

The IAB Establishment Panel

Employment Trends

Employer Survey 2016
on behalf of the Federal Employment Agency
(Bundesagentur für Arbeit)

Your answers will be treated confidentially in compliance with the current data protection legislation and will be anonymized for analysis to ensure that individual establishments or organizations may not be traced.

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IMPORTANT INSTRUCTIONS FOR THE INTERVIEWER

- *Tick each question which is answered by the establishment itself by using the boxes beside each question or item on the left-hand side as shown in the example opposite.*
- Which OPERATING UNIT OF THE ESTABLISHMENT is to be interviewed for the survey?

The complete interview should be held with the operating unit or office whose **address** and **number of employees** is indicated on the accompanying **address record**. Should the establishment not be in a position to deliver the required information on this specific operating unit, because the information is available only for a larger or a smaller operating unit, please give a short description of the unit actually interviewed on the back of the address record.

All information given in the questionnaire must refer to the same operating unit.

Question 1 can be used to verify the proper selection of the operating unit:

- **for establishments participating for the first time:**

*Please transfer the reference figure from the address record to control field A (left column under the address field). This figure indicates the **the number of employees liable to social security contributions who are registered with the social insurance agencies** on the reference date (30 June 2016). The number of employees liable to social security in 2016 indicated in Question 1 must be consistent with this figure. Otherwise, the reason for the inconsistency must be explained on the back of the address record. Control field B is not filled in for establishments participating for the first time.*

- **for establishments which have already participated in the survey:**

*Please transfer the reference figures from the **address record** to control fields A and B (left column under the address field). These are **the notifications made by the establishment in the previous year** on the reference date (30 June 2016). The numbers of employees indicated in Question 1 this year must be consistent with these figures. Otherwise, the reason for the inconsistency must be explained on the back of the address record.*

- **Who is employed SUBJECT TO SOCIAL SECURITY?**

*Employees subject to social security are **workers, employees and apprentices** who are subject to the payment of the health, pension and/ or unemployment insurance contributions or whose contributions to pension insurance is partly paid by the employer. The following forms of employment are **not** considered liable to social security: civil servants, self-employed persons, unpaid family workers and so-called “marginal” part-time workers.*

- **Who is considered a “MARGINAL” PART-TIME WORKER?**

A “marginal” part-time worker is a person who is either

- paid a maximum wage of 450 € per month
- or employed only short-term (i.e. for a maximum of 2 month or 50 days per year).

EMPLOYMENT DEVELOPMENT

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

How many persons, categorized according to the employment groups listed, were employed by this establishment/office on 30 June 2015 and how had these figures developed by 30 June 2016?

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

	control field acc. (address record)	Total 30/06/15	Total 30/06/16
• Employees subject to social security...			
<small>(except "marginal" part-time workers, see explanation on page 2)</small>			
Workers and employees		_____	_____
Apprentices		_____	_____
Subtotal: Employees subject to social security	A: _____	_____	_____
• Employees not subject to social security...			
Civil servants incl. candidates for civil service		_____	_____
Working proprietors		_____	_____
Unpaid family workers		_____	_____
• marginal part time workers			
<small>(450-€ workers, short-term employees, see explanation on page 2)</small>			
		_____	_____
• Others			
		_____	_____
• Total number of employees	B: _____	_____	_____

2. **Were parts of this establishment closed down or relocated with other company units between 1 July 2015 and 30 June 2016, or separated and continued as independent businesses?**

Multiple answers possible!

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

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

- Yes No

4. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 2017, or do you think it will increase or decrease?

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

By June 2017, we expect that the level of employment...

- will be approx. constant
 - will increase
 - will decrease
 - Not sure at present
- } to an approx. total number of employees of _____

BUSINESS POLICY AND PERFORMANCE

5. What kind of problems with human resources management do you expect for your establishment/office during the next two years? Please tick where applicable in the list!

Interviewer: Present list 2 and tick where applicable!

- A Overstaffing
- B High turnover
- C Difficulties in finding the required specialized personnel on the labor market
- D Staff shortage
- E High percentage of older employed people
- F High demand for further training and qualification
- G Lack of motivation in the workplace
- H High rate of absenteeism/high rate of sickness absence
- I High financial burden on wage costs
- J Other problems with human resources management
- No** problems with human resources management

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

- no pressure from competition at all
 - minor pressure from competition
 - medium pressure from competition
 - substantial pressure from competition ↓
- } go to question 7!

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

- Yes
- No

7. The business volume and the value added, which together account for the internal labor of an establishment, are important determinants of the employment development in the establishment. According to our definition, business volume is expressed...

Interviewer: Please name and tick the applicable designation. Only one alternative is possible here!

- in the normal cases by the **sales** (excluding sales tax) .
 - for banks/financial institutions by the **total assets**
 - for insurance companies by the **total premium paid**
(inclusive premium tax)
- } go to question 8!

for non industrial organizations, regional and local authorities by the **budget volume** (administration and property budget) ⇒ go to question 16!

8. What was your business volume in the business fiscal year (normally the year 2015)?

Statements should be given only for the business unit in question (not e.g. for larger units including different locations). If the value cannot be indicated exactly, an approximation will suffice.

Approximate amount: _____ €

9. Please indicate what percentage of your business volume in 2015 was achieved in the regions listed below.

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

- Western German states approx. _____%
- Eastern German states incl. Berlin approx. _____%
- Foreign countries approx. _____%
- Total business volume 100 %

10. a) Was part of your business volume in 2015 generated by orders from public clients?

Public clients are institutions of the federal government, states and municipalities as well as public education and research institutions and public establishments.

Yes ↓ No ⇒ go to question 11!

b) What percentage of the business volume in 2015 was attributed to orders from public clients?

If exact values are not available, please provide an estimate!

Percentage of business volume attributed to orders from public clients about _____ %

11. Please classify according to question 7:

“Total assets” or “Total premium paid” ticked ⇒ go to question 14!
“Sales” ticked ↓

12. What share of sales was attributed to intermediate inputs and external costs in 2015?

i.e. all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs (e.g. advertising and agency expenses, travel costs, commissions, royalties, postal charges, insurance premiums, testing costs, consultancy fees, bank charges, contributions to chambers of trade and commerce and professional associations)

If exact values are not available an estimate will suffice!

Share of sales attributed to intermediate inputs in 2015 approx. _____ %

13. Let us assume that there had been extensive demand in 2015: Would your establishment have managed to achieve a sales increase with the resources then available (personnel, plant equipment, buildings)? Or would you have required additional personnel or additional plants?

Multiple answers possible!

An increase in sales would have been possible with the existing resources
Would have required additional staff
Would have required additional plants

14. Please give your assessment of the profit situation of your business in the last business year (2015). Profitability was...

very good
good
satisfactory
sufficient
unsatisfactory

15. Did you accomplish a positive or negative annual result (net profit or net loss) in the last business year? Or did you realize an approximately balanced annual result? The annual result in this context is defined as profits less expenditures.

The annual result accomplished was positive (net profit)
The annual result accomplished was negative (net loss)
The annual result accomplished was approximately balanced
Annual result is not available, indication therefore not possible

16. How do you expect the business volume to develop in the current year, 2016, as compared to 2015?

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

OPERATIONAL INVESTMENT AND INNOVATIONS

17. Did your establishment invest in one or more of the following areas in the last business year of 2015?

Interviewer: Read out and tick all applicable investment areas!

- No investments made ⇒ go to question 20!
- Real estate and buildings
- EDP, information and communication technology
- Production facilities, plant and equipment, furniture and fixtures
- Means of transport, transportation systems
- ↓

18. What was the approximate sum of all investments in 2015? approx.: _____ €

If exact values are not available an estimate will suffice!

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

20. How do you assess the overall technical state of the plant and machinery, furnitures and fixtures of this establishment compared to other establishments in the same industry? Please give your assessment using the scale below.

Interviewer: Present list 4!

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

“5” indicates that the equipment is completely out-of-date.

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

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

21. In the last business year of 2015, did your establishment improve or further develop a product or service which had previously been part of your portfolio?

Yes No

22. In the last business year of 2015, did your establishment start to offer a product/service that had been available on the market before?

Yes No

23. Have you started to offer a completely new product or service in the last business year of 2015 for which a new market had to be created?

Yes No

24. Did you develop or implement procedures in the last business year of 2015 which have noticeably improved production processes or services?

Yes No

25. Modern automation and digitalisation technologies can revolutionise communication and co-operation between employees, facilities, logistics, products and costumers. These technologies include autonomous robotics, smart factories, the Internet of Things as well as analysis tools with big data, cloud services or online platforms, among other things. Please answer the following 3 sub-questions using a scale from 1 to 10!

Interviewer: Present list 5!

On the scale you can give a grade between "1"(best) and "10"(worst).

a) How intensively has your establishment dealt with this topic so far?

very intensively not at all

1 2 3 4 5 6 7 8 9 10

difficult to say

b) What potential do you see for the application of such technologies in your establishment?

very high none

1 2 3 4 5 6 7 8 9 10

difficult to say

c) How well is your establishment equipped with these technologies compared to other establishments in your sector?

very well very poorly

1 2 3 4 5 6 7 8 9 10

difficult to say

PERSONNEL STRUCTURE

26. The following questions refer to the personnel structure.

Interviewer: Present list 6! Please enter "0" if an employment group does not exist. If applicable, please distribute employees indicated under "marginal" part time workers, "other" employees and "unpaid family workers" in question 1 among the employment groups listed here.

Please indicate how the total number of employees on 30 June 2016 (acc. to question 1) was distributed across the following employment groups. And please indicate how many of them were women.

	Total no. of men + women	No. of women
<i>Please transfer the total number of employees on 30 June 2016 from question 1</i>	_____	
This includes...		
Employees for <u>menial</u> jobs, requiring no specific vocational education	_____	_____
Employees for <u>skilled</u> jobs, - requiring a vocational qualification or comparable training on the job or relevant professional experience	_____	_____
- requiring a university degree	_____	_____
Working proprietors, directors, managers	_____	_____
Apprentices	_____	_____
Candidates for civil service	_____	_____
Total =		
Total number of employees (Please check this figure)	_____	_____

27. a) Are there part-time workers among the employees on 30 June 2016 mentioned in question 26?

Yes ↓ No ⇒ go to question 28!

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

Total	No. of women
_____	_____

Interviewer: If "none" enter "0".

c) Please indicate the total number of part-time workers which are marginal part-time employees and the number of women among them.

Total of marginal part-time workers	No. of women
_____	_____

Interviewer: If "none" enter "0".

28. a) Did the total number of employees on 30 June 2016 reported in question 26 also include employees with fixed-term contracts? This does not include apprentices!

Yes ↓ No ⇒ go to question 29!

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

Total	No. of women
_____	_____

Interviewer: If "none" enter "0".

29. Did you have any employees with a gross monthly salary between €451 and €850 on 30 June 2016? This does not include apprentices!

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

Interviewer: If "none" enter "0"!

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

Yes ⇒ namely _____

No

30. In addition to the total number of employees reported in question 26, did you also employ staff from the following employment groups on 30 June 2016?

If so, how many approximately?

Total

a) Freelancers under contract for services Yes ⇒ namely _____
No

b) Temporary agency workers Yes ⇒ namely _____
No

c) "One-Euro-job" holders (work opportunities with additional expenses compensation) Yes ⇒ namely _____
No

31. Were any interns working for you on 30 June 2016?

Total

Yes ⇒ namely _____

No

PERSONNEL MOVEMENT AND RECRUITMENT

32. Did you recruit staff in the first half of 2016?

Giving permanent contracts to apprentices on completion of training and to temporary employees is not counted as new recruitment.

Yes ⇒ go to question 34!
 No ↓

33. If "No":

Would you have liked to recruit additional staff or did you have no further requirements for new staff?

I would have liked to recruit additional staff ⇒ go to question 38!
 No further requirements ⇒ go to question 39!

34. Please indicate the total number of new recruitment in the first half of 2016 and the number of women among them.

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

Interviewer: If "none" enter "0".

--	--	--

35. Please indicate how the total number of recruited employees on 30 June 2016 was distributed across the following employment groups?

Interviewer: Present list 7! Please enter "0" if an employment group does not exist.

Recruitment for menial jobs, requiring no specific vocational training _____
 Recruitment for skilled jobs, requiring a vocational training, a comparable work experience or a university degree _____

36. a) Did you recruit staff with fixed-term contracts in the first half of 2016?

Yes ↓ No ⇒ go to question 37!

If so,

b) please indicate the total number and the number of women among them.

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

Interviewer: If "none" enter "0".

--	--	--

37. Would you have liked to recruit additional staff or did you have no further requirements for new staff?

I would have liked to recruit additional staff ↓ No further requirements ⇒ go to question 39!

38. a) Did you fail to fill vacancies for skilled jobs requiring vocational training, comparable professional experience or a higher education qualification during the first half of 2016?

Yes ↓ No ⇒ go to question 39!

If so,

b) please indicate the total number.

39. a) Did you convert any fixed-term contracts into permanent contracts during the first half of 2016? This does not include apprentices.

Yes ↓ No ⇒ go to question 40!

If so,

b) please indicate their total number and the number of women among them.

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

Interviewer: If "none" enter "0".

--	--	--

40. a) Did you conclude new fixed-term contracts with employees who had fixed-term employment contracts that expired in the first half of 2016?

Yes ↓ No ⇒ go to question 41!

If so,

b) how many in total?

41. Does your establishment/office use anonymous application procedures?

This means that job applications are evaluated without a photo of the applicant and without name, age, sex, origin or marital status.

Yes No
Don't know

42. a) Does your establishment/office employ foreign workers, i.e. persons without German nationality?

Yes ↓ No ⇒ go to question 44!

If so,

b) How many foreign workers are employed in your establishment/office?

Please state the total number and the numbers for the following employment groups.

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

Total number of foreign employees

This includes:

Employees for skilled jobs,

- requiring an apprenticeship or comparable vocational training or relevant work experience

- requiring a university degree

Apprentices

43. a) Do these foreign employees include any persons, who have come to Germany in recent years?

No } go to question 44!
Yes ↓ }
Difficult to say

If so,

b) how many in total?

If exact values are not available an estimate will suffice!

44. a) Are there measures in your establishment/office aimed at integrating foreign workers or are such measures planned?

If "No" tick where appropriate!

No, such measures do not exist, because

Yes ↓

- operational processes do not permit it . . .
- we lack necessary resources for it
- we do not see the necessity for it
- we do not or will not employ foreign workers

} *go to question 45!*

If so,

b) Which of the following measures exist and which are planned?

	exist	planned
A Providing internships and trainee positions	<input type="checkbox"/>	<input type="checkbox"/>
B Providing apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>
C Financial participation in occupational language courses	<input type="checkbox"/>	<input type="checkbox"/>
D Offering retraining or partial qualification measures	<input type="checkbox"/>	<input type="checkbox"/>
E Enshrining cultural diversity in the company mission statement	<input type="checkbox"/>	<input type="checkbox"/>
F Mentoring, coaching and sponsorships for immigrants	<input type="checkbox"/>	<input type="checkbox"/>
G Promoting and imparting intercultural skills	<input type="checkbox"/>	<input type="checkbox"/>
H Considering cultural or religious particularities (e.g. regarding food)	<input type="checkbox"/>	<input type="checkbox"/>
I Providing support in everyday life (e.g. with visits to authorities)	<input type="checkbox"/>	<input type="checkbox"/>
J Other measures	<input type="checkbox"/>	<input type="checkbox"/>

45. Under which conditions, besides the required professional competencies, do you consider applicants who are long-term unemployed when you are hiring staff, in other words, people who have been unemployed for one year or longer?

Interviewer: Present list 9 and tick where appropriate!

- A If the applicant makes a good impression
- B If state funding is available
- C If the applicant is recommended by the employers' service of the employment agency or the job centre
- D If the applicant is recommended by third parties
- E If the applicant has successfully completed an internship
- F If no other suitable applicants are available
- G In case of coaching after taking up work
- H Under other conditions
- I They are not considered due to bad experiences
- J They are generally not considered

46. Are you currently looking for staff (not including apprentices) for immediate employment?

Yes ↓ No ⇒ go to question 48!

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

Interviewer: Present list 10! Please enter "0" if an employment group does not exist!

vacancies available

Total number of vacancies _____

Of which:

Vacancies for menial jobs,
requiring no specific vocational training _____

Vacancies for skilled jobs,
- requiring a vocational qualification or comparable
on-the-job training or relevant work experience . _____

- requiring a university degree _____

48. Did you have any employees leaving your establishment/office in the first half of 2016?

i.e. dismissals, redundancies, terminations of contracts, transfers to other establishments within the company, apprentices leaving on completion of training, retirement, expiry of fixed-term contracts, deaths. Please note that the employment relationship continues during maternity leave, parental leave, military or alternative civilian service, and during the release phase of partial retirement.

Yes ↓ No ⇒ go to question 50!

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

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

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

Total No. of women

a) Total number of employees who left _____

b) Reason for leaving:

- A Resignation on the part of the employee _____
- B Dismissal on the part of the employer _____
- C Leaving after termination of the in-company training _____
- D Expiration of a temporary employment contract _____
- E Termination of a contract by mutual agreement
(also to be attributed to a social compensation plan) _____
- F Transfer to another organization within the establishment .. _____
- G Retirement after reaching the stipulated pension age _____
- H Retirement before reaching the stipulated pensionable age _____
- I Occupational invalidity/disability _____
- J Other _____

WAGES AND SALARIES

50. Is this establishment bound by...
- an industry-wide wage agreement
 - a company agreement concluded by the establishment and the trade unions
 - not bound by a collective agreement ↓
- } go to question 52!

51. If this establishment is not bound by a collective agreement:
Concerning salaries and wages, are you acting upon an industry-wide wage agreement?
- Yes
 - No
- } go to question 53!

52. a) If you take the currently valid collective wage agreement as a basis, do you pay salaries and wages above the collectively agreed scale? Please do not include the group of salaried employees exempt from collectively agreed terms in your calculations. Their salary is not based on the currently applicable collective wage agreement. As their work requirements and the contractual contents lie above the highest tariff wage group threshold, their salary is negotiated in individual contracts.
- Yes ↓ No ⇒ go to question 53!

b) If you pay wages and salaries above the collectively agreed rates: What percentage of your employees are paid salaries and wages above the collectively agreed rates?
 If you cannot give the exact figure, please estimate it.

For approx. % of the employees

c) Please approximate the percentage rate by which the salaries and wages paid by your company exceeds the collectively agreed scale.

On average by _____% above the collectively agreed scale

53. Please indicate the total amount of gross pay effected by your establishment in the month of June 2016 (excluding employer's social security contribution and holiday allowance)?
- Total gross pay in June 2016: €

VOCATIONAL TRAINING AND APPRENTICESHIPS

54. Is this establishment/office qualified to provide professional training in compliance with the statutory provisions in force, including the provision of competent instructors and an adequate training environment?
- No ⇒ go to question 64!
 - Yes, the establishment complies with these provisions ↓
 - Yes, in association with other units/offices or industry-wide institutions ↓

55. Has this establishment/office concluded any apprenticeship contracts for the currently expiring vocational training year 2015/2016?

Please also include apprenticeships

- according to the Vocational Training Law or the Handicrafts Regulation Act,
- according to other vocational training stipulations, e.g. for training occupations in health and social care or social education,
- and the professional training of candidates for civil service.

The vocational training year 2015/2016 is normally considered to begin on 1 August 2015 and end on 31 July 2016.

Yes ⇒ go to question 57!

No, the apprenticeship contracts were concluded by another unit/office or with an industry-wide institution ↓

No, no apprenticeship contracts were concluded for the vocational training year 2015/2016 ↓

56. Although you did not conclude any new apprenticeship contracts for 2015/2016:

Did you actually offer any apprenticeship for this vocational training year?

Yes ↓ No ⇒ go to question 58!

57. a) How many apprenticeships did you offer for the vocational training year 2015/2016?

Please also include vacancies you were not able to fill.

Apprenticeship training positions offered for the vocational training year 2015/2016 _____

b) And how many apprenticeship contracts were concluded? _____

Interviewer: If "none" enter "0"!

58. a) Did any of the apprentices, who had concluded apprenticeship contracts with your establishment, successfully complete their vocational training in 2016?

Please also include apprentices who are still expected to complete their training successfully in 2016!

Yes ↓ No ⇒ go to question 60!

b) How many altogether? _____

c) And how many of these are women? _____

Interviewer: If "none" enter "0"!

59. a) Is your establishment or another unit of your company offering permanent positions to all apprentices who successfully completed their vocational training in your establishment in 2016?

Yes ⇒ go to question 60!

No ↓

b) How many of the newly qualified apprentices are being offered a permanent position by your establishment or another unit of your company?

Interviewer: If "none" enter "0"!

Number of apprentices who were offered a permanent position _____

c) And how many of these are women?

Interviewer: If "none" enter "0"!

Number of female apprentices who were offered a permanent position _____

60. Has this establishment/office itself concluded any apprenticeship contracts for the currently commencing vocational training year 2016/2017?

The vocational training year 2016/2017 is normally considered to begin on 1 August 2016 and end on 31 July 2017.

No, the apprenticeship contracts are concluded by other establishments/offices or with inter-company training institutions ⇒ go to question 62!

No, no new apprenticeship contracts for 2016/2017 ↓

Yes ↓

61. Do you plan to conclude any (further) apprenticeship contracts for the vocational training year 2016/2017?

Yes

No

If there are or were apprentices in your establishment/office in the current or previous vocational training year:

62. Do or did all or some of the apprentices in your establishment/office attend an external vocational school requiring external accommodation?

Yes ↓

No ⇒ go to question 64!

63. Does your establishment/office contribute towards expenses incurred due to attending an external vocational school, such as expenses for travel, accommodation or meals?

Yes, fully

Yes, partially

No, not at all

No, not necessary, because the expenses are covered or subsidised elsewhere

OPERATIONAL WORKING HOURS

64. What are the average contracted working hours per week for full-time employees at present?

Working hours: _____, ____ hours per week

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

Interviewer: Present list 12! If exact values are not available an estimate will suffice. Please enter "0" if an employment group does not exist!

Proportion full-time approx. _____%

Proportion part-time > 24 h weekly approx. _____%

Proportion part time 15-24 h weekly approx. _____%

Proportion part time < 15 h weekly approx. _____%

Proportion part-time without fixed hours of work approx. _____%

Total = all employees 100 %

66. a) Did employees work overtime in 2015?

Yes.....↓

No.....⇒ go to question 67!

b) Was overtime normally paid or only compensated with time off in lieu in 2015, or were there both options?

Only paid

Both - paid and time off in lieu

Only time off in lieu.....

Neither paid nor time off in lieu

} go to question 67!

c) What percentage of your employees worked paid extra hours in 2015?

approx. _____ % Don't know

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

Working time accounts are...

planned

neither in operation nor planned.....

already in operation↓

} go to question 68!

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

.....approx. _____ %

c) Within what period of time do employees have to compensate for deviations from their standard working hours?

Interviewer: Present list 13 and tick where applicable!

A Compensation period up to six months.....

B Compensation period up to 1 year

C Compensation period between 1 year and 2 years

D Compensation period longer than 2 years

E No fixed compensation period

68. a) Does your establishment/office provide an opportunity for employees to accumulate a larger number of hours on a working-time account, either in separate long-term accounts or within their regular working-time accounts, in order to take one of the following periods of extended leave at a later stage?

Interviewer: Present list 14 and tick where applicable!

A Sabbaticals

No.....⇒ go to question 69!

B Periods of further training

C Reduction of the length of the working life

D Family leave.....

E Other.....

↓

b) Are these working-time credits for a longer-term period of leave managed as separate long-term working time accounts?

Yes No

c) What percentage of the entire workforce is entitled to accumulate larger numbers of working hours for a period of extended leave? approx. _____ %

If you cannot provide precise information, please estimate!

d) And what percentage of the entire workforce usually makes use of this possibility? approx. _____ %

If you cannot provide precise information, please estimate!

69. Does your establishment or organization have large fluctuations in production/business activity during the course of the year?

Yes ↓ No ⇒ go to question 71!

70. Are these predictable fluctuations, e.g. seasonal, or are these mainly (un)predictable fluctuations?

Mainly predictable
 Mainly unpredictable
 Both in approximately equal measure

71. I will now read out several mechanisms for working time regulations. Please state for each mechanism whether or not it is applied in your establishment/office.

Interviewer: Present list 15 and tick where applicable!

	Yes	No
A Permanent or regular Saturday work	<input type="checkbox"/>	<input type="checkbox"/>
B Saturday work if required	<input type="checkbox"/>	<input type="checkbox"/>
C Permanent or regular Sunday work	<input type="checkbox"/>	<input type="checkbox"/>
D Shift work	<input type="checkbox"/>	<input type="checkbox"/>
E Staggered working time (different starting and finishing times for individual employees or groups of employees)	<input type="checkbox"/>	<input type="checkbox"/>
F Trust-based working hours/self-managed working hours (without operational timekeeping)	<input type="checkbox"/>	<input type="checkbox"/>
G Change of duration and conditions of working hours for part-time employees	<input type="checkbox"/>	<input type="checkbox"/>
H Reduction or extension of contracted weekly working hours in the context of working time corridors or bandwidth models	<input type="checkbox"/>	<input type="checkbox"/>
I Reduction of working hours to safeguard employment	<input type="checkbox"/>	<input type="checkbox"/>

IN-COMPANY TRAINING

72. Did your establishment/office support training courses in the first half of 2016?

To be more precise, did you release staff for the purpose of participating in internal or external training courses and did your establishment cover the expense for these in full or at least in part?

No, neither release of staff nor covering of expenses..... ⇒ go to question 75!

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

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

Interviewer: Present list 16 and tick where applicable!

- A External training courses, seminars or workshops.....
- B Internal training courses, seminars or workshops.....
- C Further training on the job (instruction, familiarisation training).....
- D Participation in lectures, symposia, fairs, etc.....
- E Job rotation.....
- F Self-directed study (e.g. by means of computer-aided self-learning programmes or reference books).....
- G Quality circles, workshop circles, learning workshop, continuous improvement teams.....
- H Other training measures.....

74. How many participants (individuals) were there in total for the further training courses reported in question 73 in the first half of 2016?

a) Please indicate how the total number is distributed among the following employment groups.

b) How many of them were women?

Interviewer: Present list 17! Please enter "0" if an employment group does not exist.

	a) Total	b) No. of women
Total number of individuals	_____	_____
Including:		
Employees for <u>menial</u> jobs, requiring no specific vocational education	_____	
Employees for <u>skilled</u> jobs,		
- requiring a vocational qualification or comparable training on the job or relevant professional experience	_____	
- requiring a university degree	_____	

EQUAL OPPORTUNITIES

75. The following question refers to the management structure of your establishment/office. There are often different management hierarchies. The management personnel of each level have a supervisory function for the levels below.

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

b) And how many of these are women?

a) Total _____ b) No. of women _____

Interviewer: If "none" enter "0".

76. a) Is there a second management level below the top management level in your establishment/office?

Yes ↓ No ⇒ go to question 77!

b) How many persons hold a supervisory position at this second management level?

c) And how many of these are women?

a) Total _____ b) No. of women _____

Interviewer: If "none" enter "0".

77. This list contains different measures aimed at improving the compatibility of family and work and promoting the equal opportunities of women and men. Please indicate which measures are provided in your establishment/office.

Interviewer: Present list 18 and tick the applicable responses!

	Yes	No
A Support with childcare (e.g. company childcare facility, cooperation with childcare facilities, childcare during school holidays) or financial contributions towards childcare.	<input type="checkbox"/>	<input type="checkbox"/>
B Support for employees with relatives who require care (e.g. cooperation with care homes, advisory facilities, provision of information)	<input type="checkbox"/>	<input type="checkbox"/>
C Particular consideration of the needs of employees with care responsibilities when organizing working hours (e.g. flexible working hours, working-time accounts telework, home office, family-friendly, part-time-jobs)	<input type="checkbox"/>	<input type="checkbox"/>
D Services for employees taking periods of parental leave (e.g. further training)	<input type="checkbox"/>	<input type="checkbox"/>
E Targeted promotion of women (e.g. mentoring schemes, plans for the promotion of women, special further training, target agreement to increase the proportion of women)	<input type="checkbox"/>	<input type="checkbox"/>
F Member of a network of family-friendly companies	<input type="checkbox"/>	<input type="checkbox"/>
G Other measures	<input type="checkbox"/>	<input type="checkbox"/>

84. The establishment surveyed is ...

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

85. Is your establishment a member of ...

Multiple answers possible!

- the chamber of crafts/trades
- the chamber of commerce and industry
- another chamber
- None of the above

86. Is your establishment/office or parts of it a non-profit, charitable or religious organisation and therefore eligible for tax relief? Tax concession is recognized by the responsible fiscal authority.

- Yes No

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

- Before 1990 ⇒ go to question 89!
After 1990 ↓

b) Please indicate the year the establishment was founded.

In year _____

88. Is the establishment to be considered a real start-up business or was it spun off an existing company? Or did the establishment change its proprietor?

- Start-up
- Spin-off
- Change of proprietor

89. According to the establishment identification number registered with the Federal Employment Agency this establishment was assigned to the following industry...

Interviewer: Please read out what was indicated on the front of the address record!

a) Is this still up-to-date?

- Yes ⇒ go to question 90!
No ↓

b) If "No", please indicate which industry branch your establishment is now active in using the industry classification table on the next page.

Industry classification No. _____ ⇒ go to question 90!

Manufacturing, Trade, Transport

Code No.:

- 01 *Agriculture, hunting and forestry, fishing*
- 02 *Mining and quarrying*
- 03 *Electricity, gas and water supply, water and scrap, disposal, recycling*

Manufacturing Industries

- 04 Manufacture of **food** products
- 05 Manufacture of **textiles, clothing, leather products** and **footwear**
- 06 Manufacture of **wood products, paper** and **print products**
- 07 Manufacture of **chemicals and pharmaceuticals**, coke, refined petroleum products
- 08 Manufacture of **rubber** and **plastic** products
- 09 Manufacture of **glass** and **ceramic** products
- 10 Manufacture of **Cutting, shaping and finishing of stone**
- 11 Manufacture of **basic metals, fabricated metal** products (except machinery and equipment) and **structural metal** products
- 12 Manufacture of **computer, electronic** and **optical products**
- 13 Manufacture of **electrical equipment**
- 14 Manufacture of **machinery** and equipment
- 15 Manufacture of **motor vehicles**, trailers and semi-trailers
- 16 Manufacture of **furniture** and other products (e.g. **jewellery, sports goods** and **games** and **toys, medical instruments** and **supplies**)
- 17 **Repair** and **installation** of **machinery** and **equipment**

Construction

- 18 **building construction** and **civil engineering**
- 19 **Site preparation, building installation** and **building completion**

Trade

- 20 **Sales, maintenance** and **repair of motor vehicles**
- 21 **Wholesale** and commission trade
- 22 **Retail** trade, petrol stations

Transport and storage

- 23 Transport and storage also car parks, railway stations, cargo handling, postal-, courier-, express mail service

Service, Administration

- 24 *Information, communication*
publishing, film production, rental, distribution, **broadcasting service, telecommunication**; information technology services and **information services**

- 25 *Accommodation and food services*

- 26 *Financial and insurance services*

Business support, scientific and other professional services

- 27 **Real estate activities**

- 28 **Legal** and accounting **activities**

- 29 **Administration** and **management** of companies and establishments, **consultancy activities, consulting**

- 30 **Architectural** and engineering activities, **technical, physical, chemical** analysis

- 31 **Research** and development

- 32 **Advertising** and market research, **design, photography, translation**

- 33 **Veterinary activities**

- 34 **Rental** and **leasing** activities

- 35 **Placement and temporary provision of labour**

- 36 **Travel industry**, security agencies, landscaping, other business support services

- 37 *Education*

- 38 *Human Health and Social Work*

Other services

- 39 Recreational, **cultural** and sports activities, lottery

- 40 **Repair** of computers and **consumer goods**

- 41 **Other mainly personal services**
(e.g. laundry/hairdressing/sauna)

Non-profit organisations, public administration

- 42 **Activities of membership**, religious and other organisations

- 43 **Public administration** and defense, social security

Other

(Please give details)

ADDITIONAL INFORMATION

90. Was the questionnaire available to you prior to the actual interview?
 Yes.....↓ No.....⇒ go to question 92!

91. Please tell me whether one or more of the following statements apply to you.

Interviewer: Present list 20 and tick where applicable!

- A The questionnaire was used to gain an overview and to estimate beforehand how much time would presumably be required Yes..... No.....
- B The questionnaire was required to research details beforehand and to prepare for the actual interview Yes..... No.....
- C Others, namely: _____

92. Were several persons or offices involved in completing the questionnaire?
 Yes..... No.....

93. Were you personally the main person who completed the questionnaire last year?
 Yes.. No.. Establishment did not take part last year..

94. Was a copy of last years' completed questionnaire at hand while you were completing this year's questionnaire?
 Yes.. No.. Establishment did not take part last year..

95. Finally, please state the sex, age and role of the main person who completed the questionnaire.
 sex male..... female.....
 age under the age of 30 aged 30 to under 50 aged 50 or older

Role in the establishment _____

Thank you very much for your assistance!

For more information and resulting analysis, please go to <http://betriebspanel.iab.de>

INTERVIEWER'S ENTRIES

96. Important information for the interviewer:
Interviewer: Please remember to note the name, function and telephone number of the person interviewed in the address record for further inquiries if the person interviewed is new to the enterprise or if the function or phone number of the person interviewed has changed. In addition we ask for a rough estimate of the age.

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