

QUARTERLY LABOUR FORCE SURVEY 2013

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BASIC SURVEY DATA

Year: | | | | |

Quarter: | |

Wave number: | |

HOUSEHOLD IDENTIFICATION

A1. DISTRICT: | | |

A2. MUNICIPALITY / COMMUNE: | | |

A3. TOWN / VILLAGE: | | | | |

A4. CENSUS EA NUMBER | | | | |

A5. PSU: | | | |

A6. NUMBER OF THE HOUSEHOLD INTERVIEWED: | | | |

A7. For waves 2-4: IS THIS THE SAME HOUSEHOLD? 1 ☐ YES → [Skip to A11](#) 2 ☐ NO

A8. NAME AND SURNAME OF HEAD OF HOUSEHOLD: _____

A9. ADDRESS: _____

A10. HOUSEHOLD TELEPHONE NUMBER _____ / _____

A11. **Skip target: A7=1** INTERVIEWER: _____ Code | | | |

A12. CONTROLLED BY SUPERVISOR: _____ Code | | | |

A13. CODED BY CONTROLLER: _____

A14. ENTERED IN COMPUTER BY OPERATOR: _____

B1. Number of visits by the interviewer (write number of visits)..... |__|

	DD MM YY	DD MM YY	DD MM YY
Visits	1	2	3
Date of visits	_ _ _ _ _ _	_ _ _ _ _ _	_ _ _ _ _ _
Time of visits	_ _ _ _	_ _ _ _	_ _ _ _

(Last date entered should be the day of interview)

B2. Reference week: Reference week is the calendar week (from Monday to Sunday), before date of the interview.

First day of reference week (Monday)

Date	_ _ _ _ _ _
------	-----------------

DD MM YY

Last day of reference week (Sunday)

Date	_ _ _ _ _ _
------	-----------------

DD MM YY

DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS

Q1	Q2	Q3 (Q)	Q4 (Y)	Q5 (Y)	Q6 (Y)	Q7 (Y)	Q8	Q9			Q10
No	Name and Surname	Change in the composition of the HH 0. No change 1. New member 2. Left HH 3. Died	Relationship to head of household 1. Head of the household 2. Spouse of hh (or cohabiting partner) 3. Child of head of household (or of his/her spouse or cohabiting partner) 4. Father/mother of head of household (or of his/her spouse or cohabiting partner) 5. Other relative of hh (son/daughter-in-law, grandchild, sister/brother, brother/sister-in-law, niece/nephew, grandfather/mother, etc.) 6. Other (not relative of hh)	Sequence number of spouse or cohabiting partner in the household (write 99 – in case person has no partner or partner does not belong to this household)	Sequence number of father in the household (write 99 – in case father does not belong to this household)	Sequence number of mother in the household (write 99 – in case mother does not belong to this household)	Sex 1. Male 2. Female	Date of birth (Enter day, month, year) dd/mm/yyyy			Date of birth in relation to the end of the reference period (For computer programme only, do not show for interviewer) 1. Person's birthday falls between 1 January and the end of the reference week 2. Person's birthday falls after the end of the reference week
01			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
02			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
03			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
04			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
05			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
06			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
07			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
08			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
09			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
10			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
11			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
12			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
13			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
14			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_
15			_ _	_ _ _	_ _ _	_ _ _	_	_ _	_ _	_ _ _ _	_

[illegible]

For computer programme only, do not show for interviewer

INDIVIDUAL QUESTIONNAIRE

To be completed for all persons aged 15 years old and over on last day of the reference week (Q11=1) and usually present in the household (Q17=1) [in the household members list]

C1. PERSON NAME _____ Carried from Household Members List, Q2

C2. PERSON NUMBER: |__|__| Carried from Household Members List, Q1 (No)

C3. PERSON'S DATE OF BIRTH |__|__| |__|__| |__|__|__|__| Carried from Household Members List, Q9
d d m m y y y y

C4. ANSWERED THE INDIVIDUAL QUESTIONNAIRE 1 ☐ YES 2 ☐ NO

LABOUR STATUS

*Reference week is defined in question B2 of Basic Survey Data

Q21	During last week, you have:
1-- <input type="checkbox"/>	- worked <u>in a regular job</u> (at least one hour) <u>for pay</u> (in cash or in kind) for someone who is not a member of your household, for example, a public or private enterprise or company, an NGO or any other individual.
2-- <input type="checkbox"/>	- worked (at least one hour) <u>on a farm owned or rented by you or a member of your household</u> (even unpaid), <u>from which at least part of production is sold</u> , whether in cultivating crops or in other farm maintenance tasks, or you have cared for livestock belonging to you or a member of your household.
3-- <input type="checkbox"/>	- worked (at least one hour, even unpaid) in non-agricultural sector for your business or an activity that belongs to you or someone in your family, for example, as trade in the merchant shop, barber, tailor, carpenter, car wash, etc..
4-- <input type="checkbox"/>	- done any <u>occasional job</u> (at least one hour) <u>for pay or profit</u> such as sold goods in the street, helped someone for his business, sold some homemade products, washed cars, repaired cars, etc.
5-- <input type="checkbox"/>	- worked (at least one hour) <u>on a farm owned or rented by you or a member of your household</u> (even unpaid), <u>from which the whole production is only for own consumption</u> , whether in cultivating crops or in other farm maintenance tasks, or you have cared for livestock belonging to you or a member of your household and a) this production constitutes an important contribution to the total consumption of the HH b) this production does not constitute an important contribution to the total consumption of the HH → Skip to Q31 -----
6-- <input type="checkbox"/>	- none of 1 to 5

Q22 1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	Even though you were not working last week, do you have work of any of the types described above (1-5) from which you were temporarily absent? - Yes - No → Skip to Q95
Q23 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/> 8-- <input type="checkbox"/> 9-- <input type="checkbox"/> 10-- <input type="checkbox"/> 11-- <input type="checkbox"/> 12-- <input type="checkbox"/>	Why did you not work last week even though you have a job? - School education or training → Skip to Q24 ----- - Bankruptcy, closure → Skip to Q25 - Off-season → Skip to Q25 - Bad weather → Skip to Q25 - Labour dispute, strike → Skip to Q25 - Free days due to flexible work time → Skip to Q25 - Annual leave → Skip to Q25 - Slack work for technical or economic reasons → Skip to Q25 - Suspension through the employer, with right to return to the place of work (lay-off) → Skip to Q25 - Other reasons (eg. personal or family responsibilities) → Skip to Q25 - Maternity leave → Skip to Q31 - Own illness, injury or temporary disability → Skip to Q31
Q24 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/>	Which of the following applies: - The participation is required by the employer → Skip to Q31 - The training takes place inside normal working hours → Skip to Q31 - The training is directly connected to the current job → Skip to Q31 - None of these
Q25 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Skip target: Q23=2-10 You expect to return to work after a total duration of absence of (measured from last day of work to the day on which you will return)? - Three months or less - More than 3 months - Return to this job not expected
Q26 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/>	In your main job, you are a ... - Employee ----- - Self-employed with employees → Skip to Q29 - Self-employed without employees (own-account worker or free-lancer) → Skip to Q29 - Unpaid family worker → Skip to Q30
Q27 1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	During the absence, do you continue to receive 50% or more of your wage or salary from your employer? - Yes - No

Q28	<p><u>For computer programme only, do not show for interviewer</u></p> <p>Filter question:</p> <p>1--<input type="checkbox"/> - The duration of absence is 3 months or less and person is not a seasonal worker (Q25=1 and Q23<3)</p> <p>2--<input type="checkbox"/> - Person receives 50% or more of the wage or salary (Q27=1) → Skip to Q32</p> <p>-----</p> <p>3--<input type="checkbox"/> - None of the above → Skip to Q95</p>
Q29	<p>Skip target: Q26=2, 3</p> <p><u>For computer programme only, do not show for interviewer</u></p> <p>Filter question:</p> <p>1--<input type="checkbox"/> - Intends to return to his business/farm/professional practice (Q25=1 or 2) → Skip to Q44</p> <p>2--<input type="checkbox"/> - Does not intend to return to his business/farm/professional practice (Q25=3) → Skip to Q95</p>
Q30	<p>Skip target: Q26=4</p> <p><u>For computer programme only, do not show for interviewer</u></p> <p>Filter question:</p> <p>1--<input type="checkbox"/> - Expects to return to work in three months or less (Q25=1) → Skip to Q44</p> <p>2--<input type="checkbox"/> - Expects to return to work after more than three months or does not expect to return to work (Q25=2 or 3) → Skip to Q95</p>

CHARACTERISTICS OF MAIN JOB

Read: The following questions refer to your main job/activity. If you had more than one job/activity during last week, the main job/activity is the one in which you normally work most hours.

Q31	<p>Skip target: Q21 = 1-5, Q23 = 11-12, Q24 = 1-3</p> <p>In your main job, you are a ...</p> <p>1--<input type="checkbox"/> - Employee</p> <p>-----</p> <p>2--<input type="checkbox"/> - Self-employed with employees</p> <p>3--<input type="checkbox"/> - Self-employed without employees (own-account worker or free-lancer)</p> <p>4--<input type="checkbox"/> - Unpaid family worker</p> <p>→ Skip to Q44</p>
Q32 (Y)	<p>Skip target: Q28=1, 2</p> <p>Do you supervise or direct the activities of other employees (other than apprentices)?</p> <p>1--<input type="checkbox"/> - Yes</p> <p>2--<input type="checkbox"/> - No</p>
Q33	<p>Your job is</p> <p>1--<input type="checkbox"/> - Temporary (for a limited duration)</p> <p>2--<input type="checkbox"/> - Permanent (for an unlimited duration) → Skip to Q36</p>

Q34 (Y) 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/>	Why is your job temporary (for a limited duration)? - It is a contract covering a period of training (apprentices, trainees, research assistants, etc.) - Could not find a permanent job - Do not want a permanent job - It is a contract for a probationary period - No reason given
Q35 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/> 8-- <input type="checkbox"/>	What is the duration of your temporary job or temporary work contract? - Less than 1 month - 1 to 3 months - 4 to 6 months - 7 to 12 months - 13 to 18 months - 19 to 24 months - 25 to 36 months - More than 3 years
Q36 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/>	Skip target: Q33=2 What kind of contract do you have? - Individual - Group - Collective with syndicate - Collective with employer - No contract
Q37 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/>	Is your employer for this job... - The government, public sector or army - Public works program - A state-owned enterprise - A private company or enterprise - An NGO/NON PROFIT or humanitarian organization - A private individual
Q38 1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	Are you entitled to the benefits of social security scheme in this job? - Yes - No
Q39 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Do you benefit from paid annual leave or compensation for unused leave? - Yes - No - Don't know
Q40 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Would you benefit from paid sick leave in case of illness? - Yes - No - Don't know

Q41 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Does your employer pay social security contributions for you? - Yes - No - Don't know
Q42 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Does your employer deduct income tax from your pay? - Yes - No - Don't know
Q43 (Y) 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/> 8-- <input type="checkbox"/> 9-- <input type="checkbox"/> 10-- <input type="checkbox"/>	How did you find this job? - Through the public employment office / intermediation at job - Through the public employment office / programme of employment stimulation - Through a private employment agency - Through a direct application at an employer - Through friends/relatives, trade-unions - Inserted or answered advertisements in newspapers - Studied advertisements in newspapers - Took a test, interview - Through website of National Employment Service for vacant jobs - Other
Q44	<p>Skip target: Q29=1, Q30=1, Q31=2-4</p> <p>When did you start to work in your current job (working for your present employer or in your own business)?</p> <p>a) year <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><i>[For computer programme only, do not show for interviewer: Ask month only if (YearRef – YearStartwork) < = 2]</i></p> <p>b) month <input type="text"/><input type="text"/> (write 98 – if person does not remember)</p>
Q45	<p>a) What is the name and address of the firm, institution or organization where you have your main job or your own business?</p> <p>_____</p> <p>b) What <i>main</i> kind of <i>economic activity</i> do this firm, institution, organization and business undertake?</p> <p>_____</p> <p>_____ Code: <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>c) What are the main products or services produced by this firm, institution, organization or business?</p> <p>_____</p>

Q46 (Y)	What is the total number of persons working at the local unit (including employer)? 1-- <input type="checkbox"/> - between 1 and 10 ----- 2-- <input type="checkbox"/> - 11 to 19 persons 3-- <input type="checkbox"/> - 20 to 49 persons 4-- <input type="checkbox"/> - 50 persons and more 5-- <input type="checkbox"/> - Do not know but less than 11 persons 6-- <input type="checkbox"/> - Do not know but more than 10 persons <p style="text-align: right;">→ Skip to Q48</p>
Q47 (Y)	If Q46=1, Write in exact number: <input type="text"/> <input type="text"/> <input type="text"/>
Q48	a) What type of work do you do in this job/activity (name of <i>occupation</i>)? _____ Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> b) What are your main tasks and duties in this job/activity? _____ _____
Q49	Where is your usual or prevalent place of work in this job/activity? 1-- <input type="checkbox"/> - In my place (municipality/commune) of residence 2-- <input type="checkbox"/> - In another municipality/commune of Albania – District.....Code: <input type="text"/> <input type="text"/> Municipality/Commune.....Code: <input type="text"/> <input type="text"/> 3-- <input type="checkbox"/> - Outside Albania – CountryCode: <input type="text"/> <input type="text"/> Region (if do not know: Town).....Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(for coding see country and regions list)</i>
P50	Where do you usually work? 1-- <input type="checkbox"/> In your home 2-- <input type="checkbox"/> Structure attached to your home 3-- <input type="checkbox"/> At client's or employer's home 4-- <input type="checkbox"/> Enterprise, plant, factory, office, shop, workshop, etc (separate from house) 5-- <input type="checkbox"/> On a farm or agricultural plot 6-- <input type="checkbox"/> Construction site 7-- <input type="checkbox"/> Fixed stall in the market or on the street 8-- <input type="checkbox"/> Without fix location/mobile 9-- <input type="checkbox"/> Other, specify: _____

WORKING TIME

WORKING TIME	
Q51	<p>In your main job, are you working full or part time?</p> <p>1--<input type="checkbox"/> - Full time → Skip to Q54</p> <p>2--<input type="checkbox"/> - Part time</p>
Q52 (Y)	<p>Why do you work part time?</p> <p>1--<input type="checkbox"/> - Looking after children or incapacitated adults -----</p> <p>2--<input type="checkbox"/> - Own illness or disability</p> <p>3--<input type="checkbox"/> - Other personal or family reasons</p> <p>4--<input type="checkbox"/> - Undergoing school education or training</p> <p>5--<input type="checkbox"/> - Could not find a full time job</p> <p>6--<input type="checkbox"/> - Does not want a full time job</p> <p>7--<input type="checkbox"/> - Of other reasons</p> <p style="text-align: right;">→ Skip to Q54</p>
Q53	<p>Need for care facilities:</p> <p>1--<input type="checkbox"/> - Suitable care services for children are not available or affordable</p> <p>2--<input type="checkbox"/> - Suitable care services for ill, disabled, elderly are not available or affordable</p> <p>3--<input type="checkbox"/> - Suitable care services for both children and ill, disabled and elderly are not available or affordable</p> <p>4--<input type="checkbox"/> - Care facilities do not influence decision for working part time</p>
Q54	<p>Skip target: Q51=1, Q52=2-7</p> <p>How many hours per week do you <u>usually</u> work in your main job?</p> <p>Number of hours (01-98) <input type="text"/> <input type="text"/> <input type="text"/></p> <p><i>(if usual hours cannot be given, write the average of last 4 weeks)</i></p> <p><i>(write 00 if usual hours cannot be given because hours worked vary considerably from week to week or from month to month)</i></p>
Q55	<p>How many hours did you <u>actually</u> work at your main job during the reference week?</p> <p>Number of hours (01-98) <input type="text"/> <input type="text"/> <input type="text"/></p>
Q56	<p>Filter question</p> <p>1--<input type="checkbox"/> Person is employee (Q26=1 or Q31=1) → Continue with Q57</p> <p>2--<input type="checkbox"/> Person is not employee (Q26=2-4 or Q31=2-4) → Skip to Q59</p>
Q57	<p>What is the number of paid overtime in the reference week in the main job?</p> <p>Number of hours (00-98) <input type="text"/> <input type="text"/> <input type="text"/></p>
Q58	<p>What is the number of unpaid overtime in the reference week in the main job?</p> <p>Number of hours (00-98) <input type="text"/> <input type="text"/> <input type="text"/></p>

Q59	<p>Skip target: Q56=2 <i>For computer programme only, do not show for interviewer</i> Filter question: Comparison between usually (Q54) and actually (Q55) working hours:</p> <p>1--<input type="checkbox"/> - Number of actual hours higher than usual hours 2--<input type="checkbox"/> - Number of actual hours less than usual hours → Skip to Q61 3--<input type="checkbox"/> - Same number of usual and actual hours → Skip to Q62</p>
Q60	<p>Why did you work more than the usual number of hours last week?</p> <p>1--<input type="checkbox"/> - Variable hours (e.g. flexible working hours) 2--<input type="checkbox"/> - Overtime 3--<input type="checkbox"/> - Other reasons</p> <p style="text-align: right;">→ Skip to Q62</p>
Q61	<p>Skip target: Q59=2</p> <p>Why did you work less than the usual number of hours last week?</p> <p>1--<input type="checkbox"/> - Bad weather 2--<input type="checkbox"/> - Slack work for technical or economic reasons 3--<input type="checkbox"/> - Labour dispute 4--<input type="checkbox"/> - Education or training 5--<input type="checkbox"/> - Variable hours (e.g. flexible working hours) 6--<input type="checkbox"/> - Own illness, injury or temporary disability 7--<input type="checkbox"/> - Maternity leave 8--<input type="checkbox"/> - Special leave for personal or family reasons 9--<input type="checkbox"/> - Annual holidays 10--<input type="checkbox"/> - Bank holidays 11--<input type="checkbox"/> - Start of / change in job during reference week 12--<input type="checkbox"/> - End of job without taking up a new one during reference week 13--<input type="checkbox"/> - Other reasons</p>
Q62	<p>Skip target: Q59=3, Q60=1-3</p> <p>Are you looking for another job?</p> <p>1--<input type="checkbox"/> - Yes 2--<input type="checkbox"/> - No → Skip to Q64</p>
Q63 (Y)	<p>Person is looking for another job because:</p> <p>1--<input type="checkbox"/> - Of risk or certainty of loss or termination of present job 2--<input type="checkbox"/> - Actual job is considered as a transitional job 3--<input type="checkbox"/> - Seeking an additional job to add more hours to those worked in present job 4--<input type="checkbox"/> - Seeking a job to have more working hours than those worked in present job 5--<input type="checkbox"/> - Seeking a job to have less working hours than those worked in present job 6--<input type="checkbox"/> - Of wish to have better working conditions (e.g. pay, working or travel time, quality of work) 7--<input type="checkbox"/> - Of other reasons</p>

Q72 (Y)	Skip target: Q69=2 Did you receive any payment/earnings from this work in any other form during the last 12 months? (meals, tips, transport, clothes) 1-- <input type="checkbox"/> - Yes 2-- <input type="checkbox"/> - No → Skip to Q79	
Q73 (Y)	What is the value of those in-kind payment/earnings in the last 12 months? OLD LEKS _ _ _ _ _ _ _ _ _ _	
Q74 (Y)	What were the total sales last month? OLD LEKS _ _ _ _ _ _ _ _ _ _	
Q75 (Y)	What were the costs last month? (in OLD LEKS) 1-- <input type="checkbox"/> - Salaries/wages. _ _ _ _ _ _ _ _ _ _ 2-- <input type="checkbox"/> - Purchase of goods for reselling. _ _ _ _ _ _ _ _ _ _ 3-- <input type="checkbox"/> - Taxes, insurance (monthly average). _ _ _ _ _ _ _ _ _ _ 4-- <input type="checkbox"/> - Rent, electricity, water, heat. _ _ _ _ _ _ _ _ _ _ 5-- <input type="checkbox"/> - Transport, fuel costs. _ _ _ _ _ _ _ _ _ _ 6-- <input type="checkbox"/> - Raw materials. _ _ _ _ _ _ _ _ _ _ 7-- <input type="checkbox"/> - Other equipment, rental, etc. _ _ _ _ _ _ _ _ _ _	
Q76 (Y)	Over the past month, did you: 1-- <input type="checkbox"/> - Earned a profit 2-- <input type="checkbox"/> - Had a loss → Skip to P78 3-- <input type="checkbox"/> - Broke even → Skip to P79	
Q77 (Y)	What was the amount you earned as <u>PROFIT</u> from the business over the past month? OLD LEKS _ _ _ _ _ _ _ _ _ _ → Skip to P79	
Q78 (Y)	Skip target: Q76=2 What was the amount you <u>LOST</u> from this business over the past month? OLD LEKS _ _ _ _ _ _ _ _ _ _	

SECOND JOB

Q79	In addition to your main job/activity, did you have any other job or activity last week, from which you or your family obtained an income? (Include regular, occasional jobs/activities as well as work in agriculture only for own consumption, including those from which you were temporarily absent last week) (<i>Refer to the same types of activity as main job in Q21</i>) 1-- <input type="checkbox"/> - Yes 2-- <input type="checkbox"/> - No → Skip to Q84
Q80	Do you work on a farm owned or rented by you or a member of the household from which the whole production is only for own consumption? 1-- <input type="checkbox"/> - Yes 2-- <input type="checkbox"/> - No

Q81	<p>a) What is the name and address of the firm, institution or organization where you have your second job or of your own business?</p> <p>_____</p> <p>_____</p> <p>b) What <i>main</i> kind of <i>economic activity</i> does this firm, institution, organization or business undertake?</p> <p>_____</p> <p>_____ Code: _ _ </p> <p>c) What are the main products or services produced by this firm, institution, organization or business?</p> <p>_____</p>
Q82	<p>In your second job, are you an ...</p> <p>1--<input type="checkbox"/> - Employee</p> <p>2--<input type="checkbox"/> - Self-employed with employees</p> <p>3--<input type="checkbox"/> - Self-employed without employees (own-account worker or free-lancer)</p> <p>4--<input type="checkbox"/> - Unpaid family worker</p>
Q83	<p>How many hours did you actually work in your second job during the reference week?</p> <p>Number of hours _ _ </p>
TOTAL WORKING HOURS	
Q84	<p>How many hours did you actually work <u>in all jobs</u> during the reference week?</p> <p>Number of hours _ _ </p>

Q85	Regardless of the number of hours actually worked during the reference week, do you wish to work more than the usual working hours?
1-- <input type="checkbox"/>	- Yes
2-- <input type="checkbox"/>	- No → Skip to Q88
Q86	Which way?
1-- <input type="checkbox"/>	- Through an additional job
2-- <input type="checkbox"/>	- Through a job working more hours than the present jobs
3-- <input type="checkbox"/>	- Only with the present jobs
4-- <input type="checkbox"/>	- In any of the above ways
P87	During the last week (or two next weeks) were willing (would you be willing) to work more hours?
1-- <input type="checkbox"/>	- Yes
2-- <input type="checkbox"/>	- No → Skip to Q88
Q87/A	How many additional hours could you have worked last week?
	Number of hours <input type="text"/> <input type="text"/> <input type="text"/>
Q88	Skip target: Q85=2 Number of hours that the person would like to work in total
	Number of hours <input type="text"/> <input type="text"/> <input type="text"/>
WORK PATTERNS	
Q89 (Y)	Do you work in shifts?
1-- <input type="checkbox"/>	- Person does shift work
2-- <input type="checkbox"/>	- Person never does shift work
Q90 (Y)	Do you work in the evening?
1-- <input type="checkbox"/>	- Person usually works in the evening
2-- <input type="checkbox"/>	- Person sometimes works in the evening
3-- <input type="checkbox"/>	- Person never works in the evening
Q91 (Y)	Do you work at night?
1-- <input type="checkbox"/>	- Person usually works at night
2-- <input type="checkbox"/>	- Person sometimes works at night
3-- <input type="checkbox"/>	- Person never works at night
Q92 (Y)	Do you work on Saturdays?
1-- <input type="checkbox"/>	- Person usually works on Saturdays
2-- <input type="checkbox"/>	- Person sometimes works on Saturdays
3-- <input type="checkbox"/>	- Person never works on Saturdays
Q93 (Y)	Do you work on Sundays?
1-- <input type="checkbox"/>	- Person usually works on Sundays
2-- <input type="checkbox"/>	- Person sometimes works on Sundays
3-- <input type="checkbox"/>	- Person never works on Sundays
Q94 (Y)	Do you work at home?
1-- <input type="checkbox"/>	- Person usually works at home
2-- <input type="checkbox"/>	- Person sometimes works at home
3-- <input type="checkbox"/>	- Person never works at home

WORK EXPERIENCE ABROAD

Q95 1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	Have you ever travel abroad with intention to work or seek work? -Yes -No → Skip to Q99
Q96 1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	Have you ever worked abroad? -Yes -No → Skip to Q99
Q97 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/>	For how many months did you work abroad the last time? Less than 3 months 3 to less than 6 months 6 to less than 12 months 12 months or more
Q98 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/>	Which is the main reason why you returned to Albania? Lost the job and could not find another The job was not stable The wage was low compared to cost of living No contract, health, social insurance, etc Job, employment opportunity in Albania Other personal or family reasons Other (specify)_____
Q99 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Filter question - For persons that Q21=4 or Q22=2 or Q28=3 or Q29=2 or Q30=2 → Skip to Q100 - For persons looking for another job (Q62=1) → Skip to Q112 - For persons not looking for another job (Q62=2) → Skip to Q119

PREVIOUS WORK EXPERIENCE OF PERSONS NOT IN EMPLOYMENT

Q100	<p>Have you ever been in a regular employment before? (job as employee, self-employed, unpaid family member; are not considered occasional jobs or those during holidays)</p> <p>1--<input type="checkbox"/> - Yes</p> <p>2--<input type="checkbox"/> - No → Skip to Q106</p>
Q101	<p>When did you stop working in your last regular employment?</p> <p>a) year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="color: red;"><i>[For computer programme only, do not show for interviewer:</i></p> <p style="color: red;">IF (Q100 = 1 & (YearRef - YearStopWork) >= 8 → Skip to Q106</p> <p style="color: red;">IF (P100 = 1 & (2 < (YearRef - YearStopWork) < 8)) → Skip to P102</p> <p style="color: red;">IF (Q100 =1 & (YearRef – YearStopWork) <= 2] → Skip to Q101_Month</p> <p>b) month <input type="text"/> <input type="text"/> (write 98 – if person does not remember)</p>
Q102 (Y)	<p>What is the main reason why you stoped working in your last job/activity?</p> <p>1--<input type="checkbox"/> - Dismissed</p> <p>2--<input type="checkbox"/> - Abbreviated place of job</p> <p>3--<input type="checkbox"/> - Quited working in the last job</p> <p>4--<input type="checkbox"/> - A job of limited duration has ended</p> <p>5--<input type="checkbox"/> - The company where I was working bankrupted</p> <p>6--<input type="checkbox"/> - Looking after children or incapacitated adults</p> <p>7--<input type="checkbox"/> - Own illness or disability</p> <p>8--<input type="checkbox"/> - Other personal or family responsibilities</p> <p>9--<input type="checkbox"/> - Education or training</p> <p>10--<input type="checkbox"/> - Early retirement</p> <p>11--<input type="checkbox"/> - Normal retirement</p> <p>12--<input type="checkbox"/> - Other reasons</p>
Q103	<p>a). Name and address of the firm, institution, organisation, etc. where you last worked?</p> <p>_____</p> <p>_____</p> <p>b). What <i>main</i> kind of <i>economic activity</i> was undertaken at the firm, institution, organisation, etc. where you last worked?</p> <p>_____</p> <p style="text-align: right;">Code: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>c). What were the main products or services produced at that place or what were its main functions?</p> <p>_____</p> <p>_____</p>
Q104	<p>In your last job, you were an ...</p> <p>1--<input type="checkbox"/> - Employee</p> <p>2--<input type="checkbox"/> - Self-employed with employees</p> <p>3--<input type="checkbox"/> - Self-employed without employees (own-account worker or free-lancer)</p> <p>4--<input type="checkbox"/> - Unpaid family worker</p>

Q105	<p>a). What type of work did you do in your last job/activity (name of <i>occupation</i>)?</p> <p>_____</p> <p>_____ Code: _ _ _ </p> <p>b). What were your main tasks and duties in this job/activity?</p> <p>_____</p> <p>_____</p>
SEARCH FOR EMPLOYMENT	
Q106	<p>Skip target: Q100=2, Q101 _A (year) < 2004</p> <p>You were not working in the reference week:</p> <p>1--<input type="checkbox"/> - But you have already found a new job/arranged for own business to start within 3 months → Skip to Q111</p> <p>-----</p> <p>2--<input type="checkbox"/> - But you have already found a new job/arranged for own business to start after 3 months</p> <p>3--<input type="checkbox"/> - But you have a job from which you were temporarily absent</p> <p>4--<input type="checkbox"/> - None of the above applies to you</p>
Q107	<p>In the last 4 weeks did you look for work (even for a minor job of as little as one hour per week) or try to establish your own business or income – generating activity?</p> <p>1--<input type="checkbox"/> - Yes → Skip to Q111</p> <p>2--<input type="checkbox"/> - No</p>
Q108 (Y)	<p>What is the main reason why you are not looking for work? <i>(Interviewer: read the reply options)</i></p> <p>1--<input type="checkbox"/> - Looking after children or incapacitated adults → Skip to Q109</p> <p>-----</p> <p>2--<input type="checkbox"/> - Of own illness or disability</p> <p>3--<input type="checkbox"/> - Of other personal or family responsibilities</p> <p>4--<input type="checkbox"/> - Of education or training</p> <p>5--<input type="checkbox"/> - Of retirement</p> <p>6--<input type="checkbox"/> - Of belief that no work is available</p> <p>7--<input type="checkbox"/> - Of beliefs that no well paid job is available</p> <p>8--<input type="checkbox"/> - Do not want to work</p> <p>9--<input type="checkbox"/> - Of other reasons</p> <p>10--<input type="checkbox"/> - No reason given</p> <p style="text-align: right;">→ Skip to Q110</p>
Q109 (Y)	<p>Need for care facilities:</p> <p>1--<input type="checkbox"/> - Suitable care services for children are not available or affordable</p> <p>2--<input type="checkbox"/> - Suitable care services for ill, disabled, elderly are not available or affordable</p> <p>3--<input type="checkbox"/> - Suitable care services for both children and ill, disabled and elderly are not available or affordable</p> <p>4--<input type="checkbox"/> - Care facilities do not influence decision for not searching for a job</p>

Q110	<p>Skip target: Q108 = 2-10 Filter question:</p> <p>1--<input type="checkbox"/> - For persons that (Q106 = 2 and Q107 = 2) → Skip to Q111 2--<input type="checkbox"/> - Others (Q106 = 3 or Q106 = 4 and Q107 = 2) → Skip to Q116</p>
Q111 (Y)	<p>Skip target: Q106 = 1, Q107 = 1 What was your situation immediatly before you started to look for employment (or before starting to wait for begining the new job)</p> <p>1--<input type="checkbox"/> - You were working (including apprentices, trainees) 2--<input type="checkbox"/> - You were in full time education (excluding apprentices, trainees) 3--<input type="checkbox"/> - You came back from emigracion 4--<input type="checkbox"/> - You had domestic/family responsibilities 5--<input type="checkbox"/> - Other (e.g. retired, in emigration)</p>
Q112	<p>Skip target: Q99 = 2 For how many months have you been looking for a/another job or trying to establish your own business or income – generating activity?</p> <p>1--<input type="checkbox"/> - Search not yet started 2--<input type="checkbox"/> - Less than 1 month 3--<input type="checkbox"/> - 1 to 2 months 4--<input type="checkbox"/> - 3 to 5 months 5--<input type="checkbox"/> - 6 to 11 months 6--<input type="checkbox"/> - 12 to 17 months 7--<input type="checkbox"/> - 18 to 23 months 8--<input type="checkbox"/> - 24 to 47 months 9--<input type="checkbox"/> - 4 years or more</p>
Q113	<p>What type of employment would you like to have (have found)?</p> <p>1--<input type="checkbox"/> - <u>As self-employed</u></p> <p><u>As employee:</u> 2--<input type="checkbox"/> - And only full-time job is looked for (or has already been found) 3--<input type="checkbox"/> - And full-time job is sought, but if not available, part-time job will be accepted 4--<input type="checkbox"/> - And part-time job is sought, but if not available, full-time job will be accepted 5--<input type="checkbox"/> - And only part-time job is looked for (or has already been found) 6--<input type="checkbox"/> - And person did not state whether full-time or part-time job is looked for (or has already been found)</p>
Q114	<p>Filter question:</p> <p>1--<input type="checkbox"/> - For persons who already found a job starting within 3 months (Q106 = 1) → Skip to Q117 2--<input type="checkbox"/> - For persons who already found a job starting after 3 months and did not look for work in the last 4 weeks (Q106 = 2 and Q107 = 2) → Skip to Q116</p>

Q115	<p>What have you done during the last 4 weeks to find work?</p> <p><i>(Mark all that apply)</i></p> <p>1--<input type="checkbox"/> - Contacted public employment office to find work</p> <p>2--<input type="checkbox"/> - Contacted a private employment agency to find work</p> <p>3--<input type="checkbox"/> - Applied to employers directly</p> <p>4--<input type="checkbox"/> - Asked friends, relatives</p> <p>5--<input type="checkbox"/> - Contacted trade unions</p> <p>6--<input type="checkbox"/> - Inserted or answered advertisements in newspapers</p> <p>7--<input type="checkbox"/> - Studied advertisements in newspapers</p> <p>8--<input type="checkbox"/> - Took a test, interview</p> <p>9--<input type="checkbox"/> - Looked for land, premises or equipment</p> <p>10--<input type="checkbox"/> - Looked for permits, licences, financial resources</p> <p>11--<input type="checkbox"/> - Awaiting the results of an application for a job</p> <p>12--<input type="checkbox"/> - Waiting for a call from a public employment office</p> <p>13--<input type="checkbox"/> - Awaiting the results of a competition for recruitment to the public sector</p> <p>14--<input type="checkbox"/> - Other</p> <p style="text-align: right;">→ Skip to Q117</p>
Q116	<p>Skip target: Q110 = 2, Q114 = 2</p> <p>You are not seeking employment:</p> <p>1--<input type="checkbox"/> - But would nevertheless like to have work</p> <p>2--<input type="checkbox"/> - And you don't want to have work → Skip to Q119</p>
Q117	<p>Skip target: Q114 = 1, Q115 = 1-13</p> <p>If you would find employment now, would you be able and ready to start working within the next 2 weeks?</p> <p>1--<input type="checkbox"/> - Yes → Skip to Q119</p> <p>2--<input type="checkbox"/> - No</p>
Q118 (Y)	<p>Why would you not be able to start working within the next 2 weeks?</p> <p>1--<input type="checkbox"/> - Person must complete education or training</p> <p>2--<input type="checkbox"/> - Person must complete compulsory military service</p> <p>3--<input type="checkbox"/> - Person cannot leave present employment within two weeks due to period of notice</p> <p>4--<input type="checkbox"/> - Of personal or family responsibilities (including maternity leave)</p> <p>5--<input type="checkbox"/> - Of own illness or incapacity</p> <p>6--<input type="checkbox"/> - Of other reasons</p> <p>7--<input type="checkbox"/> - No reason given</p>
Q119 (Y)	<p>Skip target: Q99 = 3, Q116 = 2, Q117 = 1</p> <p>Are you registered at the public employment office?</p> <p>1--<input type="checkbox"/> - Yes → Skip to Q121</p> <p>2--<input type="checkbox"/> - No</p>

Q120	Why you are not registered at the public employment office?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/>	Has not information for the existence of such office Do not trust in the service quality provided by the public employment office There is a lack of staff professionalism in the public employment office Other (specify)_____
Q121 (Y)	Do you receive unemployment benefit?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	- Yes - No
Q122 (Y)	During the last week in which of the following categories would you mainly classify yourself?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/>	- Carrying out a job, including unpaid work for a family business or farm, or an apprenticeship or paid traineeship, etc. - Unemployed - Pupil, student, further training, unpaid work experience - In retirement or early retirement or has given up business - Permanently disabled - Fulfilling domestic tasks - Other inactive person
EDUCATION AND TRAINING	
Q123	Were you a student or apprentice in regular education during the last four weeks?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	- Yes, has been a student or an apprentice - Is in regular education but on holidays - No, has not been a student or an apprentice → Skip to Q125
Q124	Level of this education or training
1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/> 5-- <input type="checkbox"/> 6-- <input type="checkbox"/> 7-- <input type="checkbox"/> 8-- <input type="checkbox"/> 9-- <input type="checkbox"/>	- Primary (classes 1-5) - 9-years school (classes 6-9) - Upper Secondary – technical 2-3 years - Upper secondary – vocational 4-5 years - Upper secondary - general - University first stage - Bachelor - University second stage - First Master Level - Post university - Second Master Level - Doctorate
Q125	Skip target: Q123=3
	Did you attend any courses, seminars, conferences or receive private lessons or instructions outside the regular education system within the last four weeks?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	- Yes - No → Skip to Q128
Q126	What was the purpose of the most recent taught learning activity?
1-- <input type="checkbox"/> 2-- <input type="checkbox"/>	- Mostly job related (professional) - Mostly personal/social

Q127	<p>What is the number of hours spent on all taught learning activities within the last four weeks?</p> <p>Number of hours: __ __ __ </p>
Q128	<p>Skip target: Q125 = 2</p> <p>What is your highest level of education or training successfully completed?</p> <p>1--<input type="checkbox"/> - No school → Skip to Q131</p> <p>2--<input type="checkbox"/> - Primary → Skip to Q130</p> <p>3--<input type="checkbox"/> - 8/9-years school (classes V-IX) → Skip to Q130</p> <p>4--<input type="checkbox"/> - Upper secondary - technical 2-3 years</p> <p>5--<input type="checkbox"/> - Upper secondary - vocational 4-5 years</p> <p>6--<input type="checkbox"/> - Upper Secondary - general</p> <p>7--<input type="checkbox"/> - University, first stage - Bachelor</p> <p>8--<input type="checkbox"/> - University second stage - First Master Level</p> <p>9--<input type="checkbox"/> - University old system</p> <p>10--<input type="checkbox"/> - Post university – Second Master Level</p> <p>11--<input type="checkbox"/> - Doctorate</p>
Q128/A	<p>How many years of schooling have you successfully completed?</p> <p>Number of schooling years : __ __ __ </p>
Q129	<p>Field of highest level of education or training successfully completed:</p> <p>000 --<input type="checkbox"/> - General programmes</p> <p>100 --<input type="checkbox"/> - Teacher training and education science</p> <p>200 --<input type="checkbox"/> - Humanities, languages and arts</p> <p>222 --<input type="checkbox"/> - Foreign languages</p> <p>300 --<input type="checkbox"/> - Social sciences, business and law</p> <p>400 --<input type="checkbox"/> - Science, mathematics and computing</p> <p>420 --<input type="checkbox"/> - Life science (including biology and environmental science)</p> <p>440 --<input type="checkbox"/> - Physical science (including physics, chemistry and earth science)</p> <p>460 --<input type="checkbox"/> - Mathematics and statistics</p> <p>481 --<input type="checkbox"/> - Computer science</p> <p>482 --<input type="checkbox"/> - Computer use</p> <p>500 --<input type="checkbox"/> - Engineering, manufacturing and construction</p> <p>600 --<input type="checkbox"/> - Agriculture and veterinary</p> <p>700 --<input type="checkbox"/> - Health and welfare</p> <p>800 --<input type="checkbox"/> - Services</p> <p>900 --<input type="checkbox"/> - Unknown</p>
Q130	<p>Skip target: Q128 =2 or Q128 =3</p> <p>When have you successfully completed the highest level of education or training?</p> <p>a) year: __ __ __ </p> <p><i>[For computer programme only, do not show for interviewer: Ask month only if (YearRef – YearComplEduc) < = 2]</i></p> <p>b) month: __ __ </p>

Q131 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/>	Have you attended a vocational qualification (in spite of duration)? - Yes – in a public center of vocational formation - Yes – in a private center of vocational formation - No → Skip to Q134
Q132	Year of completion and duration: a) Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> b) Duration in full days: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Q133 1-- <input type="checkbox"/> 2-- <input type="checkbox"/> 3-- <input type="checkbox"/> 4-- <input type="checkbox"/>	Did you get employed after attending the vocational qualification? - Yes, after 3 months - Yes, after 6 months - Yes, after 12 months - No

SITUATION ONE YEAR AGO

Q134	<p>What was your main activity status one year ago?</p> <p>1--<input type="checkbox"/> - Carrying out a job, including unpaid work for family business or farm, including an apprenticeship or paid traineeship, etc. -----</p> <p>2--<input type="checkbox"/> - Unemployed</p> <p>3--<input type="checkbox"/> - Pupil, student, in further training, unpaid work experience</p> <p>4--<input type="checkbox"/> - In retirement or early retirement or has given up business</p> <p>5--<input type="checkbox"/> - Permanently disabled</p> <p>6--<input type="checkbox"/> - In compulsory military service</p> <p>7--<input type="checkbox"/> - Fulfilling domestic tasks (housekeeper)</p> <p>8--<input type="checkbox"/> - Other inactive person</p> <p style="text-align: right;">→ Skip to Q137</p>
Q135 (Y)	<p>One year ago in your main job, you were an ...</p> <p>1--<input type="checkbox"/> - Employee</p> <p>2--<input type="checkbox"/> - Self employed with employees</p> <p>3--<input type="checkbox"/> - Self employed without employees (own account worker or free-lancer)</p> <p>4--<input type="checkbox"/> - Unpaid family worker</p>
Q136 (Y)	<p>a) Name and address of the firm, institution or organisation where you worked in your main job or business?</p> <p>_____</p> <p>_____</p> <p>b) What <i>main</i> kind of <i>economic activity</i> was undertaken at the firm, institution, organisation, business?</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Code: _ _ </p> <p>c) What were the main products or services produced at that firm, institution, organisation, business?</p> <p>_____</p>
Q167	<p>Skip target: Q134 = 2-8</p> <p>Who gave the answers to the questions for this person?</p> <p>1--<input type="checkbox"/> - Person himself</p> <p>2--<input type="checkbox"/> - Another member of the household</p>

TO BE FILLED IN AT THE END OF THE INTERVIEW!

B3. Is the Household Members List completed?

- 1--☐ – Yes → Skip to B5
2--☐ – No

B4. Which of the following is the main reason why the household could not be interviewed?

- 1--☐ – Household is absent (non-contact, no one at home)
2--☐ – Unable to respond (sick, too old, etc.)
3--☐ – Refusal
4--☐ – No time
5--☐ – Bad experience with interviews
6--☐ – Do not want to take part in any survey
7--☐ – Household gone

→ Skip to B6

B5. Skip target: B3=1

Check the completeness of individual questionnaires:

Number of usual household members present, aged 15 years old and over* |__|__|
Number of individual questionnaires completed |__|__|
Number of individual questionnaires not completed..... |__|__|
If individual questionnaires are not completed, give reason(s),

*excluding persons who are not residents (Q17=2 or 3) and persons younger than 15 years old on last day of reference week (Q11=2).

B6. Skip target: B4=1-7

Remarks of interviewer (... comments or suggestions on problems or other things that interviewer would like to make).
