yes
- No → go to Question 51!

**49b. 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>	.....	.....

**50. And how many of these employment relationships were temporary due to public aid: e.g. Job-creation programs or wage subsidies?**

Total.....

**51. Were there any staff employed by your establishment on 30 June 2009 with a monthly gross salary between €401 and €800? This does not include trainees! If so, please indicate the total number and the number of full-time employees among them.**

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

	Total	No. of full- time empl.
Yes .....	.....	.....
No .....		

→ namely:

**52. In addition to the total number of employees indicated in Question 47, did you also employ staff from the following employment groups on 30 June 2009? If so, how many approximately?**

		Total
a. Trainees	Yes .....	.....
	No .....	
b. Freelancers under contract for services	Yes .....	.....
	No .....	
c. Agency Workers	Yes .....	.....
	No .....	
d. "one-euro-job" holders	Yes .....	.....
	No .....	

→ namely:

**PERSONNEL MOVEMENT AND RECRUITMENT**

**53. Did you recruit staff in the first half of 2009?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 55!
- No

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

- I was willing to recruit staff → go to Question 59!
- No new staff required → go to Question 60!

**55. Please indicate the total number of new recruitment in the first half of 2009 and the number of women among them.**

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

**56. How is the total of employees taken on in the first half of 2009 distributed over the following groups?**

*Interviewer: Present list 14! 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

**57a. Did you recruit temporary staff in the first half of 2009?**

- Yes
- No → go to Question 58!

**57b. 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>	.....	.....
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**58. 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 60!

**59a. 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 2009?**

- Yes
- No → go to Question 60!

**59b. If so, please indicate the total number: .....**

**60a. Did you turn any fixed-term contracts into permanent contracts during the first half of 2009? This does not include trainees.**

- Yes
- No → go to Question 61!

**60b. 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>	.....	.....
--	-------	-------

**61a. Did you hire fixed term employees in the first half of 2009 who prior to joining your company had already worked there temporary?**

- Yes
- No → go to Question 62!

61b. If so, how many in total? .....

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

- Yes
- No → go to Question 64!

63a. 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 15! Please enter "0" if an employment group does not exist.*

63b. How many of these vacancies are registered with the employment agency?

	a. vacancies available	b. No. of registrated 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	.....	.....

64. Did you register any staff leaving your establishment/office in the first half of 2009? 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 66!

65a. Please indicate the total number of employees who have left your establishment! How many of them were female?

	Total	No. of women
a. Total number of employees who left	.....	.....

**65b. Please distribute the total number of employees who left among the following reasons for leaving.**

*Interviewer: Present list 16! Please enter "0" if an employment group does not exist.*

	Total
<b>b. Reason for leaving:</b>	
A Resignation on the part of the employee	.....
B Dismissal on the part of the employer	.....
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	.....

**GOVERNMENT ASSISTANCE**

**66. Were there any persons employed in your establishment/ office in 2008 for whom you have received partial retirement allowances?**

- Yes
- No

**67. Were there any persons employed in your establishment/ office in 2008 in following programs of governmental assistance?**

*Interviewer: Present list 17 and tick where applicable.*

- A Job-creation programs, Structural adjustment measures, job creating infrastructural measures
- B working variant with payment
- C "One euro jobs"
- D employment subsidy ("job perspective")
- E Entry qualification for young persons
- F Placements for vocational preparation (e.g. vocational preparation years)
- G In-Company training measures
- H Integration subsidies
- I Apprenticeship incentive
- J Subsidies for in-plant training (training allowances, instructor salaries, training associations, etc.)
- K Subsidy for in-company training of employees (e.g. WeGebAU, qualification in case of short-time work)
- L Other employment subsidies (e.g. granted by the federal states, ESf subsidies)
- M **None** → go to Question 69!

**68. How many employees were employed in your establishment/ office in 2008 according to the in question 67 mentioned programs?**

..... Employees

**69. Which of the following investment and materials subsidies were granted to your establishment/office in 2008?**

*Interviewer: Submit list 18 and tick as applicable!*

- A Funds of the joint programme to develop the "regional economic structure"
- B Subsidies of Federal programmes, also funded by the DtA (Deutsche Ausgleichsbank) or the KfW Mittelstandsbank
- C Funds of state programmes (e.g. support for medium-sized enterprises)
- D Subsidies from EU support programmes/ structural funds
- E Tax relief (e.g. investment subsidies or special depreciations)
- F Equipment allowances for in-plant training
- G Other subsidies
- H None → go to Question 71!

**70. Please indicate the total amount of investment and materials subsidies for 2008.**

..... approx. .... €

<b>IN-COMPANY TRAINING</b>
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**71a. Did your establishment/ office support training courses in the first half of 2009?**

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 76!

**71b. 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 19 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

**72. With respect to further training courses in the first half of 2009, 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

**73. How many persons (individuals) or cases of participation were there for further training courses according to Question 71b. in the first half of 2009?**

- a. Please indicate how the total number is distributed among the following employment groups
- b. How many of them were female?

*Interviewer: Present list 20! Please enter "0" if an employment group does not exist.*

	Total	No. of women
Total number of individuals or cases of participants	.....	.....
Including:		
Employees for <u>menial</u> jobs, requiring no specific vocational education	.....	
Employees 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	.....	

**74. 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

**75. 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

**VOCATIONAL TRAINING AND TRAINEESHIP**

**76. 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 84!

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

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

- Yes → go to Question 79!
- 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 2008/2009

**78. Although you did not conclude any new traineeship contracts for 2008/2009, Had you actually offered any traineeships for this vocational training year?**

- Yes → go to Question 79!
- No → go to Question 80!

**79a. How many traineeships had you offered for the vocational training year 2008/2009?**

Please also include vacancies you were not able to fill.

Traineeships offered for the vocational training year 2008/2009 .....

**79b. And how many traineeship contracts were concluded?**

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

**80a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2009?**

Please also include trainees who are still expected to complete their training successfully in 2009!

- Yes
- No → go to Question 82!

**80b. How many altogether?**  
Trainees who had concluded the traineeship successfully .....

**80c. And how many of these are female?** .....

**81a. Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training in 2009?**

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

- Yes → go to Question 82!
- No

**81b. 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: .....

**81c. How many of these are female?** .....

**82. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2009/2010?**

The vocational training year 2009/2010 is normally considered to begin on 1 August 2009 and end on 31 July 2010.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution → go to Question 84!
- No**, no new traineeship contracts for 2009/2010

**83. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2009/2010?**

- Yes
- No

<b>GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE</b>
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**84. Does your establishment have...**

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

- Yes
- No

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

- Yes
- No

**85. Has your management 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

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

*Interviewer: Present list 21!*

- 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 88!
- F Other legal form (e.g. association or cooperative) → go to Question 88!

**87. 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

**88. The establishment surveyed is ...**

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

**89. 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

**90. 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

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

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

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

- Before 1990 → go to Question 94!
- After 1990

**92b. Please indicate the year the establishment was founded.**

In Year .....

**93. 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

**94. 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!*

**94a. Is this still up-to-date?**

- Yes → go to Question 95!
- No

**94b. 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, Trade, Transport

Code No.:

- 01 *Agriculture, hunting and forestry, fishing*
- 02 *Mining and quarrying, electricity, gas and water supply*
- 03 *energy and water supply, water and scrap disposal, recycling*
- Manufacturing Industries**
- 04 Manufacture of **food** products
- 05 Manufacture of **textiles** and **clothing, tanning** and dressing of **leather**
- 06 Manufacture of **wood products** **paper, print products**
- 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 Manufacture of **fabricated metal** products (not including machinery and equipment) and **structural metal** products
- 12 Manufacture of **electrical equipment**, office machinery and computers
- 13 Manufacture of **precision and optical** equipment
- 14 Manufacture of **machinery** and equipment
- 15 Manufacture of **motor vehicles**, trailers and semi-trailers
- 16 Manufacture of **furniture, jewellery, musical instruments, sports goods, games** and toys and **other products**
- 17 Reparation of **machinery** installation equipment
- Construction**
- 18 **Building construction** and **civil engineering**
- 19 **Building installation** and **building completion**
- Trade**
- 20 **Sales, maintenance and repair of motor vehicles**
- 21 **Wholesale and commission trade**

- 22 **Retail Trade**, petrol stations
- 23 **Transport and Warehousing** car parks, railway stations, additional carriage, postal-, courier-, express mail service

## Service, Administration

- 24 **Information, Communication publishing**, film production, rental, distribution, **broadcasting service, telecommunication** information technological services and **information services**
- 25 *Hotel Business and Gastronomy*
- 26 *Financial and Insurance services*
- Industrial services**
- 27 **Real estate activities**
- 28 **Legal and tax advice**, accounting
- 29 Administration, leadership of establishments, **consulting**
- 30 **Architecture** and engineering offices, **technical, physical, chemical support**
- 31 **Research** and development
- 32 **Marketing** and market research, **design, photography, translation**
- 33 **Veterinary industry**
- 34 **Renting and business activities**
- 35 **Placement and temporary provision of labor**
- 36 **Hawking**, security agencies, **landscaping**, other economic services
- 37 *Education*
- 38 *Human Health*
- Other services**
- 39 Recreational, **cultural** and sporting activities
- 40 **Reparation** of computers and **consumer goods**
- 41 **Other services** (laundry/hairdressing)
- Non-industrial organizations, public administration**
- 42 **Activities of membership**, religious and other organizations
- 43 **Public administration** and defence, **social security**
- Other** (Please give details)  
.....

