



RESEARCH DATA CENTRE (FDZ)
of the German Federal Employment Agency (BA)
at the Institute for Employment Research (IAB)

FDZ-DATENREPORT

Documentation of labour market data

06|2020 EN The IAB Job Vacancy Survey: Establishment survey on labour demand and recruitment processes, waves 2000 to 2017 and subsequent quarters 2006 to 2018

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Die FDZ-Datenreporte beschreiben die Daten des FDZ im Detail. Diese Reihe hat somit eine doppelte Funktion: zum einen stellen Nutzerinnen und Nutzer fest, ob die angebotenen Daten für das Forschungsvorhaben geeignet sind, zum anderen dienen sie zur Vorbereitung der Auswertungen.

FDZ-Datenreporte (FDZ data reports) describe FDZ data in detail. As a result, this series of reports has a dual function: on the one hand, those using the reports can ascertain whether the data offered is suitable for their research task; on the other, the data can be used to prepare evaluations.

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Abstract:

The IAB Job Vacancy Survey is a quarterly establishment survey covering the entire unfilled labour demand in Germany. It identifies the entire number of vacancies on the German labour market, including those vacancies that are not reported to the Federal Employment Agency (FEA), Germany's public employment service. The main questionnaire enquires information about the number and structure of vacancies, future labour demand, about the current economic situation and the expected development of participating establishments. The additional questionnaire enquires information about the last new hiring and the last case of a failed recruitment effort. The special questionnaire enquires employer attitudes and firm use of current labour market instruments. The Research Data Centre of the Federal Employment Agency offers the data sets from the survey waves 2000 on.

Zusammenfassung:

Die IAB-Stellenerhebung ist eine quartalsweise durchgeführte Betriebsbefragung, die repräsentativ das gesamtwirtschaftliche Stellenangebot in Deutschland abbildet. Sie ermittelt die Gesamtzahl aller offenen Stellen am Arbeitsmarkt, einschließlich jener Stellen, die nicht der Bundesagentur für Arbeit (BA) gemeldet werden. Der Hauptfragebogen enthält Informationen zu Zahl und Struktur offener Stellen, dem erwarteten künftigen Arbeitskräftebedarf, zur wirtschaftlichen Lage und zur Entwicklung der befragten Betriebe. Der Zusatzfragebogen enthält Fragen zum letzten Fall einer Neueinstellung und zum letzten Fall eines gescheiterten Rekrutierungsversuchs. Der Sonderfragebogen erfragt die betriebliche Einschätzung und Nutzung aktueller arbeitsmarktpolitischer Instrumente. Das Forschungsdatenzentrum der Bundesagentur für Arbeit stellt die Datensätze der Befragungswellen ab 2000 mit allen Fragebogenteilen einschließlich der Quartalsbefragungen für externe Wissenschaftlerinnen und Wissenschaftler bereit.

Keywords:

Establishment survey, job vacancies, recruitment processes

1 Differences to previous versions

Compared to previous versions of the data (see Bossler et al. 2019), the fourth quarter of 2017 und the three subsequent quarters of 2018 are included. In the second quarter of 2018, data on the awareness and use of the employer service provided by the Federal Employment Agency (FEA) was collected in new questions (see Bossler, Kubis & Rebien 2019).

2 Description of the data set

Table 1: Short description of the IAB of the IAB Job Vacancy Survey

| Content characteristics | |
|------------------------------------|--|
| Topic/variable groups | Employment, personnel requirements, activity impediments, stopped search effort, occupations with increasing demand and with expected bottlenecks in the next 3 years, marginal employment, part-time employment, labour market reform, employment opportunities of (long-term) unemployed persons, further education of workforce, One-Euro-Jobs, establishment-level integration of refugees, detailed information on the last hiring and to the most recent stopped search effort |
| Unit of observation | Establishments |
| Number of observations | 7,500 to 15,000 establishments |
| Time period | IV.2000 to III.2018 |
| Frequency | Quarterly |
| Regional subdivision | East/West Germany, federal state; see “sensitive attributes” for details |
| Methodische Charakteristika | |
| Survey design | Representative sample of establishments, stratified by size, industry and West/East Germany |
| Participating institutions | Client: Research unit A1 of the IAB Implementation: Economix Research & Consulting, Munich |
| Frequency of data collection | Yearly written and quarterly survey by phone |
| File format/size | STATA; all data sets together ca. 225 MB |
| File organization | By wave |
| Data access | |
| Data access | Remote data access, on-site use |
| Degree of anonymization | Weakly anonymized |
| Sensitive attributes | Industry classifications: WZ73 3 digits (2000-2003), WZ03 3 digits (2004)/5 digits (2005-2009) WZ08 5 digits (since 2010), districts (since 2007), counties (since 2005) |
| Proper citation | <p>Data:</p> <p>“This study uses the German Job Vacancy Survey of the IAB, Wave(s) YYYY - YYYY). Data access was provided via on-site use at the Research Data Centre (FDZ) of the German Federal Employment Agency (BA) at the Institute for Employment Research (IAB) and subsequently remote data access.”</p> <p>Data documentation:</p> <p>- Bossler, Mario; Gartner, Hermann; Kubis, Alexander; Küfner, Benjamin (2020): The IAB Job Vacancy Survey. Establishment survey on labour demand and recruitment processes Waves 2000 to 2017 and subsequent quarters 2006 to 2018. FDZ-Datenreport, 06/2020 (en), Nuremberg.</p> <p>- Bossler, Mario; Gartner, Hermann; Kubis, Alexander; Küfner, Benjamin (2020): IAB-Stellenerhebung: Betriebsbefragung zu Stellenangebot und Besetzungsprozessen, Wellen 2000 bis 2017 mit Folgequartalen 2006 bis 2018. FDZ-Datenreport, 06/2020 (de), Nürnberg</p> |

Details about the several ways of and the requirements for data access may be found on the website of the Research Data Centre at <http://fdz.iab.de>.

2.1 Overview

The IAB Job Vacancy Survey is an establishment survey covering the entire unfilled labour demand in Germany. It identifies the entire number of vacancies on the German labour market, including those vacancies that are not reported to the FEA, Germany's public employment service. This number alone allows for valid and unbiased conclusions about labour demand in the economy as a whole, for the reporting quota, which is the share of vacancies reported to the FEA among all vacancies, greatly fluctuates over time and exhibits systematic differences between industries, regions and occupations.

The survey has been conducted since 1989 in the fourth quarter of every year using a written multi-part questionnaire. Since 2002, establishments may participate online via internet as well. This web questionnaire is identical to the written questionnaire. The **main questionnaire** enquires information about the number and structure of vacancies, future personnel requirements, about the current economic situation and the expected development of participating establishments. The **additional questionnaire** enquires information about the last new hiring and the last case of a failed recruitment effort. This regular and detailed enquiry into hiring processes is a unique characteristic of the IAB Job Vacancy Survey, providing information on characteristics of the job, the person hired, search and recruitment channels including the engagement of job placement services, search and recruitment durations, the number of applicants, hiring difficulties as well as any compromises made. The additional questionnaire is only answered by establishments who have hired a new employee in the past year or have tried to hire for an open position.

Main and additional questionnaire are basically the same from wave to wave except for editing changes and possible shifts in emphasis. The **special questionnaire** by contrast changes from wave to wave. Since 2000, it enquires employer attitudes and firm use of current labour market instruments. From 2005 to 2013, it mostly focused on the workfare scheme One-Euro-Jobs and for that reason only was provided to establishments in the public sector which provided the vast majority of One-Euro-Jobs.

Since 2005, there are short follow-up surveys by phone on the core questions among participants of the main survey. These **quarterly surveys** complement the written main survey in the respective fourth quarter. They enquire and update the most important data points in the main questionnaire, including the number of employees, the assessment of current workforce developments and the number of vacancies.

In 2017, the survey in the second quarter was used for a vignette survey to study firm's reaction on an increase or decrease of the mandatory national minimum wage. Both variations of the questionnaire are documented in the corresponding codebooks.

The Research Data Centre of the Federal Employment Agency offers the data sets from the survey waves 2000 on. It includes the data from questionnaire parts including the quarterly surveys. Since September 2015, all documentation including variable and value labels, data reports and code books, is available in English as well.

2.2 Population and sample of the main questionnaire

The **population** of the main survey in the fourth quarter of every year are all establishments in Germany with at least one employee subject to social security contributions in June (until wave 2004) or December (waves 2005 and later) of the preceding year, excluding private households. “Establishment” is an economic unit according to the establishment identifier concept of the establishment identifier service of the Federal Employment Agency (Federal Employment Agency 2013).

A new stratified **random sample** is drawn every year from this population. It is stratified by region, establishment size category as well as industry, creating a three-dimensional sampling matrix. Table 2 summarizes the stratification variables. During the waves 2005 to 2013, an additional sample was drawn for the public sector in order the better survey about One-Euro-Jobs. Only in the year 2005 another additional sample was drawn to increase the number of observations due to the low response rate. In both cases, the additional samples were drawn only after removing already-drawn establishments from the population.

Table 2: Stratification variables of the gross samples 2000–2017

| Variable | Divisions |
|---|---|
| Region | 2000–2003: West Germany including West Berlin, East Germany including East Berlin since 2004: West Germany, East Germany including all of Berlin |
| Establishment size (Total number of employees) | 2000–2003: 1–9, 10–19, 20–49, 50–199, 200–499, 500+ 2004: 1–9, 10–19, 20–49, 50–99, 100–199, 200–499, 500–999, 1000+ 2005–2013: 1–9, 10–19, 20–49, 50–199, 200–499, 500–999, 1000+ since 2014: 1–9, 10–19, 20–49, 50–249, 250–499, 500–999, 1000+ |
| Industry | 2000–2002: 22 Industries based on German classification 1973 2003: 14 Industries based on German classification 1973 2004–2009: 28 Industries based on German classification 2003 2010–2014: 23 Industries based on German classification 2008 since 2015: 24 Industries based on German classification 2008 |

From this gross sample, all establishments that have indicated to the IAB that they do not wish to be asked to participate in further surveys in the past are removed to yield the **distribution sample**, which forms the basis for the response rate stated in Table 3.

All establishments of the sample are contacted by mail at the beginning of October and are asked to participate in the survey. The mailing includes a cover letter, a privacy/data protection statement, the questionnaire as well as a sheet with instructions on how to fill out the questionnaire and answers to frequently asked questions. A few weeks later, a second mailing with a cover letter reminding recipients of participating is sent out that otherwise includes the same content. Both cover letters include a telephone number to a helpline that takes comments and answers any questions that employers may have about the survey. The field phase usually lasts until the beginning of January, with most responses coming back between the end of October and the beginning of December.

Table 3: Sample development 2000–2017

| Wave | Address file date | Average sampling ratio | Gross sample | Distribution sample | Net sample | Response rate |
|------|-------------------|------------------------|--------------|---------------------|------------|---------------|
| 2000 | 31-12-1999 | 1.3% | 28,486 | 28,266 | 7,578 | 26.8% |
| 2001 | 30-06-2000 | 1.3% | 27,994 | 27,827 | 7,347 | 26.4% |
| 2002 | 30-06-2001 | 1.3% | 27,418 | 27,147 | 5,773 | 21.3% |
| 2003 | 30-06-2002 | 1.8% | 37,789 | 37,421 | 7,310 | 19.5% |
| 2004 | 30-06-2003 | 2.7% | 56,926 | 56,699 | 11,707 | 20.6% |
| 2005 | 31-12-2004 | 3.9% | 78,032 | 69,702 | 11,742 | 16.8% |
| 2006 | 31-12-2005 | 3.9% | 75,290 | 69,231 | 13,537 | 19.6% |
| 2007 | 31-12-2006 | 3.8% | 75,128 | 73,635 | 14,381 | 19.5% |
| 2008 | 31-12-2007 | 3.8% | 77,543 | 75,035 | 13,652 | 18.2% |
| 2009 | 31-12-2008 | 3.8% | 77,537 | 74,998 | 15,288 | 20.4% |
| 2010 | 31-12-2009 | 3.7% | 77,739 | 75,000 | 15,124 | 20.2% |
| 2011 | 31-12-2010 | 3.6% | 77,685 | 74,660 | 15,139 | 20.3% |
| 2012 | 31-12-2011 | 3.6% | 79,181 | 75,006 | 13,807 | 18.4% |
| 2013 | 31-12-2012 | 3.6% | 77,214 | 75,486 | 14,019 | 18.6% |
| 2014 | 31-12-2013 | 3.6% | 76,767 | 75,073 | 12,750 | 17.0% |
| 2015 | 31-12-2014 | 3.9% | 85,556 | 83,639 | 12,852 | 15.4% |
| 2016 | 31.12.2015 | 4.0% | 110,140 | 85,000 | 11,588 | 13.6% |
| 2017 | 31.12.2016 | 5.1% | 120,102 | 109,988 | 14,614 | 13.3% |

2.3 Extrapolation procedure of the main survey

Details and the background of the current extrapolation procedure may be found in the IAB Research Report No. 4/2016 (Brenzel et al. 2016). To compute the establishment weights, the following steps are taken:

1. Computing the **design weights** for every cell of the sampling matrix as the inverse of the respective sampling ratio.
2. Multiplication of the design weights with a weight computed from **non-response modeling**. The latter is based on a logistic regression model using the establishment size category, industry, average daily wage and average employee age from administrative data of the Federal Employment Agency as auxiliary variables. The non-response weight is the inverse of the estimated response propensity.
3. **Calibration** of the weights from step 2 as the starting weights of a generalized regression estimator (GREG) with the aim of exactly matching the anchor variables “number of establishments” and “number of employees subject to social security contributions” in all cells of the sampling matrix.

As the anchor variable “number of employees subject to social security contributions” has to be estimated for the most recent survey wave, the calibration procedure is repeated after 18 months with the then-available actual number of employees, resulting in a revised set of extrapolation weights. The data sets at the Research Data Centre will only contain revised extrapolation weights; as a consequence, every new wave of the survey is made available in the Research Data Centre no earlier than 18 months after the end of the field phase. Previously-published results by the IAB in

the form of press releases and policy reports usually relied on preliminary weights, which is why they cannot be replicated exactly using Research Data Centre data based on revised weights; differences lie within the respective 95% confidence interval.

The retrospective application of the new extrapolation procedure on the waves 2000 to 2014 required recoding the different establishment size categories of the original sampling matrices (see Table 2) into a consistent division of six size classes (1–9, 10–19, 20–49, 50–249, 250–499, 500+). The industry classification in the waves 2000 to 2009 have been recoded into consistent 16 classifications of the German classification edition 2003. Between 2010 and 2014, the original sampling matrices already contained the still-current 23 classifications of the German Classification edition 2008. Since 2015, 24 classifications of the German Classification edition 2008 have been used for extrapolation in analogy to the sample matrix.

2.4 Sampling and extrapolation of the quarterly survey

In each subsequent quarter, establishments are drawn from the participants of the written main questionnaire of the fourth quarter. The intended number of establishments is 9,000 per quarter. The net sample of the written main survey therefore is the gross sample of follow-up surveys of the three subsequent quarters.

Every one of the three subsequent quarters has its own establishment weight comprised of the establishment weight of the main survey in the fourth quarter of the original year and the result of another non-response model for the respective subsequent quarter.

3 Usage notes for users of the data set

3.1 Structure of the data set

Every wave's data are stored in a separate STATA format data file. It contains the variables of the main, additional and special questionnaires and, since 2005, the data from the follow-up telephone surveys in the three subsequent quarters. Hence, the files do not contain the four quarters of a calendar year, but instead the data of the fourth quarter plus the three quarters of the subsequent year. This division is useful as the participants of the follow-up surveys in the first to third quarter of the following year are recruited from the participants of the main survey in the fourth quarter of the respective original year. This creates an unbalanced panel with four data points in every wave of the survey.

Except for a few exceptions (Table 4), all variable names carry a prefix consisting of the number of the respective quarter as well as the year minus 2000. The establishment weight `greggew` (see Section 3.2) is therefore called `q312_greggew` in the third quarter of 2012.

Table 5 shows how the quarters are divided among the data files as well as the respective variable name prefixes. The meaning of the variables and their possible values can be found in the variable table as well as the codebooks of every wave on the website of the Research Data Centre under

Establishment Data: [IAB Job Vacancy Survey: Working Tools](#). To save space, the variable names in the codebooks do not carry their respective prefixes.

Table 4: Control variables that carry no prefix

| Variable name | Meaning |
|-------------------------|---|
| key | Anonymized establishment identifier |
| jahr | Survey wave |
| hf | Main questionnaire was answered |
| zf | Additional questionnaire was answered |
| sf | Special questionnaire was answered |
| fragebogen | Combination of hf , zf and sf |
| gebiet04 | Region (West/East Germany including all of Berlin) |
| bl, bl_agg | Federal state (NUTS 1), federal state (aggregated) |
| wz03_16/wz03_28 | 2000–2009: 16/28 industries based on German classification 2003 |
| wz08_23 | Since 2010: 23 industries based on German classification 2008 |
| wz08_24 | Since 2015: 24 industries based on German classification 2008 |
| wz*_3st/wz*_5st | Original industry classification from FEA address file (3/5 digits) ¹⁾ |
| kreis | Since 2007: district (NUTS 3) ¹⁾ |
| rbezirk | Since 2005: county (NUTS 2) ¹⁾ |
| gesamtausfueller | Since 2013: respondent is superior unit, not single establishment |
| erh_form | Survey mode (written or telephone survey) |
| antwort | Since 2011: Response received by mail or online |

1) Sensitive attribute: provided to external users only upon request

Table 5: File names and variable name prefixes

| File name | Quarter | Variable name prefix |
|-----------------|---|----------------------|
| iabse_00 | 4th quarter 2000 | q40_ |
| iabse_01 | 4th quarter 2001 | q41_ |
| iabse_02 | 4th quarter 2002 | q42_ |
| iabse_03 | 4th quarter 2003 | q43_ |
| iabse_04 | 4th quarter 2004 | q44_ |
| iabse_05 | 4th quarter 2005 (written main questionnaire) | q45_ |
| | 1st quarter 2006 (subsequent phone survey) | q16_ |
| | 2nd quarter 2006 (subsequent phone survey) | q26_ |
| | 3rd quarter 2006 (subsequent phone survey) | q36_ |
| | (...) | |
| iabse_17 | 4th quarter 2017 (written main questionnaire) | q417_ |
| | 1st quarter 2018 (subsequent phone survey) | q118_ |
| | 2nd quarter 2018 (subsequent phone survey) | q218_ |
| | 3rd quarter 2018 (subsequent phone survey) | q318_ |

3.2 Using the sampling weights

For descriptive analyses, the sampling weights must be used to infer from the net sample to the underlying population.¹ For regression analyses, sampling weights usually are not used when all stratification variables (see Table 2) are included in the model specification (see Bossler/Geis/Stegmaier 2019, Winship/Radbill 1994).

For variables from the main questionnaire as well as the special questionnaire, except for questions on the last person hired into a One-Euro-Job, the **Establishment weight** `greggew` must be used. For questions from the additional questionnaire on the last new hire, the **hiring weight** (Establishment weight multiplied with the number of new hires, since 2004 with the number of new hires subject to social security contributions), for questions on the last stopped search effort, the **stopped search weight** (establishment weight multiplied with the number of stopped search efforts) must be used. Table 6 summarizes the proper weights for each questionnaire. The data from the follow-up telephone surveys in the three subsequent quarters each use their own establishment weight `greggew` which differs from the main survey's establishment weight by having a different quarter-specific variable name prefix.

These weights are sampling weights by nature, so that in STATA, the weight type `pweights` must be specified, requiring the use of commands that support this type (`svyset`, `svy: tabulate`, `regress`). When using the commands `tabulate` (without `svy:`) and `summarize`, the weight type `iweight` may be used as well; this however precludes the interpretation of standard errors, for example after χ^2 tests. If it becomes necessary to test for statistically significant differences between groups during descriptive analyses, the `ttest` command must not be used as it does not accept any sampling weights. Instead, a univariate regression with the group variable as the sole regressor should be used with the proper weight variable specified as a `pweights`, consulting the p-value of the group variable (see STATA example 1) for the significance of the difference between the groups.

Table 6: Correct sampling weight variable by wave and questionnaire

| Questionnaire | Correct weight variable |
|--|--|
| Main questionnaire, follow-up telephone surveys | <code>greggew</code> |
| Last new hire | 2000-2003: <code>greggew*f10</code> Since 2004: <code>greggew*f11_04</code> |
| Stopped search effort | <code>greggew*f422</code> |
| Special questionnaire (except for Last person hired into a One-Euro-job) | <code>greggew</code> |
| Last person hired into a One-Euro-Job | <code>greggew*p29</code> |

¹ When using weights in descriptive analyses, analogue unweighted results must always be specified as well. The weighted and the corresponding unweighted result tables must always be listed one directly below the other. This will speed up the check for compliance with data protection laws.

3.3 Questions with multiple responses

At several points in the questionnaire, **multiple responses** are possible. As it is not clear a priori whether a non-checked box means “no” or is a missing value, checked boxes are encoded as 1 while non-checked boxes are encoded as a missing value (.). In practice, all non-checked boxes of a particular question will usually be recoded into “0” (“no”) if at least one box within that item battery has been checked (see STATA example 2).

A few questions allow respondents to check “Other” and fill out a **free text** field. The content of these free text fields is not provided to external researchers to prevent identifying any single respondent. Common answers are however recoded into a variable with the suffix *u* (German for “Umbuchung”, recode), which is provided, and the meaning of which is disclosed in the respective value labels in the (test) data sets.

In the case a free text answer already exists as a possible answer in the questionnaire, it is appropriately recoded. That is why for every question that allows responding with “other”, each answer’s variable exists twice, once with the original content, and once including such recodes. Variables **“including recodes”** receive the suffix *iu* (German for “inklusive Umbuchungen”, including recodes). For example, if in the questionnaire on the last new hire, the only search channel chosen is “other search channel”, and the free text field contains “was recommended to us”, the variables receive the values as shown in Table 7.

Table 7: Example of recoding a free text answer

| Variable name | Label | Value |
|----------------|---|----------------------------------|
| zf97 | Search channel: via own employees/personal contacts | . (not checked) |
| zf9n | Other search channel | 1 (checked) |
| zf9txt* | Other search channel: free text | „was recommended to us“ |
| zf9u | Recoded into... | 11 (personal contacts) |
| zf97iu | Search channel: via own employees/personal contacts (including recodes) | 1 (checked or recoded into) |
| zf9niu | Other search channel | 0 (not checked, or recoded from) |

* not included in data set at the Research Data Centre

3.4 Classifications of industries and occupations

An establishment’s **industry** is not enquired in the questionnaire but instead is taken from the address file of the Federal Employment Agency during the drawing of the sample. As Table 2 shows, this was done until 2003 according to the German Classification of Economic Activities, 1973 edition 1973 (WZ73), from 2004 to 2009 according to the 2003 edition (WZ03), and from 2010 on according to the 2008 edition (WZ08). The provided data set however contains the classification WZ03 from 2000 to 2009 with 16 and 28 classifications (from 2000 to 2003 in recoded form) and classification WZ08 from 2010 on. The Research Data Centre provides the original three/five digit codes from the address file of the Federal Employment Agency to external users only upon request.

Several parts of the questionnaire ask respondents to specify occupations. Because determining the proper **occupational codes** is too much to ask of respondents, the questionnaire instead inquires occupations in free text which is coded into two classifications by the institute that conducts the survey, as Table 8 shows. In a few cases, the responses were too general to find a proper code, requiring the definition of custom codes outside the official classification, which are listed in Table 9.

Table 8: Occupational classifications by wave

| Wave | Occupational classification | Variables |
|---|---|--|
| <i>Classification 1 (German system)</i> | | |
| 2000-2011 | <i>Klassifikation der Berufe, Ausgabe 1992 (KldB92), 3-Steller</i> | c[1-5], bkz[1-3], f418_c[1-5], f423_c[1-5], f424c_[1-5], code, codeab, c430-c432 |
| Since 2012 | <i>Klassifikation der Berufe, Ausgabe 2010 (KldB10), 5-Steller</i> | kb10_* |
| <i>Classification 2 (international system)</i> | | |
| 2000-2004 | None | |
| 2005-2011 | <i>International Standard Classification of Occupations, 1988 Edition (ISCO-88)</i> | isco*, isc1-3, f418isc*, f423isc*, f424isc*, i430-i432 |
| Since 2012 | <i>International Standard Classification of Occupations, 2008 Edition (ISCO-08)</i> | isco08_* |

Table 9: Supplement of KldB2010 for responses without detailed activity description (n.o.s.)

| Category | Code | Label |
|---|-------|--|
| Technical assistant w/o detailed activity description | 99001 | Production assistant, production hand, aide |
| | 99002 | Factory specialist, technical specialist, journeyman |
| | 99003 | Technician, foreman, master craftsman |
| | 99004 | Engineer, qualified engineer |
| | 99005 | Technical assistant n.o.s. |
| Commercial assistant w/o detailed activity description | 99101 | Comm. aides |
| | 99102 | Businessman, fund manager |
| | 99103 | Business administrator |
| | 99104 | MBA |
| | 99105 | Commercial assistant n.o.s. |
| Service assistants w/o detailed activity description | 99201 | Service staff, supporter, appointment manager |
| | 99202 | Service specialist, advisor, inspector, non-teaching staff |
| | 99203 | Consultant, temporary employment agency |
| | 99204 | Senior consultant |
| | 99205 | Service assistants n.o.s. |
| Managers w/o detailed activity description | 99301 | (does not occur) |
| | 99302 | (does not occur) |
| | 99303 | Team manager, managing staff, site manager, department head |
| | 99304 | Director, manager, managing director |
| | 99305 | Managers n.o.s. |
| IT assistants w/o detailed activity description | 99401 | IT staff (requirement level 1) |
| | 99402 | IT professional |
| | 99403 | IT specialist |
| | 99404 | IT expert |
| | 99405 | IT profession, IT assistant n.o.s. |
| Teachers w/o detailed activity description | 99501 | School assistant |
| | 99502 | Qualified teacher |
| | 99503 | Teacher |
| | 99504 | Lecturer, teacher with a university degree |
| | 99505 | Teacher n.o.s. |
| Workers in training w/o detailed activity description | 99611 | Trainee |
| | 99621 | Intern/volunteer |
| | 99691 | Other workers in training |
| Workers w/o detailed activity description | 99901 | Helper, temporary assistant, semi-skilled employee, unskilled worker |
| | 99902 | Professional, worker, assistant |
| | 99903 | Specialist |
| | 99904 | Expert |
| | 99905 | Workers n.o.s. |

3.5 BHP Record Linkage

Starting in the fourth quarter of 2010, all variables of the Establishment History Panel, version BHP 7518 v1, are available with the exception of the extension file on bankruptcies. The BHP record linkage data must be requested separately; the same applies to BHP's extension modules. Please refer

to the [data set](#) and [variable descriptions](#) on the Research Data Centre's website. The BHP extension data sets are named as follows:

Table 10: Filenames of the BHP administrative data sets for record linkage

| Filename | Content |
|---|---|
| iabse_0017_v1_bhp_7518_m06_v1_1975 ... iabse_0017_v1_bhp_7518_m06_v1_2017 | BHP core data set |
| iabse_0017_v1_bhp_7518_m06_inflow_v1 iabse_0017_v1_bhp_7518_m06_outflow_v1 | BHP extension „worker flows“ |
| iabse_0017_v1_bhp_7518_m06_entry_v1 iabse_0017_v1_bhp_7518_m06_exit_v1 | BHP extension „foundations/closures“ |
| iabse_0017_v1_bhp_7518_m06_wgen_v1 | BHP extension „generated consistent industry codes“ |

Please also observe the following:

1. The survey and administrative data must be linked using the variable key, which is unique across all waves. The original establishment identifier `betnr` is not included in the BHP version provided for linkage with the IAB Job Vacancy Survey.
2. Record linkage was not possible at all for a small number of establishments that have responded for a larger unit than the establishment. For the same reason, a few keys have record-linked data that cannot be interpreted sensibly; they can be identified by the variable `gesamtausfueller` having a value of 1.
3. The privacy policy sheet that was sent to all employers who were asked to participate in the survey has been worded since the fourth quarter of 2010 such that participating in the survey implies consenting to record linkage. This means that record linkage is possible for all establishments except those mentioned in Number 2.
4. The Variable `jahr` in the BHP data sets describes the year at which the BHP variables have been measured. The survey wave in which the respective establishment has responded can be identified using the additional variable `SE_jahr`.
5. Large deviations in establishment size between survey and administrative data are expected in a few cases, for example because respondents provided information on the entire company instead of just the establishment, without stating such.
6. If the sensitive variables `kreis/ao_kreis` or `wz08_5st/ieb_w08` have been requested, please note that when comparing between survey and administrative data, those particular variables are measured when the survey sample is drawn, which is one year before the field phase (see Table 3). In addition, the district information in the survey data reflects the district numbers that were valid when the sample was drawn, while the district numbers in the administrative data are the ones that are *currently* valid.

3.6 STATA examples

3.6.1 Time series of vacancies

```
/* Display a time series of vacancies from the year 2000 until the most recent
   quarter, with confidence intervals */

capture log close
log using ${log}/05a_STATABeispiel1_en,text replace
set more off

// Loop over every survey wave
forvalues Wave=2000/2017 {
    local WaveShort =stofreal(`Wave'-2000,"%02.0f")
    quietly use ${orig}/iabse_`WaveShort',clear
    quietly label language en

    // Anzahl der Quartale in dieser Wave ermitteln
    if `Wave' <2005 {
        local Quartale 4
    }
    else {
        local Quartale 4 1 2 3
    }

    // Loop over every quarter within this survey wave
    foreach Quartal of local Quartale {
        // Form quarter-specific variable prefix
        if `Quartal' ==4 {
            local Year =`Wave'
        }
        else {
            local Year =`Wave' +1
        }
        local YearShort =`Year' -2000
        local Prefix q`Quartal'`YearShort'

        quietly {
            // Missing value means zero vacancies
            replace `Prefix'_f20 =0 if `Prefix'_f20 ==.
            replace `Prefix'_f40 =0 if `Prefix'_f40 ==.

            // Sum of positions to be filled immediately and later
            generate `Prefix'_Vacancies =`Prefix'_f20 +`Prefix'_f40

            // Compute extrapolated number of vacancies including 95%
            // confidence intervals, by computing the weighted mean
            // multiplied with the weighted number of firms
            mean `Prefix'_Vacancies [pweight =`Prefix'_greggew]
            matrix Result =r(table)
            quietly summarize `Prefix'_greggew
            local Firms =r(sum)
            local b =Result[1,1] *`Firms'
            local ll =Result[5,1] *`Firms'
            local ul =Result[6,1] *`Firms'
        } // quietly

        // Display one list of results
        display as text "Vacancies in quarter " as result `Quartal' as text " of "
        as result `Year' as text ": "
        display as result %7.0f `b' as text ", 95% confidence interval: [" as
        result %7.0f `ll' "; " %7.0f `ul' as text "]"
    }
}
log close
```

3.6.2 Tabulating a multi-response question

```
/* Tabulate the share of difficult hirings and the reasons for the difficulty
*/

capture log close
log using ${log}/05b_STATABeispiel2_en,text replace
set more off

use ${orig}/iabse_17,clear
label language en

/* Create hiring weight */
generate gregneu = q417_greggew*q417_f11_04

/* Weight for all subsequent tabulations */
svyset [pweight=gregneu]

/* Share of difficult hirings */
svy: tabulate q417_zf8

/* If a reason was checked, recode all non-checked reasons as "no",
   Otherwise keep them on "missing" */
generate byte answered_zf8reason = q417_zf8aiu==1 | q417_zf8bliu==1 | ///
q417_zf8cliu==1 | q417_zf8eiu==1 | q417_zf8niu==1
foreach var of varlist q417_zf8aiu q417_zf8bliu q417_zf8cliu q417_zf8eiu
q417_zf8niu {
    replace `var'=0 if `var'==. & answered_zf8reason==1
}

/* Make sure that a reason was checked only for difficult hirings */
assert answered_zf8reason == 0 if q417_zf8 != 1

/* Print reasons one after the other */
foreach var of varlist q417_zf8aiu q417_zf8bliu q417_zf8cliu q417_zf8eiu
q417_zf8niu {
    svy: tabulate `var' if answered_zf8reason
}
log close
```

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