

# The IAB Establishment Panel

## Employment Trends

Employer Survey 2010  
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

- 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 2009). The number of employees liable to social security in 2009 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 2009). 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).

## EMPLOYMENT DEVELOPMENT

1. *Interviewer: Submit list 1! Transfer figures from address record to control fields A and, if required, B!*

**How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 2009 and how have these figures developed by 30 June 2010?**

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

	control field acc. (address record)	Total 30/06/09	Total 30/06/10
<b>• Employees liable to social security</b> (Except "marginal" part-time workers, see explanation on page 2)			
Workers and employees		_____	_____
Trainees/ apprentices		_____	_____
Subtotal: Employees liable to social security	A: _____	_____	_____
<b>• Employees not liable to social security...</b>			
Civil servants incl. candidates for civil service		_____	_____
Working Proprietors and unpaid family workers		_____	_____
<b>• marginal part time workers</b> (400 Euro job holders, short-term employees, see explanation on page 2)		_____	_____
<b>• Others</b>		_____	_____
<b>• Total number of employees</b>	B: _____	_____	_____

2. **Were any of the restructuring measures listed below taken by your establishment between 1 July 2009 and 30 June 2010?**

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

Parts of the establishment...

- A were closed down .....
- B were relocated to other company units in Germany .....
- C were relocated to other company units abroad .....
- D were separated and continued as independent businesses in Germany .....
- E were separated and continued as independent businesses abroad .....
- 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 2011, or do you think it will increase or decrease?

*In case of estimated increase/ decrease:*

**What is the approximate expected total number of employees?**

We expect that the level of employment...

will be approx. constant.....

will increase.....

will decrease.....

} to an approx. total number of employees of \_\_\_\_\_

Not sure at present.....

**BUSINESS POLICY AND PERFORMANCE**

5. The economic and financial crisis of the last two years had a negative impact on many firms. However, measures as part of economic stimulus packages, such as the so-called car scrappage bonus or industry-specific subsidies, were also able to show positive results.

a) In retrospect: did the economic and financial crisis of the past two years affect your establishment/office? This question refers to both, negative and positive effects.

No .....

Hard to say.....

Yes ..... ↓

} ⇒ go to Question 7!

b) Were the effects on your establishment/office mainly negative, mainly positive or both equally?

Mainly positive .....

Both equally.....

Mainly negative ..... ↓

} ⇒ go to Question 7!

c) How strongly would you say your establishment/office was affected by the economic and financial crisis?

*Interviewer: Take out list 3!*

“1” indicates that the establishment has been slightly affected.

“5” indicates that the establishment has been strongly affected.

The boxes in between give you the possibility to grade your assessment as appropriate.

slight

very strong

1

2

3

4

5

**6. What is the current situation of your establishment/office?  
Which of the following statements best describe the situation of your establishment/office?**

*Interviewer: Please read out!*

- The establishment is still in crisis .....
- The crisis is still noticeable, but the situation is improving .....
- The crisis is over .....

**7. a) The following questions refer to different human resources policy measures. Please indicate whether these measures were implemented in your establishment/office in the last two years or not.**

*Interviewer: Take out list 4 and tick where applicable!*

	Yes	No
A Systematic reduction of overtime or negative/positive balances on working-time accounts	<input type="checkbox"/>	<input type="checkbox"/>
B Enforced holiday periods	<input type="checkbox"/>	<input type="checkbox"/>
C Short-time working	<input type="checkbox"/>	<input type="checkbox"/>
D Temporary reduction of working hours(not short-time working)	<input type="checkbox"/>	<input type="checkbox"/>
E Systematic reduction of agency workers	<input type="checkbox"/>	<input type="checkbox"/>
F Systematic reduction of fixed-term staff	<input type="checkbox"/>	<input type="checkbox"/>
G Increased release of staff for further training	<input type="checkbox"/>	<input type="checkbox"/>
H Reduction in the number of trainees taken on permanently after completing training	<input type="checkbox"/>	<input type="checkbox"/>
I Non-refilling of vacant positions	<input type="checkbox"/>	<input type="checkbox"/>
J Postponing a scheduled staff increase	<input type="checkbox"/>	<input type="checkbox"/>
K Layoffs	<input type="checkbox"/>	<input type="checkbox"/>
L Other HR measures to reduce the volume of work	<input type="checkbox"/>	<input type="checkbox"/>

**b) Were these measures entirely or partly a response to the economic and financial crisis?**

- Yes, entirely .....
- Yes, partly .....
- No .....

**8. 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 5 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 high absence due to illness .....
- I High financial burden on wage costs .....
- J Other problems with human resources management.....
- No** problems with human resources management .....

**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

**budget volume** (administration and property budget) . . . .  ⇒ go to Question 17!

**10. What was your turnover in the last fiscal year (normally the year 2009)?**

*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 2009 attributable to the regions listed below.**

*Interviewer: Submit list 6! If exact values are not available, an estimate will suffice. Please enter "0" if there were no sales in the region mentioned!*

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:**

"Total assets" or "Total premium paid" ticked .....  ⇒ go to Question 15!

"Sales" ticked .....  ↓

**13. What share of sales was attributed to intermediate inputs and external costs in 2009?**

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 2009..... approx. \_\_\_\_\_ %

**14. Let us assume that there was an extensive demand in 2009:**

**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?**

*Multiple answers!*

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 (2009).**

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 expenditures.**

The annual result accomplished was positive (net profit) .....

The annual result accomplished was negative (net loss) .....

The annual result accomplished was approximately balanced .....

Annual result is not available, indication therefore not possible .....

**17. How do you expect the business volume to develop in the current year, 2010, as compared to 2009?**

It is expected to remain constant .....

It is expected to increase .....

It is expected to decrease .....

} by approx. \_\_\_\_\_ %

Don't know at present .....

**18. a) 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 19!

Minor pressure from competition .....  ⇒ go to Question 19!

Medium pressure from competition .....  ⇒ go to Question 19!

Substantial pressure from competition .....  ↓

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

Yes .....

No .....

**OPERATIONAL INVESTMENT AND INNOVATIONS**

**19. Has your establishment invested in one or several of the following areas in the last financial year 2009?**

*Interviewer: Read out and tick all applicable investment areas!*

Real estate and buildings .....

EDP, information and communication technology .....

Production facilities, furniture and office equipment .....

Means of transport, transportation systems .....

**No** investments made .....  ⇒ go to Question 22!

20. What was the approximate sum total of all investments in 2009?..... approx. \_\_\_\_\_ €

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

21. What share of total investments made was attributed to the expansion of your establishment?..... approx. \_\_\_\_\_%

22. a) Did you modify your investment plans in the fiscal year 2010 compared to the original plans? Or were no investments intended anyway?

No, not modified.....  }  
No investments intended .....  } ⇒ go to Question 24!

Yes, modified .....  ↓

b) Were these modifications made as a result of the financial and economic crisis?

Yes.....

No .....

c) Which modifications were made?

*Interviewer: Present list 7 and tick all where applicable!*

We increased the investment volume .....  ⇒ go to Question 24!

We put planned investments on hold or reduced .....  ↓

Other modifications .....  ↓

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

No .....  ⇒ go to Question 24!

Yes .....  ↓

If yes:

b) What kind of difficulties were they?

*Interviewer: Present list 8 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) .....

**24. 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 9!*

“1” indicates that the establishment has state-of-the-art equipment.

“5” indicates that the equipment is obsolete.

The boxes in between give you the possibility to grade your assessment as appropriate.

state-of-the- art					obsolete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	

**25. 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 2009?**

Yes.....

No .....

**26. Has your company, in the last business year of 2009, started to offer a product/service that had been on the market before?**

Yes.....

No .....

**27. Have you started to offer a completely new product or service in the last business year of 2009 for which a new market had to be created?**

Yes.....

No .....

**28. Did you develop or implement procedures in the last business year of 2009 which have noticeably improved production processes or services?**

Yes.....

No .....

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

*Interviewer: Take out list 10 and tick where applicable!*

If more than one change is named:

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

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

**PERSONNEL STRUCTURE**

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

*Interviewer: Present list 11! 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 2010 (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 2010 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>	_____	_____

**31. a) Are there part-time workers among the employees on 30 June 2010 mentioned in Question 30?**

No .....  ⇒ go to Question 32!

Yes .....  ↓

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

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

Total	No. of women
_____	_____

32. a) Does the total number of employees on 30 June 2010 mentioned in Question 30 also include fixed-term employment? *This does not include trainees!*

No .....  ⇒ go to Question 33!

Yes .....  ↓

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

Interviewer: If "none" enter "0".	Total	No. of women
	_____	_____

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

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

Total \_\_\_\_\_

33. Were there any staff employed by your establishment on 30 June 2010 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" enter "0".	Total	No. of full-time employees
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Yes .....  ⇒ namely... \_\_\_\_\_

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 2010? If so, how many approximately?

Total

a) Trainees

Yes .....  ⇒ namely... \_\_\_\_\_

No .....

b) Freelancers under contract for services

Yes .....  ⇒ namely... \_\_\_\_\_

No .....

c) Agency Workers

Yes .....  ⇒ namely... \_\_\_\_\_

No .....

d) "one-euro-job" holders

Yes .....  ⇒ namely... \_\_\_\_\_

No .....

**PERSONNEL MOVEMENT AND RECRUITMENT**

**35. Did you recruit staff in the first half of 2010?** Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

Yes .....  ⇒ go to Question 37!  
 No .....  ↓

**36. If “No”, were you willing to recruit staff or were no new staff required?**

I was willing to recruit staff .....  ⇒ go to Question 41!  
 No new staff required .....  ⇒ go to Question 42!

**37. Please indicate the total number of new recruitment in the first half of 2010 and the number of women among them.**

<i>Interviewer: If “none” enter “0”.</i>	Total	No. of women
	_____	_____

**38. How is the total of employees taken on in the first half of 2010 distributed over the following groups?**

*Interviewer: Present list 17! 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. .... \_\_\_\_\_

**39. a) Did you recruit temporary staff in the first half of 2010?**

No .....  ⇒ go to Question 40!  
 Yes .....  ↓

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

<i>Interviewer: If “none” enter “0”.</i>	Total	No. of women
	_____	_____

**40. Were you willing to recruit additional staff or did you have no further requirements for new staff?**

No further requirements .....  ⇒ go to Question 42!  
 I would have recruited .....  ↓

41. a) 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 2010?

No .....  ⇒ go to Question 42!

Yes .....  ↓

b) If so, please indicate the total number..... \_\_\_\_\_

42. a) Did you turn any fixed-term contracts into permanent contracts during the first half of 2010? This does not include trainees.

No .....  ⇒ go to Question 43!

Yes .....  ↓

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

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

43. a) Did you hire fixed term employees in the first half of 2010 who prior to joining your company had already worked there temporary?

No .....  ⇒ go to Question 44!

Yes .....  ↓

b) If so, how many in total?..... \_\_\_\_\_

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

No .....  ⇒ go to Question 46!

Yes .....  ↓

45. How many vacancies do you have which are to be filled immediately? Please indicate the total number and also the figures for the individual employment groups listed!

*Interviewer: Present list 13! Please enter "0" if an employment group does not exist.*

	vacancies available
<b>Total number of vacancies</b>	_____
Of which:	
Vacancies for <u>menial</u> jobs, requiring no specific vocational training	_____
Vacancies for <u>skilled</u> jobs,	
- requiring a vocational qualification or comparable on-the-job training or relevant work experience	_____
- requiring a university degree or other higher education qualification	_____

**46. Did you register any staff leaving your establishment/office in the first half of 2010?**

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.

No .....  ⇒ go to Question 48!

Yes .....  ↓

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

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

*Interviewer: Present list 14! 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 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	_____	

**48. Were any agency workers hired by your establishment/office in the last two years?**

No .....  ⇒ go to Question 50!

Yes .....  ↓

**49. a) Why did your establishment hire agency workers in the last two years?**

*Interviewer: Take out list 15 and tick where applicable in column a)!*

If multiple reasons are given:

**b) Which was the most important one?**

*Interviewer: Please tick one box only in column b)!*

	a) All applicable	b) Most important reason
A Fast availability of required labour	<input type="checkbox"/>	<input type="checkbox"/>
B Duration of assignment expected to be short, temporary requirements ( e.g. seasonal work, cover of peaks in demand)	<input type="checkbox"/>	<input type="checkbox"/>
C Required qualification is hard to find on the regular labour market	<input type="checkbox"/>	<input type="checkbox"/>
D Uncertainty about economic prospects	<input type="checkbox"/>	<input type="checkbox"/>
E Avoidance of costs and work involved in staff acquisition and separations	<input type="checkbox"/>	<input type="checkbox"/>
F Ascertaining the worker's aptitude with a view to recruitment	<input type="checkbox"/>	<input type="checkbox"/>
G Other reasons	<input type="checkbox"/>	<input type="checkbox"/>

**SALARIES AND WAGES**

**50. Is this establishment bound by ...**

an industry-wide wage agreement .....  ⇒ go to Question 52!

a company agreement concluded

by the establishment and the trade unions .....  ⇒ go to Question 52!

Not bound by a collective agreement .....  ↓

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

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

Yes .....  }  
 No .....  } ⇒ go to Question 54!

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

No .....  ⇒ go to Question 54!

Yes .....  ↓

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

..... approx. \_\_\_\_\_%

54. Please indicate the total amount of gross pay effected by your establishment in the month of June 2010 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 2010..... €

<b>IN-COMPANY TRAINING</b>
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55. Did your establishment/ office support training courses in the first half of 2010? 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?

No, Neither release of staff nor covering of expenses .....  ⇒ go to Question 59!

Yes, staff was released and expenses were covered .....  ↓

56. For which of the following internal or external training courses did your establishment release staff and cover the expenses in full or in part?

<i>Interviewer: Present list 16 and tick as applicable!</i>
---

- 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 training measures .....

57. With respect to further training courses in the first half of 2010, 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 .....



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

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

**63. a) Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 2010?**

Please also include trainees who are still expected to complete their training successfully in 2010!

No .....  ⇒ go to Question 66!

Yes .....  ↓

**b) How many altogether?**

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

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

**64. a) Is your establishment or another unit of your establishment offering permanent positions to all trainees who successfully completed the vocational training in 2010?**

Yes .....  ⇒ go to Question 66!

No .....  ↓

**b) How many qualified trainees are being offered a permanent position by your establishment or another unit of your enterprise?**

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

Number of trainees which were offered a permanent position.....

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

**65. If your establishment or another unit of your establishment does not offer permanent positions to all trainees after completion of training, what are the reasons for this?**

*Interviewer: Take out list 17 and tick where applicable!*

- A More trainees were taken on than were actually required in the first place .....
- B The economic situation has developed differently than expected .....
- C The trainees themselves had other plans .....
- D The trainees did not meet the firm's expectations .....
- E Other reasons .....

**66. Has this establishment/ office concluded any traineeship contracts for the currently commencing vocational training year 2010/2011?**

The vocational training year 2010/2011 is normally considered to begin on 1 August 2010 and end on 31 July 2011.

**No**, the traineeship contract were concluded by another unit/ office or with an industry-wide institution . . .  ⇒ go to Question 68!

**No**, no new traineeship contracts for 2010/2011 . . . . .  ↓

**Yes** . . . . .  ↓

**67. Do you plan to conclude any (further) traineeship contracts for the vocational training year 2010/2011?**

No . . . . .

Yes . . . . .  ↓

**68. Are there company or collective agreements in your establishment/office with binding regulations regarding taking on temporarily or permanently trainees who have completed their training and passed their final examination?**

*Interviewer: Tick all applicable!*

Yes, company agreements . . . . .

Yes, collective agreements . . . . .

None of those . . . . .

**OPERATIONAL WORKING HOURS**

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

Working hours per week . . . . . \_\_\_\_\_

**70. Please categorize your employees according to their agreed number of working hours per week. Please state the corresponding proportions!**

*Interviewer: Present list 18! 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 %

**71. a) Did employees work overtime in 2009?**

No .....  ⇒ go to Question 73!

Yes .....  ↓

**b) Was overtime normally paid or only compensated with time off in lieu in 2009, or were there both options?**

Only paid .....

Both - paid and time off in lieu .....

Only time off in lieu .....  ⇒ go to Question 73!

Neither paid nor time off in lieu .....  ⇒ go to Question 73!

**72. What percentage of your employees worked paid extra hours in 2009?**

..... approx. \_\_\_\_\_ %

Don't know .....

**73. a) Does your establishment/office offer working time accounts such as flexitime or annual working time agreements? Or are these planned?**

Working time accounts are...

Planned .....  ⇒ go to Question 75!

Neither in operation nor planned .....  ⇒ go to Question 75!

Already in operation .....  ↓

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

..... approx. \_\_\_\_\_ %

**74. Within what period of time do employees have to compensate deviations from standard working hours?**

*Interviewer: Take out list 19 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 .....

**75. 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 20 and tick as applicable!*

- A Sabbaticals .....
- B Advanced training period .....
- C Reduction in number of years working .....
- D Parental leave .....
- E Other .....
- No leave of absence .....

**76. 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: Take out list 21 and tick as 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"/> |

**77. a) Did you have to make use of short-time work in the first half of 2010?**

No .....  ⇒ go to Question 79!

Yes .....  ↓

**b) If so, how many employees were affected by this?.....** \_\_\_\_\_

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

No .....  ⇒ go to Question 79!

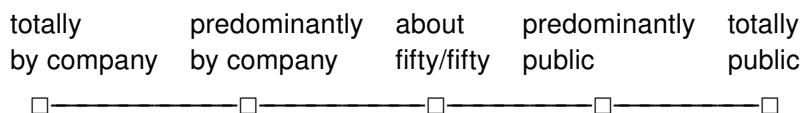
Yes .....  ↓

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

..... \_\_\_\_\_

**c) 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 22!*



**GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE**

**79. 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 .....

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

*Interviewer: Present list 23!*

- A Individually-owned firm (with full liability of one person) ..  ⇒ go to Question 81!
- B Partnership (limited partnership, general partnership, partnership under the Civil Code).....  ⇒ go to Question 81!
- C Limited liability company or limited commercial partnership with a limited company as a partner .....  ⇒ go to Question 81!
- D Company limited by shares (public limited company, partnership limited by shares).....  ⇒ go to Question 81!
- E Public corporation, public law foundation, institution, authority or office .....  ⇒ go to Question 82!
- F Other legal form (e.g. association or cooperative).....  ⇒ go to Question 82!

**81. 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 .....

**82. 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 .....

**83. 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 .....

**84. a) Is your establishment currently active abroad in the sense of taking over company abroad, setting up a location or subsidiary abroad or equity participation amounting to a minimum of 10 % of foreign companies?**

Yes, currently active abroad in this sense .....  ⇒ go to Question 85!

No, not currently active abroad in this sense .....  ↓

**b) Has your establishment been active abroad in this sense in the past?**

Yes, active abroad in this sense in the past.....  ⇒ go to Question 85!

No, not active abroad in this sense in the past .....  ↓

**c) Are there any definite plans for such activity abroad in the next two years?**

Yes .....  ⇒ go to Question 85!

No.....  ↓

**d) Has your establishment ever considered activity abroad in terms of a takeover, the foundation of a location or a subsidiary or equity participation amounting to a minimum of 10%?**

Yes.....

No .....

Don't know .....

85. Interviewer: Please tick according to address record.

**Did this establishment/ office take part in the employer survey on “Employment Trends” in the previous year (2009)?**

Yes .....  ⇒ go to Question 91!

No .....  ↓

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

Interviewer: Multiple answers possible!

The chamber of crafts/ trades .....

The chamber of commerce and industry .....

Another chamber .....

None of the above .....

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

Western German property .....

Eastern German property .....

Foreign property .....

Public property .....

There is no principal shareholder .....

Unknown .....

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

Before 1990 .....  ⇒ go to Question 90!

After 1990 .....  ↓

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

In Year \_\_\_\_\_

**89. 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 .....

**90. 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 91!

No .....  ↓

**b) If not, please indicate which industry branch 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, jewelery**, musical instruments, **sports goods, games** and toys and **other products**
- 17 Repairation 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 defense, **social security**

### *Other*

(Please give details)

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**93. What form of Interview did you conduct?**

The entire interview was conducted orally .....

Most parts were conducted orally  
but some questions were left for the interviewee to answer in writing .....

Some parts were conducted orally  
but most of the questions were left for the interviewee to answer in writing .....

The entire questionnaire was left for the interviewee to answer in writing .....

_____	_____	_____	_____
List No.	Serial No.	Wave	Account No.
 <b>I hereby confirm that the interview was performed in a correct and proper manner and that the “Declaration on Data Protection” was handed to the interviewee.</b>			
_____	_____	_____	
Place	Date	Signature of the interviewer	