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of the German Federal  
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at the Institute for  
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## Technical Report on the IAB Establishment Panel Wave 23 (2015)

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**TNS Infratest**  
Sozialforschung

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## 0 Introduction

For many years external researchers and institutions have access to the IAB Establishment Panel via The Research Data Centre (FDZ) of the German Federal Employment Agency (BA) at the Institute for Employment Research (IAB) for scientific research. It has become one of the most commonly used data sets of the FDZ. We want to account for this development by offering a new methodological report starting from wave 2015.

So far data users could only look into the printed version at the FDZ to retrieve information on the study design. The new documentation summarizes all fundamental information on the methodological bases of the IAB Establishment Panel in a way that they are in line with data protection and thus can be published and cited.

The new methodological report comprises six sections: The sections contain information on the total population and the sample generation, the development of the questionnaire and the pretest, the study design and organization, the establishments' willingness to participate, the data verification and least and finally the provided weighting factors. To give a quick overview on changes, these sections is preceded by a short summary of alterations compared to the previous wave

## 1 Changes Compared to 2014

- With the 2015 wave, the interviewers document for every question whether this question was completed by the target person himself or was answered in the presence of the interviewer. For this, a small box was placed alongside every question to be checked in the case of self-completion. This additional information can be used to carry out methodological evaluations, amongst others on the subject of the establishments' ability to provide information spontaneously during a face-to-face interview.
- With the revision of the employee statistics new groups of persons have been added for the 2015 wave as employees subject to social insurance contributions.<sup>1</sup> The largest group of these in terms of numbers are people with disabilities working at recognised workshops or similar establishments. Thus, as of the reference date of 30 June 2013, the number of employees subject to social insurance contributions increased by 1.6 % (Frank/Grimm 2015: 24).
- The address protocol was extended by several questions: 1. When there were more than four contacts, the interviewers were asked to state the number of contacts in total. 2. If the establishment could not be found at the address provided, the interviewers were asked to document the type of address research undertaken and the results of this. In this context the list of reasons for non-response was supplemented by the item "Establishment could not be found at new, researched address". The aim of the additional questions was to extend the knowledge about the process of contacting the establishments. This information can't be provided externally due to data protection reasons.
- In earlier survey waves, for capacity reasons a part of the survey in Saarland and Schleswig-Holstein was conducted as a mail survey. For the sake of unifying the survey method and increasing the response rate, with the 2015 wave all the establishments in Schleswig-Holstein

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<sup>1</sup> For the reasons cf. Frank/Grimm (2015).

that had previously been part of the mail sample were interviewed face-to-face. The switchover in Saarland will take place in the 2016 wave.

The following changes were made to the questionnaire compared to the previous year:

- Question 29: Unlike 2014, it was not the number of full-time but that of female “midi-jobbers” that was collected.<sup>2</sup>
- Question 32 on the employees’ age structure was supplemented by the category “Age 60 and over”.
- In Question 33 on the measures for older employees, the input filter was adjusted (now “or” instead of “and”).
- In Question 55 participation in further training measures was only surveyed for *participants* (*persons*) (until 2014 this question was also asked in respect of participating cases).

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<sup>2</sup> Midi-Job is a German job category with pays between 450 and 850 EUR and requiring the employer to pay full and the employee to pay partial contributions.

## 2 Population, Sampling Frame, Sample

### 2.1 Population and Selected Population

The population of the IAB Establishment Panel comprises all establishments with at least one employee subject to social insurance contributions as of the reference date 30 June of the previous year.<sup>3</sup> Due to the revision of the employee statistics, with the 2015 wave new groups of persons were added as employees subject to social security contributions.<sup>4</sup> The basis for sampling is the Federal Employment Agency establishment file. This contains all the establishments which in the context of the social security registration process notify the social security agencies of their employees who are subject to social insurance contributions, and are given an establishment number. As of the reference date 30 June 2014 the establishment file contained 2,096,203 establishments belonging to the population, with a total of 30,103,021 employees subject to social insurance contributions. Establishments without employees subject to social insurance contributions, for example one-man establishments or establishments only with marginal employment or employing only civil servants, are not covered by the IAB Establishment Panel. For this reason, for example, with 43,056,000 people in gainful employment, the national accounts exhibit distinctly more people employed than the IAB Establishment Panel with 38,222,585 employees.<sup>5</sup>

### 2.2 The Logic behind the Establishment Number

An “establishment” denotes a regionally and economically separate unit with employees, which is awarded its own establishment number in accordance with certain rules during the registration process for the social security agencies.<sup>6</sup>

- Branches of one employer in different local authority districts strictly receive their own establishment number.
- Branches of one employer within one local authority district are merged under one establishment with one establishment number provided if they exercise the same economic activity. Branches with different economic activities are given different establishment numbers.
- An establishment itself can have several establishment numbers; this applies in particular to larger establishments with different functional areas that are considered as independent concerning their administration.
- Crossholdings between companies play no role. Every legally independent company is given establishment numbers according to the rules just mentioned.

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<sup>3</sup> Private households and extraterritorial organisations have been excluded since the 2004 survey.

<sup>4</sup> The largest groups in terms of numbers are people with disabilities in recognised workshops or equivalent establishments, people undertaking a voluntary social year, a voluntary ecological year or federal volunteer service, and people working at youth welfare establishments, vocational training centres or similar establishments for people with disabilities. As of the reference date 30 June 2013, these numbered 298,663, 77,476 and 30,774 people respectively (Frank/Grimm 2015: 14).

<sup>5</sup> Situation as of 18 May 2015 and 30 June 2015 respectively.

<sup>6</sup> For the logic behind establishment numbers and the rules on issuing them, cf. Fritsch/Brixly 2004 and further information on the website <https://www.arbeitsagentur.de/web/content/DE/Unternehmen/Sozialversicherung/Betriebsnummernvergabe/index.htm>.

Establishment numbers are (re-)allocated when

- the establishment previously did not have an establishment number (usually because it is the first time that the establishment has an employee who is subject to social insurance contributions),
- the establishment's economic activity has changed or
- there is a change of ownership.

### 2.3 Stratification Matrix and Partial Samples

The sample is disproportionally stratified by the size of the establishment, sector and federal state. On the one hand the target degree of completion of the individual cells is determined by the scope of the basic sample and that of the extension samples specific to the federal states and sectors. On the other hand, the individual cells are drawn according to the principle of optimal stratification proportional to the number of employees. For these reasons, large establishments, small federal states and small sectors as well as the manufacturing industry in East Germany are overrepresented in the sample. These disproportionalities are corrected with the aid of a weighting procedure afterwards (cf. in detail Chapters 7 and 8). Table 9 and Table 10 in the Appendix provide an overview of the classification of the sectors and establishment sizes. The last major changes to the stratification matrix were undertaken in 2009 in respect of the delineation of sectors, during the changeover from the economic sector classification WZ2003 to WZ2008. Since 2007 East and West Berlin have been combined.<sup>7</sup>

There are three partial samples in total:

- **Continuer sample:** This comprises all the establishments that are willing to participate and have a valid interview from the previous year. The continuer sample reflects the panel nature of the IAB Establishment Panel. It is necessary so that panel evaluations extending beyond pure time-series analyses can be undertaken. Panel analyses examine the developments at establishment level over time. On the other hand, cross-sectional data from at least two points in time are sufficient for time-series analyses.
- **Follow-up sample:** This comprises all the establishments that are willing to participate and have a valid interview from the year before last.<sup>8</sup> This partial sample increases the number of cases that can be evaluated cross-sectionally.
- **Supplementary and extension sample:** This includes extension samples that are specific to federal states, and a sector-specific extension for the manufacturing industry in East German federal states. It also comprises establishments with a new establishment number.<sup>9</sup> The aim of

<sup>7</sup> At the wish of the Halle Institute for Economic Research (IWH), Berlin was excluded from the extension to the manufacturing industry in East Germany. Since then this extension has only included East German federal states.

<sup>8</sup> These are generally establishments which expressed the wish to miss a year, but would then be willing to participate again in the subsequent year.

<sup>9</sup> New establishment numbers are characterised by the fact that as of the reference date of the current survey wave (= 30 June of the previous year) they had at least one employee subject to social insurance contributions, whereas a year earlier they had none. This definition is aligned with the system used for the Federal Employment Agency establishment file, and is only

this partial sample is to replace panel attrition, to achieve the sample sizes required in the individual federal states and in the manufacturing industry, and to illustrate economic structural change.

Up to 2002 unit-non-responses were generally excluded from further sampling processes. In the greater size classes in particular, there were ultimately hardly any new establishments in the sampling frame which might have been included in the sample. Since then, unit-non-responses can be drawn again after a three-year rest period. Establishments of this kind that are newly drawn are reincluded in the sample with a new identification number.

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suitable to a limited extent for identifying the genuine founding of new establishments. The establishment might have existed before as an establishment without employees subject to social insurance contributions. It also happens that establishments do not continuously have employees; these so-called perforated establishment numbers can appear in the sample of a survey year as new establishment numbers under the above definition (cf. also the overview of how establishment numbers are awarded in Section 1.2). For this reason, this characteristic should be used with care, and only when additional characteristics from the questionnaire are taken into account, such as information on the manner in which they were founded.



### 3 Questionnaire and Pretest

#### 3.1 Questionnaire Development and Module System

The development of the questionnaire also takes account of the panel character of the IAB Establishment Panel. In every wave so-called basic modules are used with as many unchanged questions as possible. These basic information on establishments are available for every year since 2008.<sup>10</sup> The basic modules are supplemented by additional modules, in which more in-depth questions are asked at defined intervals of time, usually in a two-year cycle. Every year there are also one or more focus areas for questions which are coordinated with the various clients (cf. Appendix). Here more in-depth questions are asked about particular topics or current labour market trends.<sup>11</sup> During the development of the questionnaire itself, a compromise has to be found between comparability over time and the adjustment or alteration of existing questions and the inclusion of new and current topics.

The key topics of the questionnaire in the 2015 wave were the employment situation of older employees, the introduction of the statutory minimum wage and the patterns of reactions by establishments:

- Age structure (Question 32), measures for older employees (Question 33), newly-employed older employees (Question 36), filling the last vacancy with older people (Question 43), reasons for the non-employment of older people (Question 44), older people in further training (Question 55).
- Number of employees benefitting from the introduction of the minimum wage, direct and indirect consequences of the statutory minimum wage and number of employees not benefitting due to exemptions (Questions 66–71).
- In addition, there were questions on the use of the WeGeBau programme from the Federal Employment Agency (Questions 58–60).

#### 3.2 Cognitive Pretest

Since the 2005 wave, there has been a cognitive pretest for the sake of quality assurance. New questions are initially checked as to whether they appear suitable in principle for an establishment survey, and whether the establishments are likely to be capable of providing information on the content being asked, to the effect that the desired information is available at establishment level. When these criteria are met, the questions undergo a cognitive pretest, for which interviews are carried out in over 100 establishments from different sectors and establishment size classes. The pretest interview consists of two parts. Firstly the test person is asked to answer the questionnaire, then the second stage comprises the actual cognitive test. The establishments are requested to comment on each question, and are asked whether they had any difficulties in answering. The

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<sup>10</sup> Up until the 2007 wave this statement only applies to particular topic areas. Cf. in more detail Fischer et al. (2009: 138).

<sup>11</sup> An overview of the individual questions and the questionnaire can be found in the tools for the IAB Establishment Panel at <http://fdz.iab.de/>.

establishments' ability to provide information and their difficulties in answering as well as their problems in interpreting the questions are of particular interest. The results of the cognitive pretest flow into the further development of the questions: Which questions can be included in the next wave without making changes? Which questions still need to be adjusted and which questions are too complex or not suitable for an establishment survey? (cf. in more detail Ellguth et al. 2014: 30) The cognitive pretest interviews are undertaken by specially trained project staff from the so-called "Stützpunktagenturen" [*supporting agencies*] (ProIAB) (cf. Winters/Kargus 2012).

## 4 Study Design and Field Organisation

### 4.1 Study Design

Usually the interviews are conducted completely face-to-face. The questionnaire asks for a series of items of operational information (e.g. turnover, investments, total wages and salaries), about which in principle the establishment ought to be capable of providing, but which cannot always be spontaneously recalled by the person being interviewed. In such cases the interviewer can leave the questionnaire at the establishment, so that the person being interviewed can look up the missing information and then complete the questionnaire. At the request of the establishment the questionnaire can also be left for total self-completion. In both cases, it is the interviewer's task to collect the completed questionnaire from the establishment. The majority of establishments are interviewed completely face-to-face (cf. also Table 4 in section 5.2). The option of self-completion (partly or fully) is taken up most frequently by larger establishments.

This approach leads to a response rate that is stable at a high level and ensures a high data quality (cf. chapter 5 and 6): this is because the option of self-completion often results in more precise information than in purely face-to-face interviews with a higher number of missing values in terms of "don't know" or very approximate estimates. In turn the use of trained interviewers leads to fewer errors in the completed questionnaires in principle compared to the purely mail questionnaires, and the proportion of missing information is lower. Up to and including 2014, in Saarland (since 2001) and Schleswig-Holstein (since 2002) a part of the sample was conducted as a mail survey.<sup>12</sup> In 2015 Schleswig-Holstein switched over completely to a face-to-face data collection mode, and Saarland will follow in the 2016 wave.

The interviews are undertaken exclusively by interviewers from the in-house interviewer staff at TNS Infratest. The interviewers are responsible for the following sub-steps:

- Contacting the establishment (in person or by phone),
- identifying a target person who is able to provide information, and motivating this person to participate,
- checking that the correct establishment unit is being surveyed<sup>13</sup> and
- conducting the interview.

Continuity of the interviewers used is crucial for the success of the survey. In this respect, Janik and Kohaut (2009) were able to demonstrate the very strong effect a change of interviewer has on the likelihood of participation. The probability of non-participation increases markedly when a different interviewer is used to the one who was used the previous year. Changes are necessary in principle when interviewers have left in the meantime or establishments have moved. Table 1 shows that changes of interviewers are very rare in the context of the IAB Establishment Panel and that the bulk of interviews are undertaken by the same interviewers as the previous year.

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<sup>12</sup> This had become necessary for capacity reasons, because due to the extension samples specific to these individual federal states, the desired sample sizes could not have been achieved in the stipulated field period.

<sup>13</sup> Cf. in detail Section 4.2

**Table 1: Summary of the use of interviewers**

	2015	2014
Proportion of interviewers used again	89%	87%
Proportion of cases without a change of interviewer	90%	91%
Number of interviewers used	592	614

The data collection takes place annually from the end of June to the end of October. In parallel the data that has been gathered undergo checks and errors are eliminated (for this cf. Chapter 6). In advance the establishments receive a letter from the Federal Employment Agency (BA) advising them of the survey, a letter of recommendation from the Confederation of German Employers' Associations (BDA), a data privacy declaration and a summary of the most important results from the previous year. The establishments of the mail sample in Saarland also receive the questionnaire plus a reminder letter in mid-July and mid-August.

## 4.2 Identification of the Correct Establishment Unit

The interviewer is responsible for ensuring that the correct establishment unit is surveyed. For establishments being surveyed for the first time, the establishment number defines the survey unit. The interviewer has to decide on the spot whether the information requested in the questionnaire is actually available for this unit. The establishment number itself is a characteristic that is difficult to handle when identifying the correct establishment unit. For that reason the interviewers – aside from the name of the establishment – rely on the sector and the number of employees subject to social insurance contributions as of the reference date of the previous year, according to the details held by the Federal Employment Agency (BA). It is only in the event of deviation that the interviewers resort to the establishment number. In specific cases the interviewer can interview a different unit, especially if the unit specified by the establishment number does not constitute a unit which is worthwhile interviewing.<sup>14</sup> If there is another possible survey unit, there must still be some relationship to the original establishment number on the address protocol. If this is not the case, no interview takes place.

In the case of establishments periodically interviewed, the same unit as the unit in the previous year should be interviewed. This applies irrespective of the relationship between the unit surveyed the previous year and the originally stipulated establishment number. The connection to the previous year is established using the details of the total number of employees and sector from the previous year. It is only when this year's details in respect of last year's reference date agree with last year's details in respect of the last year's reference date (in terms of the employee numbers within a defined range of tolerance)<sup>15</sup>, that it can be assumed that the interview is taking place in the same

<sup>14</sup> This can occur, for example, if individual functional areas (e.g. administrative and care personnel in a hospital) are each given their own establishment number, or the establishment number comprises several branch offices (cf. Section 2.2 in this respect too). This is found in particular in the public sector, the non-profit sector, manufacturing industry with a relatively large proportion of large establishments, and in sectors with a large number of legally independent branch offices such as retail. According to Fritsch/Brix (2004: 185f), this occurs in less than ten percent of cases, and discrepancies in terms of numbers of employees are generally relatively small.

<sup>15</sup> For establishments with more than 20 employees the range of tolerance is +/- 5 %, for establishments with up to 20 employees +/- 1.

establishment as last year. This information forms the basis of the panel case definition provided, and thus of the individual longitudinal sections (cf. Chapter 8 on this in detail). It should be pointed out that as well as this panel case variable, the researcher should always also make use of additional variables to define establishments that are identical with the previous year for his specific interest. Thus a decision on whether, for example, an establishment which has closed some subunits, but has also integrated other units, is still the same establishment or not has to be taken on the basis of considerations of content.

### 4.3 Training and Monitoring Interviewers

TNS Infratest continuously recruits interviewers for its in-house f2f interviewer staff. Interviewers are selected in an extensive, multistage selection and assessment process, within the prospective interviewers receive training face-to-face and in writing. They receive detailed basic information about statistical selection procedures, data protection and interviewing behaviour. The so called contact interviewers, experienced interviewers who take over the local supervision of the new interviewers, practise the later interview situation with the new interviewers. Since contact interviewers also work as interviewers, they are able to pass on their experiences and practical tips to the new interviewers. The new interviewers are intensively supervised by the contact interviewers during their first projects. The interviewers at TNS Infratest receive follow-up training as standard at regular intervals.

As already mentioned above, in 2015 almost 90 % of the interviewers deployed for the IAB Establishment Panel had already worked for the project in one or more previous waves. They are thus extremely familiar with the special requirements of the project. Extensive written instructions for interviewers were also prepared for the current survey wave, dealing with the following points: new features compared with the previous wave, the issues being studied, clarification of the correct establishment unit, information about making contact and documenting contacts, identifying the main target person(s) for the editing, information about data protection and special information about the questionnaire as far as necessary.

In addition to these written instructions, interviewers working for the IAB Establishment Panel for the first time also receive personal project training from the responsible contact interviewer. TNS Infratest has prepared a project-specific concept and corresponding training documents especially for this. During this training, the contact interviewers convey the most important information about the project, such as the client, duration and scope of the project, the background and objectives of the study, and what the collected data will be used for. They explain to the interviewers how they should identify the correct establishment unit and the target person, and they are told the importance of ensuring that the establishments take part. Finally the new interviewer and the contact interviewer go through the questionnaire together with the contact interviewer explaining it.

As well as the intensive interviewer training for quality assurance purposes the interviewers' work is continuously monitored to ensure "that no significant falsification of the research results takes place through interviews – consciously or unconsciously – not being conducted correctly" (Sommer et al. 1999: 414).

- For the IAB Establishment Panel a project-specific control of all the interviews that have been conducted takes place through the extensive ex-post data validation and follow-up telephone surveys (cf. in detail Chapter 6).
- In addition, there are random checks of the interviewers' work in other projects. This routine monitoring takes place at the individual interviewer level, so that any erroneous or incorrect work by interviewers can be recognised as early as possible and independently of any specific study. TNS Infratest checks at least 10 % of all the interviews held every year as standard. Thus amongst other things, the interviewee stated in each case is subsequently asked by mail, by phone or also face-to-face whether, when and with whom the interview took place and how long it lasted. If the checks give cause to doubt the quality of an interviewer's work, this interviewer is asked to provide a written comment. The interviewer is given further training as appropriate or - in serious cases – he runs the risk of reduced fees, or even of leaving the interviewer staff. If an interviewer becomes conspicuous during routine checks, this information is also borne in mind for the IAB Establishment Panel.

## 5 Result of Field Work

### 5.1 Overview of Field Work

The field work started on 25 June 2015, with the last interview being held on 11 November 2015. Figure 1 shows both the weekly response rate in terms of the f2f-interviews held and the reported non-responses, as well as the cumulative response rate. The progression of the field work shown here is typical, in that as the duration of the field work increases, so the number of interviews achieved per week declines. This is then reflected in a falling response rate as the field duration increases. The peaks in the response rate at the start of the field work are caused by predefined fixed return dates.

**Figure 1: Number of interviews and non-responses as well as cumulative response rate per week (in number of responses), only f2f sample<sup>16</sup>**

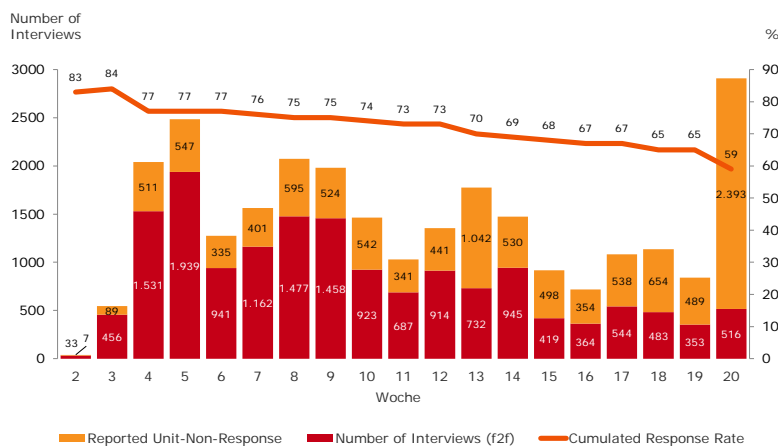


Figure 2 shows an overview of the distribution of the interviews by the date on which they were held – and not by the date of the return as in Figure 1. The typical field work progression can be seen clearly: the number of interviews achieved per week rises initially, then stagnates at a stable level, and then falls continuously as the field period increases. Unlike when considering the response – where we see several notable peaks due to the pre-defined return dates – here the progression is continuous and without outliers upwards or downwards.

<sup>16</sup> There are no reported non-responses for the written postal sample, therefore only the f2f sample is considered.

**Figure 2: Proportion of interviews held face-to-face (date on which they were held), only f2f samples, in percent<sup>17</sup>**

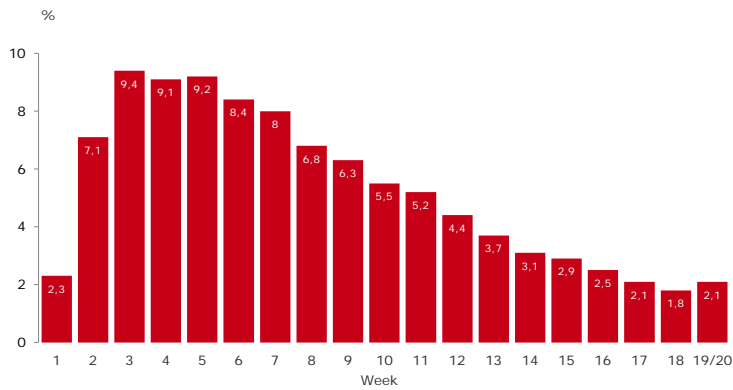
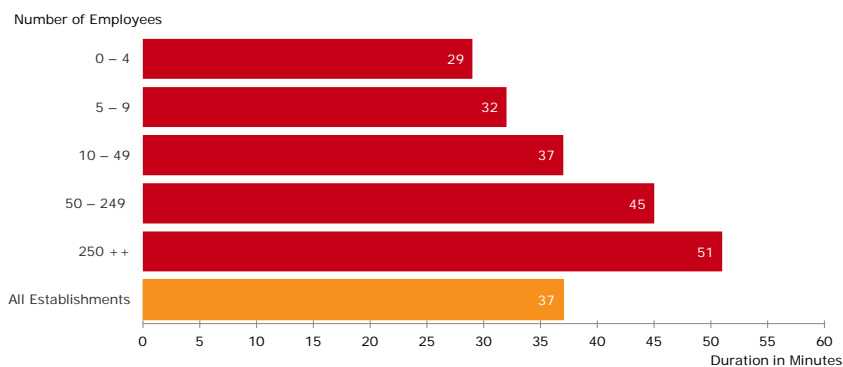


Figure 3 shows the average duration of the interviews by establishment size class. The average interview duration in smaller establishments is in principle lower than in larger establishments, mainly due to the fact that smaller establishments have a better ad hoc overview of what happens in the establishment than larger establishments. Thus questions about the personnel structure (e. g. proportion of part-time employees) are easier to answer in a 3-person-establishment than in an establishment with 100 employees. In addition, certain issues frequently do not apply to smaller establishments, so they have to answer a greatly reduced catalogue of questions due to the use of suitable filter questions. Thus, for example, the entire block of training or development questions is omitted if the establishment is not an authorised training provider or no employee received training respectively. Both of these cases occur more frequently with smaller establishments than with larger ones. As a result we can see that as the number of employees increases, the average interview duration rises from 29 minutes to a good 51 minutes. The average interview duration in 2015 was approximately 37 minutes.

**Figure 3: Average interview duration by establishment size class, in minutes**



<sup>17</sup> There is no information available as to the dates on which the written postal interviews took place.



## 5.2 The Responses in detail – Unit-Non-Response

As already described in Section 2.1, the IAB Establishment Panel is disproportionately stratified according to different characteristics. Table 2 provides an overview of the extent of the gross sample used and the numbers of cases actually realised for each federal state (federal state-specific extension samples) and for the manufacturing industry in East Germany (sector-specific extension sample). The number of establishments successfully re-interviewed is shown separately.

**Table 2: Overview of gross and net sample, by federal state and manufacturing industry East Germany**

	Gross	Net (actual)	Of which repeated
Schleswig-Holstein	1,412	856	729
Hamburg	442	254	227
Lower Saxony	1,980	1,086	863
Bremen	1,326	887	771
North Rhine-Westphalia	3,222	1,493	1,205
Hesse	2,414	1,081	768
Rhineland-Palatinate	1,539	843	658
Baden-Württemberg	1,807	1,195	1,041
Bavaria	2,157	1,271	1,037
Saarland	4,333	884	530
Berlin	1,905	925	713
Brandenburg	1,813	1,126	910
Mecklenburg-West Pomerania	1,530	1,080	897
Saxony	1,727	1,197	1,050
Saxony-Anhalt	1,513	1,034	895
Thuringia	1,500	1,146	1,042
<b>Total</b>	<b>30,620</b>	<b>16,358</b>	<b>13,336</b>
Manuf. ind. East Germany (excl. Berlin) <sup>18</sup>	2,359	1,753	1,586

From the total gross sample of 30,620 establishments, a total of 16,358 valid interviews were realised. Thus compared with the total sample, a response rate of 53.4% was achieved, and including the quality-neutral non-responses, a cooperation rate of 56.5% was achieved. The different subsamples differ greatly in terms of the response rates (cf. Table 3).

- In the face-to-face (f2f) subsample of continuer establishments (excluding non-respondents from the previous year willing to be surveyed again), at 82.1% the response rate is distinctly higher than in the establishments being surveyed for the first time, at 24.7%.
- In the face-to-face subsamples (including non-respondents from the previous year willing to be surveyed again and the refresher sample) the response rate of 58.4% is higher than that in the mail subsample at 19.2%.

<sup>18</sup> The manufacturing industry in East Germany is shown separately as these cases are already contained in the case numbers differentiated by East German federal states (excluding Berlin).

- The response rate of 23.8 % in the subsample of non-respondents from the previous year willing to be surveyed again is comparable to the partial sample of establishments being surveyed for the first time.<sup>19</sup>

In Schleswig-Holstein, due to the switchover to implementing the survey entirely face-to-face, the response rate of 60.6 % is around five percentage points higher than the previous year, and is thus at the national level for the face-to-face sample. Since in 2014 the bulk of the sample was already undertaken face-to-face, in terms of the response rate the effect of the switchover proves to be comparatively minor.

**Table 3: Number of evaluable interviews and response rate, by partial samples**

Partial samples	Region	Gross (absolute)	Evaluable interviews	
			absolute	as % of gross
a) Responders from wave 2014	West/f2f	9,226	7,401	80.2%
	West/by post	656	428	65.2%
	East	6,503	5,507	84.7%
	<b>Total/f2f</b>	<b>15,729</b>	<b>12,908</b>	<b>82.1%</b>
	<b>Total</b>	<b>16,385</b>	<b>13,336</b>	<b>81.4%</b>
b) Samples of non-respondents from previous year willing to be surveyed again in 2015	West	851	209	24.6%
	East	424	94	22.2%
	<b>Total</b>	<b>1,275</b>	<b>303</b>	<b>23.8%</b>
c) Refresher sample 2015	West/f2f	6,643	1,487	22.4%
	West/by post	3,256	325	10.0%
	East	3,061	907	29.6%
	<b>Total/f2f</b>	<b>9,704</b>	<b>2,394</b>	<b>24.7%</b>
	<b>Total</b>	<b>12,960</b>	<b>2,719</b>	<b>21.0%</b>
d) Total	West	20,632	9,850	47.7%
	East	9,988	6,508	65.2%
	<b>Total/f2f</b>	<b>26,708</b>	<b>15,605</b>	<b>58.4%</b>
	<b>Total/by post</b>	<b>3,912</b>	<b>753</b>	<b>19.2%</b>
	<b>Total</b>	<b>30,620</b>	<b>16,358</b>	<b>53.4%</b>

<sup>19</sup> At 65.2 % the response rate from the continuer establishments in mail sample noteworthy. It is well below the response rate for the continuer establishments interviewed face-to-face (82.1 %).

Table 4 shows an overview of the way of realisation of the interviews. As in previous years, at the end of the questionnaire for the face-to-face interviews the way of conducting the interview with the respective establishment was recorded. In the majority of cases, the interview was held entirely face-to-face. In a good 14% of cases, the questionnaire is completely filled in by the respondent himself (in other words without the interviewer being present). In approximately five percent of cases, the interview is started face-to-face and the questionnaire is then left at the establishment for completion of the questions that the interviewee was unable to answer spontaneously. These values roughly correspond to those of the previous year.

As previously, the form the interview takes is substantially associated with the size of the establishment: the proportion of establishments surveyed entirely face-to-face falls largely linearly from 89 % of the smallest establishments (with 1 to 4 employees) to 29 % of the large establishments with 1,000 or more employees. This is because the larger the establishments the more frequently the interviewee is only able to provide the complex quantitative details only with extensive preliminary work; this applies in particular to the employee structure, personnel recruitment, appointments and resignations, training, business volume and investments. In these cases it is helpful for the interviewee and the interviewer if the questionnaire can be left at the establishment for further processing or is made available to the respondent in advance (cf. also Section 4.1).

**Table 4: Overview of the form of the interview (excluding written postal partial sample)**

Form of interview	Proportion
Conducted entirely face-to-face	77.90%
Conducted mainly face-to-face	1.90%
Mainly completed by the respondent himself	2.90%
Entirely completed by the respondent himself	14.30%

Table 5 shows the correlation already mentioned in Section 4.1, namely that a change of interviewer has a negative effect on the establishments' willingness to participate. In the group without a change of interviewer, the response rate is a good 14 percentage points higher than that of the group with a change of interviewer.

**Table 5: Response rate with and without a change of interviewer**

	Response rate
The same interviewer as previous year	85.50%
Different interviewer to previous year	71.40%

### 5.3 Dealing with Missing Information – Item-Non-Response

A further element in ensuring the highest possible data quality is the way missing information (so-called item non-response) is dealt with. In the IAB Establishment Panel this includes on the one hand measures to prevent missing details, and on the other hand the most differentiated recording possible of the different forms of missing values.

Missing details especially arise because the corresponding question is difficult to understand, difficult to answer for factual reasons or the interviewee refuses to answer (e. g. for reasons of confidentiality or the time required to research the answer). The already mentioned cognitive pretest serves not least to identify such questions that will probably be problematic in advance, and as applicable to revise them or even not take account of them at all (see Section 3.2). To some extent to avoid missing values the interviewees are given the option of stating estimated values (“If it is not possible to answer precisely, please estimate”).

One very important factor in minimising missing information is the use of interviewers. Thus, as in previous years, clear differences are apparent between face-to-face interviews and interviews conducted via mail in terms of the frequency of missing information. Generally, the completion quality of the face-to-face interviews (and also of those cases in which the questionnaire was left at the establishment for (partial) self-completion) is considerably better than interviews via mail. Thus the average proportion of missing values for the interviews completely carried out face-to-face stands at one percent, for those completed as mail questionnaires at five percent, and for the other two subsamples at around two percent.

Questions that do not apply to an establishment (e.g. follow-up questions on further vocational training in establishments that have given negative answers to the initial filter question) are simply not asked at all in the IAB Establishment Panel. If a question does not apply to the establishment, the corresponding variable in the data set is empty (system-missing), but can of course be recoded into a corresponding missing category at any time. If however the use of filters means that for example certain groups of employees do not exist in the establishment (e.g. number of employees who have received further training), then the missing information can/must be replaced by the user with a zero. In this respect the reason for a non-response “Does not apply” is not coded separately in the IAB Establishment Panel.

Generally, in the literature when designing questions, for item non-response a differentiation is required between the categories “No answer/declined to answer” and “Don’t know”. In our view these categories cannot be – with few exceptions – reliably differentiated. Many items of information that are required – even if they are available in the establishment in principle – are associated with a certain research effort, or passing them on is regarded as sensitive. In the event of a refusal to answer, the interviewees would presumably choose one or other of the n/a options depending on the topic.

Against this background, apart from a small number of exceptions the explicit provision of answer categories for “Don’t know” or “Declined to answer – no answer” has been avoided in the questionnaire. If such answers are explicitly provided, this attracts such responses in addition, as it

is easier to tick “Don’t know” than to search for a particular business figure.<sup>20</sup> As an example: up to the year 2000 the question in the IAB Establishment Panel about advance payments offered “Don’t know” as a permissible option to response, but with the 2001 wave, while the question was otherwise unchanged, this option no longer existed. In the 2001 wave, the proportion of missing answers fell by 21 percentage points.

In a small number of cases the “Don’t know” category contains utilisable information and can be used for analysis purposes. Thus, for example, the question on the development of the volume of business expected in the current financial year (in comparison to the previous year) includes the category “Don’t know yet”. Another example concerns special labour market programmes from the Federal Employment Agency, which under certain circumstances are not yet known in the establishment. In such cases the corresponding variable in the data set is given the code “-1” for “Don’t know (yet)/Not known”. There are seven such questions in the entire 2015 questionnaire (questions 14, 58 – 60, 66a, 70, 86). For all other questions there is no separate answer category “Don’t know”.

Overall in the 2015 survey, 32% of all questions/variables had less than 0.5% missing values, 80% had less than two percent and 94% had less than five percent missing values. Table 6 provides an overview of the questions with a high proportion of missing values. When evaluating variables with a lot of missing information, possible distortions as a result of this should of course always be borne in mind.

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<sup>20</sup> This phenomenon comes under the problem of satisficing. Detailed explanations can be found e.g. in Krosnick et al. (1996) .

**Table 6: Questions with a high proportion of missing values**

Question/ variable	Content	Unit	2015
w07	Business volume in the last financial year	(EUR)	26%
w64	Total wages and salaries June	(EUR)	23%
w67l	Other measures due to introduction of minimum wage	(%)	21%
w10	Proportion of payments in advance/external costs in turnover	(%)	21%
w63c	Percentage of wages and salaries above standard rate	(%)	9%
w18	Proportion of investment volume taken up by investments in expansion	(%)	9%
w69b	Number of employees earning less than €8.50 an hour (gross)	(number)	9%
w54einf	Number of employees for simple activities taking part in further training schemes	(number)	9%
w54uni	Number of employees for skilled activities requiring a degree taking part in further training schemes	(number)	8%
w17	Total of all investments in the last financial year	(EUR)	8%
w25ca	Number of employees exclusively working on R&D tasks	(number)	8%
w25cb	Number of employees partially working on R&D tasks	(number)	7%
w04b	Number of employees in the following year	(number)	7%
w77ges_f	Number of female trainees taken on	(number)	6%
w14proz	Proportion by which business volume is increasing or falling during the current financial year	(%)	6%

## 6 Data Verification and Follow-Up Telephone Interview

In parallel with the field work, the data that has already been collected is checked both cross-sectionally and longitudinally for its completeness, consistency and plausibility. In the 2015 wave, in total 150 cross-sectional checks, 23 longitudinal checks and 50 filter checks were carried out. A distinction is made between four essentially different checks:

- Filter errors: Were the filter instructions obeyed in the intended way, and have establishments mistakenly answered resp. not answered a question?
- Checks for completeness: For selected questions checks are undertaken as to whether the question was answered.
- Plausibility checks: These checks assess information that are generally unlikely, but can nonetheless occur in practice. One example of this type of check involves reviewing the per capita incomes. The check indicates an error for values that are too low or too high.
- Consistency checks: These checks refer to logical connections between different answers. Consistency criteria are infringed, for example, if the questionnaire contains contradictory information. The consistency checks include for instance checking the total amount stated against the total of the individual values.

If missing or incorrect information cannot be supplemented or corrected by means of the questionnaire, an attempt is made to obtain clarity together with the interviewee during a follow-up telephone interview. As a result, missing information can be supplemented and incorrect information corrected. In plausibility checks, implausible values are released with corresponding justification after consultation with the establishment – so despite infringing the test conditions, the value will be accepted.

In the 2015 wave, 16% of all interviews were completely error-free right from the start, and therefore did not require any further processing. Corrections of the remaining 84% not completely error-free interviews were undertaken during the editing process, and in the majority of these cases (74%) the establishment was also contacted for a follow-up telephone interview. This intensive downstream data check also involves a comprehensive project-specific review of the work of the interviewers (cf. also Section 4.3).

## 7 Definition of Cross-Sectional Cases and Projection

### 7.1 Definition of Cross-Sectional Cases

All cases for which a valid questionnaire has been completed and which had at least one employee subject to social insurance contributions as of the reference date of 30 June of the previous year are referred to as cross-sectional cases. Due to the disproportionate structure of the sample the data has to be weighted before descriptive evaluations. With a disproportionate sample structure analyses of unweighted data lead to non-representative results.

For 2015 in total 15,500 cases are available for cross-sectional analyses, of which 9,410 are from West German federal states and 6,090 from East German federal states. 858 further interviews were conducted with establishments which had no employees subject to social insurance contributions as of the reference date of 30 June of the previous year, and therefore did not belong to the population for cross-sectional evaluations; these cases are only used for longitudinal evaluations.

### 7.2 Cross-Sectional Weighting Process

Weighting is necessary because the sample structure is disproportionate in terms of the establishment size, sector and federal state, and is also needed in order to compensate for any possible differences between the actual and target size of the individual stratification cells (cf. also Section 2.3). The resultant different selection probabilities are corrected with the aid of a weighting procedure (multiplied by the inverse value of the sampling fraction).

The weighting of the IAB Establishment Panel essentially takes place in the form of a projection onto the population. This applies for the establishments in the population, in other words for the whole of Germany but also for East and West Germany, for the individual federal states, and for manufacturing industry establishments in East Germany. The target structures are taken from the establishment file of the Federal Employment Agency. The determining factor is the structure (distribution of the establishments) at the time of drawing the sample for the respective wave (in other words as per 30 June of the respective previous year).

The weighted sample of the IAB Establishment Panel is proportional to the number of establishments, and thus reflects the distribution of the establishments across the cells of the stratification matrix. Its structure therefore differs from numerous other establishment surveys, in which the over-representation of large establishments is not corrected (and which thus deliver results that are proportional to the number of employees or the turnover, but not to the number of establishments). However, the weighted data of the IAB Establishment Panel enables analyses that are not only proportional to the establishments, but also proportional to the employees. Moreover, during the cross-sectional weighting, attention is paid to ensuring that at federal state level the employee figures projected from the weighted sample (employees subject to social insurance contributions as of the reference date of 30 June the previous year) correspond to the targets of the Federal Employment Agency. For analyses that are proportional to the number of employees, the weighted



number of employees from the establishments to which the characteristic in question applies has to be set in proportion to the total number of employees.

The result of the weighting is an integrated weighting factor that is proportional to the numbers of establishments and employees:

- A weighting that is proportional to the number of establishments reflects the distribution of the establishments across the cells of the stratification matrix. This enables representative statements to be made on the percentage of the establishments in Germany to which a particular statement (e.g. establishment has a works council) is applicable.
- A weighting that is proportional to the number of employees reflects the distribution of the employees across the cells of the stratification matrix. This enables representative statements to be made on the percentage of the employees in Germany that work in establishments to which a particular statement (e.g. establishment has a works council) is applicable.

For drawing the sample and for projections the population is subdivided into 19 sectors and 10 establishment size classes per federal state (cf. Table 9 and Table 10 respectively). This creates a stratification matrix consisting of 190 cells per federal state. This subdivision has been in place since 2010.

The weighting factors are calculated using an iterative marginal totals method, by which the adjustments to the marginal totals of the establishment and employee matrices are successively improved until a predefined convergence criterion is achieved. The convergence criterion was the stipulation that for every marginal distribution, a maximum 0.1% deviation in the total of the individual cells would be tolerated. Sometimes this requirement cannot be achieved. The iteration is discontinued when the adjustment to the individual marginal distributions is no longer improved. During the weighting, there are checks of whether the factors in the individual cells are becoming too high or too low, or whether there is no case at all in a cell. In such cases the cell is amalgamated with an appropriate neighbouring cell.

We can illustrate the iterative marginal totals method taking a marginal adjustment to two marginal distributions as an example:

- Firstly the weightings are calculated according to the distribution of the first marginal distribution. Then the weightings are calculated according to the second marginal distribution, with the result from the first margin denoting the input distribution for the second margin.
- Now the iteration commences: the result from the adjustment to the second marginal distribution counts as the input distribution for a new calculation of the weightings according to the first marginal distribution, and then in turn successively from the second margin etc. The iteration is repeated until the adjustment has fulfilled the convergence criterion or no improvement to the adjustment is recognisable.

The result of the weighting process are projection factors which ideally adjust the realised sample to all the stipulated target distributions with predefined accuracy and minimal variance.

## 8 Definition of Longitudinal Cases and Projection

### 8.1 Wave Codes, Longitudinal Cases

Longitudinal or panel analyses allow researchers to look at developments in individual establishments over a longer period. In principle, all the establishments which were a panel case the previous year and all new establishment numbers of the supplementary and extension sample from the subsequent years are considered as panel cases. To count as a panel case, information must be available for every survey year from the respective first interview to the latest survey, in the form either of a valid interview or the information that the establishment (or the establishment number as applicable) has expired. We therefore differentiate between “panel cases with interview” (panel cases for which valid questionnaires are held for every individual year up to the current survey) and “no longer operational panel cases” (in which from the date on which the establishment ceased operations onwards the only information held is that the establishment no longer exists). For the panel cases with interview, it is also necessary to ensure that the information obtained applies to the same establishment unit every year.<sup>21</sup>

The subgroups comprising the respective panel cases can be shown using the longitudinal section for 2012 – 2015 (East and West Germany):

- All cross-sectional cases from the 2012 wave for which information is available from the 2012 wave onwards.
- Establishments from the supplementary and extension samples 2013 (only new establishment numbers), for which information from the 2013 wave onwards is available.
- Establishments from the supplementary and extension samples 2014 (only new establishment numbers), for which information from the 2014 wave onwards is available.
- Establishments from the supplementary and extension samples 2015 (only new establishment numbers) which participated in the 2015 wave.

To make it easier for the editors and users of the IAB Establishment Panel to identify different subgroups for cross-sectional and in particular for longitudinal analyses, the relevant subgroups have been marked. For this the following information has to be appropriately combined:

- Field result of the ongoing wave (valid interview with/without employees subject to social insurance contributions as of the reference date, establishment no longer operational, cases that did not respond the previous year but are willing to be surveyed again/final non-responses)
- Was the establishment surveyed in the previous wave (respondents from the previous wave, non-responses from the previous year that are willing to be surveyed again, supplementary and extension sample)?
- Was the same establishment surveyed as last time?

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<sup>21</sup> In companies with several establishments in particular, it can be the case that the interviewees provide details of different units in different years (e.g. once about the local establishment, once about the entire company). This information (from the address protocol or as the result of the validation and editing process) is taken into account when forming the wave code (WELLwxyz) and is thus available for defining the panel cases.

In consultation with the IAB we have developed the following concept for this. Every case is given a unique identifier in each wave which takes account of the above criteria. This so-called wave code is stored in the variables WELLwxyz, where wxyz stands for the year in which the survey took place (thus WELL1993 for wave 1 in 1993, WELL1994 for wave 2 in 1994 etc.). This labelling takes place using a letter of the alphabet (see Table 7).

**Table 7: Group identifiers in the variables WELLwxyz**

	Labelling letter	
	<i>with</i>	<i>without</i>
	employees subject to social insurance contributions as per the respective reference date <sup>22</sup>	
1. Cases <b>with</b> interview in the ongoing wave		
1.1 Establishments surveyed for the <b>first time</b> (= at the date of drawing)	<b>A</b>	Not permitted
1.2 Establishments surveyed <b>repeatedly</b>		
1.2.1 <b>with</b> interview the previous year		
1.2.1.1 <b>same</b> unit interviewed as previous year	<b>B</b>	<b>C</b>
1.2.1.2 <b>different</b> unit interviewed to previous year	<b>D</b>	Not permitted
1.2.2 <b>without</b> interview in previous year <sup>23</sup>	<b>E</b>	Not permitted
2. Cases <b>without</b> interview in the ongoing wave		
2.1 Non-response that can be surveyed again in future		<b>H</b>
2.2 Cases from earlier extensions that can no longer be surveyed <sup>24</sup>		<b>W</b>
2.3 Non-responses that can no longer be surveyed <sup>25</sup>		<b>X</b>
2.4 No longer operational establishments (according to field result, editing or BA file respectively)		
2.4.1 in the ongoing wave		<b>Y</b>
2.4.2 earlier than this		<b>Z</b>

<sup>22</sup> The weighting takes place using the questionnaire information and the targets from the BA establishment file as of this reference date. No newer information from the BA establishment file is yet available as per the respective weighting date.

<sup>23</sup> Since 2002 non-responses from the previous year (H cases) have been treated in the same way as establishments being surveyed for the first time and the employee details from the previous year according to the BA used for identification. For this reason, there are no longer any G cases (establishments repeatedly surveyed without an interview the previous year and different unit to that surveyed the year before last) (cf. Section 4.2 on identifying the correct establishment unit).

<sup>24</sup> Thus e.g. the cases from the extension sample in 1997 in agriculture in Mecklenburg-West Pomerania, or the cases from the Halle Institute for Economic Research (IWH) extension sample in 1998 for the construction sector in East Germany.

<sup>25</sup> These include (a) establishments which declined to be interviewed, unless they expressly consented to being interviewed again the following year, and (b) non-responses from the previous wave from which no interview has also been obtained in the ongoing wave (i.e. the combination HH is not permitted and becomes HX).

In principle, other longitudinal sections can also be defined, however there are no weighting factors available for this.

## 8.2 Overview of the Longitudinal Sections provided with Weighting Factors

There are four longitudinal sections for which a panel weighting was undertaken for the 2015 wave. Table 8 depicts the case numbers for the respective longitudinal sections from 2003, 2007, 2009 and 2012 onwards.

As already mentioned above, the definition of panel cases essentially comprises all the establishments which were a panel case the previous year – either with an interview or as a no longer operational establishment – and all the establishments that were newly founded between the reference date of the year before last and the reference date of the previous year. For this reason, the number of newly-founded establishments (in the sample) is identical for all longitudinal sections. After the longitudinal section has existed for a certain period of time, the number of newly-founded establishments more or less counterbalances the number of non-responses. Hence after 3 – 5 waves, largely stable case numbers are achieved. For this reason, and because the longitudinal sections shown in Table 8 started with relatively similar case numbers, the number of panel cases in the individual longitudinal sections in 2015 is at a similarly high level.

**Table 8: Overview of all longitudinal sections since 2003**

Start of the respective longit. section	No. of panel cases in start year	No. of panel cases in 2015	Repeaters	Newly founded current wave	No longer operational
2003	14,179	12,102	7,056	1,181	3,865
2007	13,994	12,001	8,232	1,181	2,588
2009	14,308	12,151	9,004	1,181	1,966
2012	14,186	12,703	10,544	1,181	978

## 8.3 Longitudinal Weighting Process

Specific panel weighting factors are calculated for every longitudinal section. As for the cross-sectional weighting, the panel weighting takes place in the form of a projection onto the population. The aim of the panel weighting is that panel analyses using the respective longitudinal weighting factor should as far as possible generate the same distributions for all the waves involved as those from cross-sectional analyses of the individual waves.

Panel weighting essentially takes place in eight steps, each forming the basis for the next, with East and West Germany being differentiated in all steps. Unlike the cross-sectional weighting, for the longitudinal weighting a weighting at federal state level takes place only in the first step. In the subsequent steps the federal state level is no longer monitored. In total the eight weighting steps of the longitudinal weighting are repeated iteratively for as long as this is necessary and purposive.

The first step is to adapt the latest available cross-sectional cases to the structure of the population (number of establishments and employees subject to social insurance contributions as of 30 June of the previous year). The entry factor is the previous year's panel weighting factor and for new establishment numbers the cross-sectional weighting factor of the current wave.

The next stage is to adjust the key figure for the stock of establishments for each individual year included in the longitudinal section, and for the establishment numbers that in the meantime have become no longer operational or are new. Each year's stock includes the establishments with at least one employee subject to social insurance contributions as of the reference date. The new establishment numbers consist of those from the stock that had no employees subject to social insurance contributions as of the reference date one year before. The no longer operational establishment numbers are those in the stock that no longer had any employees subject to social insurance contributions as of the reference date one year later. This step depicts the recovery or dying out of establishment numbers over the course of time.

The third step is to adjust for the establishments that are surviving or no longer operational from the different entry cohorts.

The fourth and fifth steps take account of the establishment dynamics (growth and shrinkage of establishments). In particular in the longitudinal sections that have been running for a longer period, an extremely large number of combinations is possible in respect of the development of the number of employees. Simply because of the limited case numbers, it is not possible to obtain a finely differentiated picture of the possible development paths (changes between individual establishment size classes from one year to the next year). We have therefore applied a simplified procedure for the panel weighting in consultation with the IAB: a change of establishment size class is only taken into account between the starting wave of the respective longitudinal section (or as applicable for new establishment numbers, the first time they were surveyed) and the latest available data. No check is kept on changes occurring in between. Due to extremely low numbers of cases in certain combinations, the theoretically possible combinations are compounded as follows: as of the latest available data the establishment is in the same establishment size class as it was at the beginning, or has grown, or has shrunk. It is self-evident that when this approach is used the development paths of establishments can only be represented approximately during the panel weighting. In the fourth step, the establishment dynamics are taken into account for the establishments from the stock of the starting wave of the respective longitudinal section. In the fifth step, this is done for the "new" establishment numbers added during the longitudinal period.

The sixth step is to correct any disproportional non-responses depending on the answers to individual questions from the previous year's survey. This is done by undertaking multivariate analyses of non-responses in comparison between the previous wave and the most recent available data.

The two subsequent steps involve adapting the cases belonging to the respective cross-section to the requirements of the stratification matrix for every survey year included in the longitudinal section. To limit the number of weighting cells, only the establishment size classes (seventh step) and a simplified sector structure with seven categories (step eight) are taken into account (cf. Appendix).

In individual cases using the aforementioned parameters during the panel weighting can lead to extremely high weighting factors. To limit the resulting problems of outliers, only weighting factors



up to a maximum of 4,000 are permitted for the panel weighting. As a consequence, the theoretically necessary target numbers for individual characteristic values may not be reached due to the weighting process. Thus, for example, new establishment numbers in certain years are substantially underestimated during the panel weighting.

## 9 General Information about Evaluation

- Descriptive results should always be calculated and interpreted on a projected level, so that the disproportional sample structure and selective non-responses are corrected.
- The results should always be interpreted against the background of the underlying (unweighted) case numbers. The lower the number of cases considered, the more uncertain the results. The area of uncertainty for different unweighted case numbers is shown in the error tolerance table (cf. Appendix). The case number of 15,000 establishments can exhibit differences of two percentage points and more as significant differences.
- Even when the projection factor contains an adjustment proportional to the numbers of employees, we recommend always showing employee numbers rounded to full thousands.
- The panel weighting does indeed take place in the form of a projection, however for methodological reasons it is associated with greater inaccuracies in terms of the adjustment to the different target structures than the respective cross-sectional weightings, because the target structures of the various cross-sections, which fluctuate to some extent, has to be achieved with just one projection factor. This limitation applies to both the projected number of establishments and – to an even greater extent – to projected employee figures from the IAB Establishment panel.
- We therefore urgently recommend that when analyses take place using longitudinal factors not to show absolute figures. Projected absolute figures (even if rounded to full thousands) give the reader the impression of an accuracy that cannot be achieved with the IAB Establishment Panel when longitudinal analyses are used.
- As with all sample-based data, we recommend to use distribution measures, in other words statements of the type “X % of establishments have grown since 2003, Y % have contracted” or “The number of employees by Year Y developed better/worse in establishments which invested more than average in Year X than was the case for establishments which made no investments in Year X”. It should also be borne in mind that the percentage values obtained can also be afflicted with inaccuracies, so the values should if anything be interpreted as orders of magnitude.
- When undertaking analyses, account should always be taken of the survey method (face-to-face vs. mail) and the type of survey (conducted completely face-to-face through to entirely self-completed by the respondent) in the form of a third variable control.<sup>26</sup> In the 2015 wave both forms of information are stored in the variable W94.
- When undertaking analyses, particularly in comparisons across time, account needs to be taken of changes to the delineations of the sectors, the regional classification and the population. Such changes on their own can lead to sometimes substantial changes in the parameters and distributions. Thus when the employee statistics were revised with the 2015 wave, new groups of persons were included; hence the increase in the number of employees subject to social insurance contributions by a good three percent can also be ascribed to the revision of the employee statistics, and not just to changes in the real employee situation.
- Generally when undertaking time series and panel analyses, account should be taken of changes to the question or the individual items, so that differences in results are actually ascribable to real changes and not to changes to the question and/or the answer requirements. Account should

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<sup>26</sup> With the introduction of the mail survey method in 2000 “a test was carried out as to what extent distortions of content derived from the mix of methods. Differences in answering behaviour that were to some extent significant became apparent between the face-to-face and mail interviews. Account should therefore be taken of the characteristic of the survey method when analysing the federal states concerned.” (Fischer et al. 2008: 14).



also be taken of the respective timeframe. Thus establishment sizes refer to the reference date 30 June, flow figures to the first half year, and some questions – e.g. the business volume – relate to the last year or the financial year that has recently expired.



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## Appendix

The study “Employment Trends – Employer Survey 2015” (IAB Establishment Panel 2015) was undertaken on behalf of the Institute for Employment Research (IAB) of the Federal Employment Agency (BA).

Regional and sectoral expansions of the sample were commissioned by:

- the Senate Department for Labour, Integration and Women’s Affairs of the Federal State of Berlin
- the Ministry for Labour, Social Affairs, Health, Women and Family in the Federal State of Brandenburg
- the Ministry for Labour, Equality and Social Affairs for the Federal State of Mecklenburg-West Pomerania
- the Saxony State Ministry for Economic Affairs, Labour and Transport
- the Ministry of Labour and Social Affairs Saxony-Anhalt
- the Thuringian Ministry for Labour, Social Welfare, Health, Women and Family Affairs
- the Halle Institute for Economic Research (IWH)
- the Ministry of Finance and Economic Affairs Baden-Württemberg
- the Bavarian Ministry of Labour and Social Affairs, Family and Integration
- the Senator for Economic Affairs, Labour and Ports of the Federal State of Bremen
- the Hessian Ministry of Economics, Energy, Transport and Regional Development
- the Ministry of Economic Affairs, Employment and Transport of Lower Saxony
- the Ministry of Labour, Integration and Social Affairs of North Rhine-Westphalia
- the Ministry for Social Affairs, Labour, Health and Demography of Rhineland-Palatinate
- the State Ministry of Saarland for Economic Affairs, Labour, Energy and Traffic
- the Forschungsstelle Firmenpanel Niedersachsen at the Lower Saxony Institute for Economic Research (NIW)

**Table 9: Classification of economic activities by 19 sectors for sampling and cross-sectional weighting from the 2010 wave onwards**

Variable BR19BAxy	Sector	WZ2008 code	Questionnaire sector
1	Agriculture, forestry and fishing	1 – 3	1
2	Mining and quarrying, electricity, gas and water supply; sewerage and waste management	05 – 09, 35 – 39	2 – 3
3	Food products, beverages and tobacco	10 – 12	4
4	Consumer products (excluding manufacture of timber products)	13 – 18	5 – 6
5	Industrial goods (including manufacture of timber products)	19 – 24	7 – 10
6	Capital and consumer goods	25 – 33	11 – 17
7	Construction	41 – 43	18 – 19
8	Wholesale, sale and repair of motor vehicles	45 – 46	20 – 21
9	Retail	47	22
10	Transport and warehousing	49 – 53	23
11	Information and communication	58 – 63	24
12	Hotels and restaurants	55 – 56	25
13	Financial and insurance services	64 – 66	26
14	Economic, scientific and freelance services	68 – 82	27 – 36
15	Education	85	37
16	Health and social services	86 – 88	38
17	Other services	90 – 93, 95, 96	39 – 41
18	Representations of interests	94	42
19	Public administration, defence, social security	84	43

**Table 10: Establishment size class classifications for sampling and cross-sectional and longitudinal weightings**

Employees subject to social insurance contributions on 30.06.2014
1 – 4
5 – 9
10 – 19
20 – 49
50 – 99
100 – 199
200 – 499
500 – 999
1000+

**Table 11: Classification of economic activities by 6 sectors for longitudinal weighting from the 2009 wave onwards**

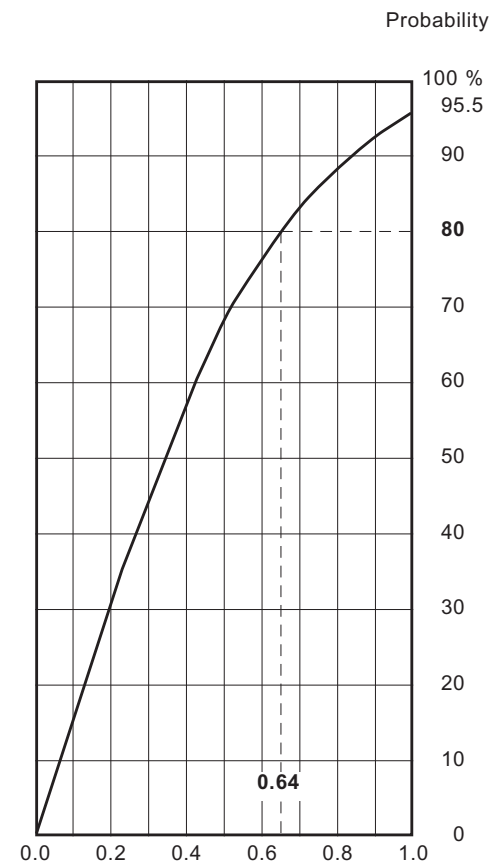
Variable BR19BAxy	Sector	Code from classification by 19 sectors
1	Agriculture and forestry, fishing	1
2	Manufacturing industry	3 – 6
3	Other production industry	2, 7
4	Retail/transport and warehousing/hotels and restaurants	8 – 12
5	Financial and insurance services/business services	13, 14
6	Public and private services	15 – 19



### Level of confidence table

p = (%)	5	10	15	20	25	<b>30</b>	35	40	45	50	55	60	65	70	75	80	85	90	95
n = 100	(-)	(-)	(-)	(-)	12.2	13.0	13.5	13.9	14.1	14.1	14.1	13.9	13.5	13.0	12.2	11.3	10.1	8.5	6.2
200	(-)	(-)	7.1	8.0	8.7	9.2	9.5	9.8	9.9	10.0	9.9	9.8	9.5	9.2	8.7	8.0	7.1	6.0	4.4
300	(-)	4.9	5.8	6.5	7.1	7.5	7.8	8.0	8.1	8.2	8.1	8.0	7.8	7.5	7.1	6.5	5.8	4.9	3.6
400	(-)	4.2	5.0	5.7	6.1	6.5	6.7	6.9	7.0	7.1	7.0	6.9	6.7	6.5	6.1	5.7	5.0	4.2	3.1
500	(-)	3.8	4.5	5.1	5.5	5.8	6.0	6.2	6.3	6.3	6.3	6.2	6.0	5.8	5.5	5.1	4.5	3.8	2.8
600	(-)	3.5	4.1	4.6	5.0	5.3	5.5	5.7	5.7	5.8	5.7	5.7	5.5	5.3	5.0	4.6	4.1	3.5	2.5
700	2.3	3.2	3.8	4.3	4.6	4.9	5.1	5.2	5.3	5.3	5.3	5.2	5.1	4.9	4.6	4.3	3.8	3.2	2.3
800	2.2	3.0	3.6	4.0	4.3	4.6	4.8	4.9	5.0	5.0	5.0	4.9	4.8	4.6	4.3	4.0	3.6	3.0	2.2
900	2.1	2.8	3.4	3.8	4.1	4.3	4.5	4.6	4.7	4.7	4.7	4.6	4.5	4.3	4.1	3.8	3.4	2.8	2.1
1.000	1.9	2.7	3.2	3.6	3.9	4.1	4.3	4.4	4.4	4.5	4.4	4.4	4.3	4.1	3.9	3.6	3.2	2.7	1.9
1.100	1.9	2.6	3.0	3.4	3.7	3.9	4.1	4.2	4.2	4.3	4.2	4.2	4.1	3.9	3.7	3.4	3.0	2.6	1.9
1.200	1.8	2.4	2.9	3.3	3.5	3.7	3.9	4.0	4.1	4.1	4.1	4.0	3.9	3.7	3.5	3.3	2.9	2.4	1.8
1.300	1.7	2.4	2.8	3.1	3.4	3.6	3.7	3.8	3.9	3.9	3.9	3.8	3.7	3.6	3.4	3.1	2.8	2.4	1.7
1.400	1.6	2.3	2.7	3.0	3.3	3.5	3.6	3.7	3.8	3.8	3.8	3.7	3.6	3.5	3.3	3.0	2.7	2.3	1.6
1.500	1.6	2.2	2.6	2.9	3.2	3.3	3.5	3.6	3.6	3.7	3.6	3.6	3.5	3.3	3.2	2.9	2.6	2.2	1.6
1.600	1.5	2.1	2.5	2.8	3.1	3.2	3.4	3.5	3.5	3.5	3.5	3.5	3.4	3.2	3.1	2.8	2.5	2.1	1.5
1.700	1.5	2.1	2.4	2.7	3.0	3.1	3.3	3.4	3.4	3.4	3.4	3.4	3.3	3.1	3.0	2.7	2.4	2.1	1.5
1.800	1.5	2.0	2.4	2.7	2.9	3.1	3.2	3.3	3.3	3.3	3.3	3.3	3.2	3.1	2.9	2.7	2.4	2.0	1.5
1.900	1.4	1.9	2.3	2.6	2.8	3.0	3.1	3.2	3.2	3.2	3.2	3.2	3.1	3.0	2.8	2.6	2.3	1.9	1.4
<b>2.000</b>	1.4	1.9	2.3	2.5	2.7	<b>2.9</b>	3.0	3.1	3.1	3.2	3.1	3.1	3.0	2.9	2.7	2.5	2.3	1.9	1.4
2.500	1.2	1.7	2.0	2.3	2.4	2.6	2.7	2.8	2.8	2.8	2.8	2.8	2.7	2.6	2.4	2.3	2.0	1.7	1.2
3.000	1.1	1.5	1.8	2.1	2.2	2.4	2.5	2.5	2.6	2.6	2.6	2.5	2.5	2.4	2.2	2.1	1.8	1.5	1.1
4.000	1.0	1.3	1.6	1.8	1.9	2.0	2.1	2.2	2.2	2.2	2.2	2.2	2.1	2.0	1.9	1.8	1.6	1.3	1.0
6.000	0.8	1.1	1.3	1.5	1.6	1.7	1.7	1.8	1.8	1.8	1.8	1.8	1.7	1.7	1.6	1.5	1.3	1.1	0.8
8.000	0.7	0.9	1.1	1.3	1.4	1.4	1.5	1.5	1.6	1.6	1.6	1.5	1.5	1.4	1.4	1.3	1.1	0.9	0.7
10.000	0.6	0.8	1.0	1.1	1.2	1.3	1.3	1.4	1.4	1.4	1.4	1.4	1.3	1.3	1.2	1.1	1.0	0.8	0.6
15.000	0.5	0.7	0.8	0.9	1.0	1.1	1.1	1.1	1.1	1.2	1.1	1.1	1.1	1.1	1.0	0.9	0.8	0.7	0.5
20.000	0.4	0.6	0.7	0.8	0.9	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.9	0.9	0.8	0.7	0.6	0.4
25.000	0.4	0.5	0.6	0.7	0.8	0.8	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.8	0.8	0.7	0.6	0.5	0.4

Curve of estimation of the confidence level at a reduced level of significance.



Reduction factors according to the confidence interval as shown in the table.

Example: A sample size where n = 2,000 includes 30 % building society depositors. From the table it can be concluded that the confidence interval is ± 2.9 % (highlighted value). With a probability of 95.5 %, the real percentage value of building society depositors in the population is ± 2.9 % of 30 % i.e. lying somewhere between 27.1 % and 32.9 %.

The low percentage value in small samples, where no level of confidence is given, can only be interpreted in a limited way, as this confidence level accounts for more than half the percentage values (e.g ± 8.5 % where n = 100 and p = 10 %).

$$p - t\sigma \leq p \leq p + t\sigma$$

$$\sigma = \sqrt{2} \sqrt{\frac{p(100-p)}{n}}$$

t = 2 ⇒ 95.5 % significance level  
P = variable percentage in the population

√2 = design factor

p = variable percentage in the sample (in %)  
n = sample size  
Please note: any analysis of subgroups must, as a rule, be expressed as a percentage of the whole sample size!

Example:  
In the graph a significance level of 80 % corresponds to a reduction factor of 0.64 (see the dotted line). The example shown here of building society depositors reads as follows: with a probability of 80 % the real percentage value is 30 % ± 1.9 % (2.9 % x 0.64 = 1.9 %), i.e. lying between 28.1 % and 31.9 %.

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