INSTAT

Republika e Shqipërisë
Instituti i Statistikave

LABOUR FORCE SURVEY - 2010

BASIC SURVEY DATA

Year: **2010**

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. NAME AND SURNAME OF HEAD OF HOUSEHOLD: _____

A8. ADDRESS: _____

A9. HOUSEHOLD TELEPHONE NUMBER _____/_____

A10. INTERVIEWER: _____Code |__|__|__|

A11. CONTROLLED BY SUPERVISOR: _____Code |__|__|__|

A12. CODED BY CONTROLLER: _____

A13. 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.

September - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First day of reference week (Monday)

Date	|__|__||__|__||__|__|
	DD MM YY

Last day of reference week (Sunday)

Date	|__|__||__|__||__|__|
	DD MM YY

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   ➔ *Skip to B6*

B5. 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 (Q16=2 or 3) and persons younger than 15 years old on last day of reference week (Q10=2).

B6. Remarks of interviewer (…. comments or suggestions on problems or other things that interviewer would like to make).

_____
_____
_____
_____
_____
_____

HOUSEHOLD MEMBERS LIST
DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS
Note: This part (up to Q18a) will be presented in tabular form for each household member

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8			Q9
Nr	Name and Surname	Relationship to head of household	Sequence number of spouse or cohabiting partner in the household	Sequence number of father in the household	Sequence number of mother in the household	Sex	Date of birth			Date of birth in relation to the end of the reference period
		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)	(write 99 – in case person has no partner or partner does not belong to this household)	(write 99 – in case father does not belong to this household)	(write 99 – in case mother does not belong to this household)	1. Male 2. Female	(Enter day, month, year) dd/mm/yyyy			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		|__|	|__||__|	|__||__|	|__||__|	|__|	|__|__|	|__|__|	|__|__|__|__|	|__|

Nr	Q10 Person is:	Q11 Marital status	Q12 Ethnicity	Q13 Citizenship	Q14 Years of residence in Albania	Q15 Country of birth	Q16 Residency status (Usual household members)	Q17 Residence one year ago	Q18 District of residence one year ago	Q18a Municipality/Commune of residence one year ago
	1. 15 years old and over on last day of the reference week 2. Less than 15 years old on last day of the reference week	1.Single 2.Married 3.Widowed 4.Divorced (or legally separated)	1.Albanian 2.Greek 3.Roma 4.Macedonian 5.Montenegrin 6.Vllahe 7.Other	Albanian (write code AL for persons with albanian passport) Other (write code according to the country list)	00. Born in Albania (>>Q16) 01-10. Number of years for person that has been in Albania for 1-10 years 11. Has been in Albania for more than 10 years	(write code according to the country list)	1.Person usually present (always present or absent for less than one year) 2.Person usually absent (for more than one year) living elswere in Albania *(don't ask Q17-Q18a and individual questionnaire for this person)* 3.Person usually absent (for more than one year) living outside Albania *(don't ask Q17-Q18a and individual questionnaire for this person)*	(Only for persons 1 year or more) Same place *(code 00 and don't ask Q18-Q18a for this person)* Other place in Albania (code AL and >>Q18) Other country *(code according to the country list and don't ask Q18-Q18a for this person)*	(write district code according to the municipality/communes list)	(code according to the municipality/communes list)
01	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
02	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
03	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
04	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
05	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
06	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
07	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
08	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
09	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
10	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
11	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
12	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
13	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
14	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|
15	|__|	|__|	|__|	|__||__|	|__||__|	|__||__|	|__|	|__||__|	|__||__|	|__||__|

C1. PERSON NAME_____**Carried from Household Members List, Q2**

C2. PERSON NUMBER: …………….............. |__|__| **Carried from Household Members List, Q1(Nr)**

C3. PERSON'S DATE OF BIRTH |__|__| |__|__| |__|__|__|__| **Carried from Household Members List, Q8**
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**

Q19	During last week, you have:
1--☐	- been in compulsory military service → Skip to Q97 --
2--☐	- 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.
3--☐	- worked (at least one hour) <u>on a farm owned or rented by you or a member of your household</u> (even unpaid), **from which at least part of production is sold**, 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 (only if at least part of the production is for sale).
4--☐	- worked (at least one hour) <u>on a farm owned or rented by you or a member of your household</u> (even unpaid), **from which the whole production is only for own consumption** , 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 (only if at least part of the production is for sale).
5--☐	- 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..
6--☐	- 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.
7--☐	→ Skip to Q29 --- - none of 1 to 6

Q20	Even though you were not working last week, do you have work of any of the types described above (2-6) from which you were temporarily absent?
1--☐	- Yes
2--☐	- No → Skip to Q97
Q21	Why did you not work last week even though you have a job?
1--☐	- School education or training

2--☐	- Bancruptancy, closure
3--☐	- Off-season
4--☐	- Bad weather
5--☐	- Labour dispute, strike
6--☐	- Free days due to flexible work time
7--☐	- Annual leave
8--☐	- Maternity leave
9--☐	- Own illness, injury or temporary disability
10--☐	- Slack work for technical or economic reasons
11--☐	- Suspension through the employer, with right to return to the place of work (lay-off)
12--☐	- Other reasons (eg. personal or family responsabilities)
	→ Skip to Q22
Q21a	Which of the following applies:
1--☐	- The participation is required by the employer
2--☐	- The training takes place inside normal working hours
3--☐	- The training is directly connected to the current job
4--☐	- None of these
Q22	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)?
1--☐	- Three months or less
2--☐	- More than 3 months
3--☐	- Return to this job not expected
Q23	During the absence, do you continue to receive 50% or more of your wage or salary from your employer?
1--☐	- Yes
2--☐	- No
Q24	**Filter question**: For persons not having worked during the last week for reasons:
1--☐	- Maternity leave (Q21=8)
2--☐	- Own illness, injury or temporary disability and expects to return to the job (Q21=9 and Q22=1 or 2)
3--☐	- School education or training directly related to the present job (Q21a = 1or 2 or 3)
	→ Skip to Q29

4--☐	- None of the above applies
Q25	In your main job, you are an …
1--☐	- Employee
	--
2--☐	- Self-employed with employees
3--☐	- Self-employed without employees (own-account worker or free-lancer)
	→ Skip to Q27

4--☐	- Unpaid family worker → Skip to Q28

Q26	**Filter question:**
1--☐	- The duration of absence is 3 months or less and person is not a seasonal worker (Q22=1 and Q21<>3)
2--☐	- Person receives 50% or more of the wage or salary (Q23=1)
	➔ Skip to Q30
	--
3--☐	- None of the above ➔ Skip to Q97
Q27	**Filter question:**
1--☐	- Intends to return to his business/farm/professional practice (Q22=1 or 2)
	➔ Skip to Q39
2--☐	- Does not intend to return to his business/farm/professional practice (Q22=3)
	➔ Skip to Q97
Q28	**Filter question:**
1--☐	- Expects to return to work in three months or less (Q22=1) ➔ Skip to Q39
2--☐	- Expects to return to work after more than three months or does not expect to return to work (Q22=2 or 3) ➔ Skip to Q97

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.

Q29	In your main job, you are an …
1--☐	- Employee
	--
2--☐	- Self-employed with employees
3--☐	- Self-employed without employees (own-account worker or free-lancer)
4--☐	- Unpaid family worker
	➔ Skip to Q39

Q30	Do you supervise or direct the activities of other employees (other than apprentices)?
1--☐ 2--☐	- Yes - No

Q31	Your job is …..
1--☐ 2--☐	- Temporary (with contract with limited duration) - Permanent (with contract with unlimited duration) ➔ Skip to Q34

Q32	Why is your job temporary? (with contract of a limited duration)?
1--☐ 2--☐ 3--☐ 4--☐ 5--☐	- 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

Q33	What is the duration of your contract?
1--☐ 2--☐ 3--☐ 4--☐ 5--☐ 6--☐ 7--☐ 8--☐	- Less than 1 month - 1 to 3 months - 4 to 6 months - 7 to12 months - 13 to 18 months - 19 to 24 months - 25 to 36 months - More than 3 years

Q34	Do you have a contract with a temporary employment agency?
1--☐ 2--☐	- Yes - No

Q35	What kind of contract do you have?
1--☐ 2--☐ 3--☐ 4--☐	- Individual - Group - Colective with sindicate - Colective with employer

Q36	Is your employer for this job...
1--☐ 2--☐ 3--☐ 4--☐ 5--☐ 6--☐	- The government, public sector or army - Public works program - A state-owned enterprise - A private company or enterprise - An NGO or humanitarian organization - A private individual
Q37	Are you entitled to the benefits of social security scheme in this job?
1--☐ 2--☐	- Yes - No

Q38	How did you find this job?
1--☐	- Through the public employment office / intermediation at job
2--☐	- Through the public employment office / programme of employment stimulation
3--☐	- Through a private employment agency
4--☐	- Through a direct aplication at an employer
5--☐	- Through friends/relatives, trade-unions etc.
6--☐	- Inserted or answered advertisements in newspapers
7--☐	- Studied advertisements in newspapers
8--☐	- Took a test, interview
9--☐	- Other

Q39	When did you start to work in your current job (working for your present employer or in your own business)?
	
	    a) month |__|__| *(write 98 – if person does not remember)*
	    b) year |__|__|__|__|

Q40	a) What is the name and address of the firm, institution or organization where you have your main job or your own business?
	    _____
	    _____
	
	b) What *main* kind of *economic activity* do this firm, institution, organization and business undertake?
	    _____
	    _____ Code: |__|__|
	c) What are the main products or services produced by this firm, institution, organization or business?
	    _____

Q41	What is the total number of persons working at the local unit (including employer)?
1--☐	- between 1 and 10

2--☐	- 11 to 19 persons
3--☐	- 20 to 49 persons
4--☐	- 50 persons and more
5--☐	- Do not know but less than 11 persons
6--☐	- Do not know but more than 10 persons → Skip to Q42
Q41a	If Q41=1, write in exact number: |__|__|

Q42	a) What type of work do you do in this job/activity (name of *occupation*)?
	
	    _____ Code: |__|__|__|
	
	b) What are your main tasks and duties in this job/activity?
	    _____
	    _____

Q43	Where is your usual or prevalent place of work in this job/activity?
1--☐	- In my place (municipality/commune) of residence
2--☐	- In another municipality/commune of Albania – District…….....………….. Code: |__|__| Municipality/Commune…………………..... Code: |__|__|
3--☐	- Outside Albania – Country ……………………...............…..……….......Code: |__|__| Region (if do not know: Town) ..………… Code: |__|__|__|__|

	(for coding see country and regions list)

WORKING TIME

Q44	In your main job, are you working full or part time?
1--☐	- Full time → Skip to Q46
2--☐	- Part time
Q45	Why do you work part time?
1--☐	- Looking after children or incapacitated adults

2--☐	- Own illness or disability
3--☐	- Other personal or family reasons
4--☐	- Undergoing school education or training
5--☐	- Could not find a full time job
6--☐	- Does not want a full time job
7--☐	- Of other reasons
	→ Skip to Q46
Q45a	Need for care facilities:
1--☐	- Suitable care services for children are not available or affordable
2--☐	- Suitable care services for ill, disabled, elderly are not available or affordable
3--☐	- Suitable care services for both children and ill, disabled and elderly are not available or affordable
4--☐	- Care facilities do not influence decision for working part time
Q46	How many hours per week do you **usually** work in your main job?
	Number of hours (01-98) |__|__| *(if usual hours cannot be given, write the average of last 4 weeks)* *(write 00 if usual hours cannot be given because hours worked vary considerably from week to week or from month to month)*
Q47	How many hours did you **actually** work at your main job during the reference week?
	Number of hours (01-98) |__|__|
Q48	*[Ask only for employees (Q25=1 or Q29=1), for others (Q25=2-4 or Q29=2-4)* Skip *to Q50]* What is the number of paid overtime in the reference week in the main job? Number of hours (00-98) |__|__|
Q49	What is the number of unpaid overtime in the reference week in the main job? Number of hours (00-98) |__|__|

Q50	**Filter question**: Comparison between usually (Q46) and actually (Q47) working hours:
1--☐ **2**--☐ **3**--☐	- Number of actual hours higher than usual hours - Number of actual hours less than usual hours ➔ Skip to Q52 - Same number of usual and actual hours ➔ Skip to Q53
Q51	Why did you work more than the usual number of hours last week?
1--☐ **2**--☐ **3**--☐	- Variable hours (e.g. flexible working hours) - Overtime - Other reasons ➔ Skip to Q53
Q52	Why did you work less than the usual number of hours last week?
1--☐ **2**--☐ **3**--☐ **4**--☐ **5**--☐ **6**--☐ **7**--☐ **8**--☐ **9**--☐ **10**--☐ **11**--☐ **12**--☐ **13**--☐	- Bad weather - Slack work for technical or economic reasons - Labour dispute - Education or training - Variable hours (e.g. flexible working hours) - Own illness, injury or temporary disability - Maternity leave - Special leave for personal or family reasons - Annual holidays - Bank holidays - Start of / change in job during reference week - End of job without taking up a new one during reference week - Other reasons
Q53	Are you looking for another job?
1--☐ **2**--☐	- Yes - No ➔ Skip to Q55
Q54 **1**--☐ **2**--☐ **3**--☐ **4**--☐ **5**--☐ **6**--☐ **7**--☐	Person is looking for another job because: - Of risk or certainty of loss or termination of present job - Actual job is considered as a transitional job - Seeking an additional job to add more hours to those worked in present job - Seeking a job with more hours worked than in present job - Seeking a job with less hours worked than in present job - Of wish to have better working conditions (e.g. pay, working or travel time, quality of work) - Of other reasons
Q55 **1**--☐ **2**--☐	**Filter question:** - For persons who work <u>on a farm owned or rented by he/she or a member of his/her household from which</u> **the whole production is only for own consumption** (Q19=4) and For other persons that in their main job are upaid workers [(Q19=3 or 5) and (Q25 = 4 or Q29 = 4)] ➔ Skip to Q71 - Others {(Q19 = 2 or 6) or [(Q19 = 3 or 5) and ((Q25 = 1 or 2 or 3) or (Q29 = 1 or 2 or 3))]} ➔ Skip to Q56

Q56	How much was your **last** NET payment or earning? (If respondent has not yet been paid, ask: what payment would he/she expect). OLD LEKS |__|__|__|__|__|__|__|

Q57
 	
 1--☐
 2--☐
 3--☐
 4--☐
	What period of time does this payment cover?
	 Time unit
	   Monthly
	   15 days
	   Weekly
	    Daily

Q58	How much is your **usual** NET payment or earning? (Consider time of last 12 months; if you have started the job less than 12 months ago, consider the average since the beginning) OLD LEKS |__|__|__|__|__|__|__|

Q59
 	
 1--☐
 2--☐
 3--☐
 4--☐
	What period of time does this payment cover?
	 Time unit
	   Monthly
	   15 days
	   Weekly
	    Daily

Q60 **1**--☐ **2**--☐	Did you receive bonuses (such as New Year bonus..) in this work during the last 12 months? (DON'T INCLUDE MATERNITY LEAVE) Yes No → Skip to Q63
Q61	How much was your last bonus? OLD LEKS |__|__|__|__|__|__|__|__|
Q62	How many months usually pass between two bonus payments in this job? Months |__|__|
Q63 **1**--☐ **2**--☐	Did you receive any payment/earnings from this work in any other form during the last 12 months? (meals, tips, transport, clothes) Yes No → Skip to Q65
Q64	What is the value of those in-kind payment/earnings in the last 12 months? OLD LEKS |__|__|__|__|__|__|__|
Q65 **1**--☐ **2**--☐	**Filter question:** - For employees {(Q19 = 2 or 6) or [(Q19=3 or 5) and (Q25=1 or Q29=1)]} → Skip to Q71 -Others {(Q19 = 3 or 5) and [(Q25 = 2 or 3) or (Q29 = 2 or 3)]} → Skip to Q66
Q66	What were the total sales last month? OLD LEKS |__|__|__|__|__|__|__|__|

Q67	What were the costs last month? (in OLD LEKS)	
1--☐	Salaries/wages.	|__|__|__|__|__|__|__|__|__|
2--☐	Purchase of goods for reselling.	|__|__|__|__|__|__|__|__|__|
3--☐	Taxes, insurance (monthly average).	|__|__|__|__|__|__|__|__|__|
4--☐	Rent, electricity, water, heat.	|__|__|__|__|__|__|__|__|__|
5--☐	Transport, fuel costs.	|__|__|__|__|__|__|__|__|__|
6--☐	Raw materials.	|__|__|__|__|__|__|__|__|__|
7--☐	Other equipment, rental, etc.	|__|__|__|__|__|__|__|__|__|
Q68	Over the past month, did you:	
1--☐	Earned a profit	
2--☐	Had a loss → Skip to P70	
3--☐	Broke even → Skip to P71	
Q69	What was the amount you earned as <u>PROFIT</u> from the business over the past month?	
	OLD LEKS |__|__|__|__|__|__|__|__|__| → Skip to P71	
Q70	What was the amount you <u>LOST</u> from this business over the past month?	
	OLD LEKS |__|__|__|__|__|__|__|__|__|	

SECOND JOB

Q71	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 as well as occasional jobs/activities, including those from which you were temporarily absent last week)
1--☐	- Yes
2--☐	- No → Skip to Q88
Q72	a) What is the name and address of the firm, institution or organization where you have your second job or of your own business? _____ _____ b) What *main* kind of *economic activity* do this firm, institution, organization or business undertake? _____ _____ Code: |__|__| c) What are the main products or services produced by this firm, institution, organization or business? _____
Q73	In your second job, are you an ...
1--☐	- Employee
2--☐	- Self-employed with employees
3--☐	- Self-employed without employees (own-account worker or free-lancer)
4--☐	- Unpaid family worker

Q74	How many hours did you actually work in your second job during the reference week?
	Number of hours |__|__|

Q75 1--☐ 2--☐	**Filter question:** - For persons who have a second job as employees or self-employed with employees or self-employed without employees [Q71 = 1 and Q73 = (1 or 2 or 3)] ➔ Skip to Q76 - For persons that in the second job are unpaid family workers (Q71 = 1 and Q73 = 4) ➔ Skip to Q88
Q76	How much was your **last** NET payment or earning? (If respondent has not yet been paid, ask: what payment would he/she expect) OLD LEKS |__|__|__|__|__|__|__|
Q77 1--☐ 2--☐ 3--☐ 4--☐	What period of time does this payment cover? *Time unit* Monthly 15 days Weekly Daily
Q78	How much is your **usual** NET payment or earning? (Consider time of last 12 months; if you have started the job less than 12 months ago, consider the average since the beginning) OLD LEKS |__|__|__|__|__|__|__|
Q79 1--☐ 2--☐ 3--☐ 4--☐	What period of time does this payment cover? *Time unit* Monthly 15 days Weekly Daily
Q80 1--☐ 2--☐	Did you receive any payment/earnings from this work in any other form during the last 12 months? (meals, tips, transport, clothes) Yes No ➔ Skip to Q82
Q81	What is the value of those in-kind payment/earnings in the last 12 months? OLD LEKS |__|__|__|__|__|__|__|
Q82 1--☐ 2--☐	**Filter question:** - For persons who have a second job as employees (Q71 = 1 and Q73 = 1) ➔ Skip to Q88 - For persons who have a second job and are self-employed with employees or self-employed without employees [Q71 = 1 and Q73 = (2 or 3)] ➔ Skip to Q83
Q83	What were the total sales last month? OLD LEKS |__|__|__|__|__|__|__|__|

Q84	What were the costs last month? (in OLD LEKS)	
1--☐	Salaries/wages	|__|__|__|__|__|__|__|__|
2--☐	Purchase of goods for reselling	|__|__|__|__|__|__|__|__|
3--☐	Taxes, insurance (monthly average)	|__|__|__|__|__|__|__|__|
4--☐	Rent, electricity, water, heat	|__|__|__|__|__|__|__|__|
5--☐	Transport, fuel costs	|__|__|__|__|__|__|__|__|
6--☐	Raw materials	|__|__|__|__|__|__|__|__|
7--☐	Other equipment, rental, etc.	|__|__|__|__|__|__|__|__|
Q85	Over the past month, did you:	
1--☐	Earned a profit	
2--☐	Had a loss ➔ Skip to Q87	
3--☐	Broke even ➔ Skip to Q88	
Q86	What was the amount you earned as <u>PROFIT</u> from this business over the past month?	
	OLD LEKS |__|__|__|__|__|__|__| ➔ Skip to Q88	
Q87	What was the amount you <u>LOST</u> from this business over the past month?	
	OLD LEKS |__|__|__|__|__|__|__|__|	

TOTAL WORKING HOURS

Q88	Looking at the total number of hours which you usually work in your current job/all of your current jobs, do you wish to work <u>usually</u> more hours?
1--☐	- Yes
2--☐	- No ➔ Skip to Q89
Q88a	In what way?
1--☐	- Through an additional job
2--☐	- Through a job working more hours than the present jobs
3--☐	- Only with the present jobs
4--☐	- In any of the above ways
Q89	Number of hours that the person would like to work in total
	Number of hours |__|__|

WORK PATTERNS

Q90	Do you work in shifts?
1--☐	- Person does shift work
2--☐	- Person never does shift work
Q91	Do you work in the evening?
1--☐	- Person usually works in the evening
2--☐	- Person sometimes works in the evening
3--☐	- Person never works in the evening
Q92	Do you work at night?
1--☐	- Person usually works at night
2--☐	- Person sometimes works at night
3--☐	- Person never works at night
Q93	Do you work on Saturdays?
1--☐	- Person usually works on Saturdays
2--☐	- Person sometimes works on Saturdays
3--☐	- Person never works on Saturdays
Q94	Do you work on Sundays?
1--☐	- Person usually works on Sundays
2--☐	- Person sometimes works on Sundays
3--☐	- Person never works on Sundays
Q95	Do you work at home?
1--☐	- Person usually works at home
2--☐	- Person sometimes works at home
3--☐	- Person never works at home
Q96	**Filter question**
1--☐	For persons who work <u>on a farm owned or rented by he/she or a member of his/her household</u> (even unpaid), **from which the whole production is only for own consumption** (Q19 = 4) ➔ Skip to Q97
2--☐	- For persons looking for another job (Q53=1) ➔ Skip to Q108
3--☐	- For persons not looking for another job (Q53=2) ➔ Skip to Q115

PREVIOUS WORK EXPERIENCE OF PERSONS NOT IN EMPLOYMENT*
*or of persons who work <u>on a farm owned or rented by he/she or a member of his/her household</u> **from which the whole production is only for own consumption (Q19 = 4)**

Q97	Have you ever been in a regular employment before? (job as employee, self-employed, unpaid family member; are not considered ocassional jobs or those during holidays)
1--☐	- Yes
2--☐	- No ➔ Skip to Q103

	Q98	When did you stop working in your last regular employment?
		a) month |__|__| *(write 98 – if person does not remember)*
		b) year |__|__|__|__| - 2003 to 2010 ➔ Skip to Q99
		- 2002 and earlier ➔ Skip to Q103

Q99	What is the main reason why you stoped working in your last job/activity?
1--☐	- Dismissed or made redundant
2--☐	- A job of limited duration has ended
3--☐	- Looking after children or incapacitated adults
4--☐	- Own illness or disability
5--☐	- Other personal or family responsibilities
6--☐	- Education or training
7--☐	- Early retirement
8--☐	- Normal retirement
9--☐	- Compulsory military service
10--☐	- Other reasons
Q100	a). Name and address of the firm, institution, organisation, etc. where you last worked? _____ _____ b). What *main* kind of *economic activity* was undertaken at the firm, institution, organisation, etc. where you last worked? _____ _____ Code:|__|__| c). What were the main products or services produced at that place or what were its main functions? _____ _____
Q101	In your last job, you were an ...
1--☐	- Employee
2--☐	- Self-employed with employees
3--☐	- Self-employed without employees (own-account worker or free-lancer)
4--☐	- Unpaid family worker
Q102	a). What type of work did you do in your last job/activity (name of *occupation*)? _____ _____ Code: |__|__|__| b). What were your main tasks and duties in this job/activity? _____ _____
Q103 1--☐	You were not working in the reference week: - But you have already found a new job/arranged for own business to start within 3 months ➔ Skip to Q107 ---
2--☐	- But you have already found a new job/arranged for own business to start after 3 months
3--☐	- But you have a job from which you were temporarily absent
4--☐	- None of the above applies to you

SEARCH FOR EMPLOYMENT

Q104	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?
1--☐	- Yes ➔ Skip to Q107
2--☐	- No

Q105	What is the main reason why you are not looking for work? *(Interviewer: read the reply options)*
1--☐	- Looking after children or incapacitated adults ---
2--☐	- Of own illness or disability
3--☐	- Of other personal or family responsibilities
4--☐	- Of education or training
5--☐	- Of retirement
6--☐	- Of belief that no work is available
7--☐	- In compulsory military service
8--☐	- Of other reasons
9--☐	- No reason given → Skip to Q106
Q105a	Need for care facilities:
1--☐	- Suitable care services for children are not available or affordable
2--☐	- Suitable care services for ill, disabled, elderly are not available or affordable
3--☐	- Suitable care services for both children and ill, disabled and elderly are not available or affordable
4--☐	- Care facilities do not influence decision for not searching for a job
Q106	**Filter question:**
1--☐	- For persons who already have found a job starting after 3 months (Q103 = 2 and Q104 =2) → Skip to Q107
2--☐	- For others (Q103 = 3 or 4 and Q104 = 2) → Skip to Q112
Q107	What was your situation immediatly before you started to look for employment (or before starting to wait for begining the new job)
1--☐	- You were working (including apprentices, trainees)
2--☐	- You were in full time education (excluding apprentices, trainees)
3--☐	- You were in compulsary military service
4--☐	- You had domestic/family responsibilities
5--☐	- Other (e.g. retired, in emigration)

Q108	For how many months have you been looking for a/another job or trying to establish your own business or income – generating activity?
1--☐	- Search not yet started
2--☐	- Less than 1 month
3--☐	- 1 to 2 months
4--☐	- 3 to 5 months
5--☐	- 6 to 11 months
6--☐	- 12 to 17 months
7--☐	- 18 to 23 months
8--☐	- 24 to 47 months
9--☐	- 4 years or more
Q109	What type of employment would you like to have (have found)?
1--☐	- <u>As self-employed</u>
	<u>As employee</u>:
2--☐	- And only full-time job is looked for (or has already been found)
3--☐	- And full-time job is sought, but if not available, part-time job will be accepted
4--☐	- And part-time job is sought, but if not available, full-time job will be accepted
5--☐	- And only part-time job is looked for (or has already been found)
6--☐	- And person did not state whether full-time or part-time job is looked for (or has already been found)
Q110	**Filter question:**
1--☐	- For persons who already found a job starting within 3 months (Q103=1)➔ Skip to Q113
2--☐	- For persons who already found a job starting after 3 months and did not look for work in the last 4 weeks (Q103 = 2 and Q104 = 2)　　　➔ Skip to Q112
3--☐	- Others (Q104 = 1 or Q53=1)　　　➔ Skip to Q111
Q111	What have you done during the last 4 weeks to find work?
	(Mark all that apply)
1--☐	- Contacted public employment office to find work
2--☐	- Contacted a private employment agency to find work
3--☐	- Applied to employers directly
4--☐	- Asked friends, relatives, trade unions etc.
5--☐	- Inserted or answered advertisements in newspapers
6--☐	- Studied advertisements in newspapers
7--☐	- Took a test, interview
8--☐	- Looked for land, premises or equipment
9--☐	- Looked for permits, licences, financial resources
10--☐	- Awaiting the results of an application for a job
11--☐	- Waiting for a call from a public employment office
12--☐	- Awaiting the results of a competition for recruitment to the public sector
13--☐	- Other
	➔ Skip to Q113

Q112	You are not seeking employment:
1--☐	- But would nevertheless like to have work
2--☐	- And you don't want to have work　➔ Skip to Q115
Q113	If you would find employment now, would you be able and ready to start working within the next 2 weeks?
1--☐	- Yes ➔ Skip to Q115
2--☐	- No

Q114	Why would you not be able to start working within the next 2 weeks?
1--☐	- Person must complete education or training
2--☐	- Person must complete compulsory military service
3--☐	- Person cannot leave present employment within two weeks due to period of notice
4--☐	- Of personal or family responsibilities (including maternity leave)
5--☐	- Of own illness or incapacity
6--☐	- Of other reasons
7--☐	- No reason given
Q115	Are you registered at the public employment office?
1--☐	- Yes
2--☐	- No
Q116	Do you receive unemployment benefit?
1--☐	- Yes
2--☐	- No
Q117	During the last week in which of the following categories would you mainly classify yourself?
1--☐	- Carrying out a job, including upaid work for a family business or farm, or an apprenticeship or paid traineeship, etc. - Unemployed - Pupil, student, further training, unpaid work experience
2--☐	- In retirement or early retirement or has given up business
3--☐	- Permanently disabled
4--☐	- In compulsary military service
5--☐	- Fulfilling domestic tasks
6--☐	- Other inactive person
7--☐	
8--☐	

EDUCATION AND TRAINING

Q118	Were you a student or apprentice in regular education during the last four weeks?
1--☐	- Yes, has been a student or an apprentice
2--☐	- Is in regular education but on holidays

3--☐	- No, has not been a student or an apprentice → Skip to Q120
Q119	Level of this education or training
1--☐	- Primary
2--☐	- 8/9-years school (classes V-IX)
3--☐	- Upper Secondary - general
4--☐	- Upper secondary - vocational
5--☐	- Tertiary / University
6--☐	- Post university / Master
7--☐	- Doctorate
Q120	Did you attend any courses, seminars, conferences or receive private lessons or instructions outside the regular education system within the last four weeks?
1--☐	- Yes
2--☐	- No → Skip to Q123
Q121	What was the purpose of the most recent taught learning activity?
1--☐	- Mostly job related (professional)
2--☐	- Mostly personal/social
Q122	What is the number of hours spent on all taught learning activities within the last four weeks? Number of hours: |__|__|__|
Q123	What is your highest level of education or training successfully completed?
1--☐	- No school → Skip to Q126

2--☐	- Primary
3--☐	- 8/9-years school (classes V-IX)
	→ Skip to Q125

4--☐	- Upper secondary - vocational 2-3 years
5--☐	- Upper secondary - vocational 4-5 years
6--☐	- Upper Secondary - general
7--☐	- Tertiary / University
8--☐	- Post university / Master
9--☐	- Doctorate

Q124	Field of highest level of education or training successfully completed:
	
	000 --☐ - General programmes
	100 --☐ - Teacher training and education science
	200 --☐ - Humanities, languages and arts
	  222 --☐ - Foreign languages
	300 --☐ - Social sciences, business and law
	400 --☐ - Science, mathematics and computing
	  420 --☐ - Life science (including biology and environmental science)
	  440 --☐ - Physical science (including physics, chemistry and earth science)
	  460 --☐ - Mathematics and statistics
	  481 --☐ - Computer science
	  482 --☐ - Computer use
	500 --☐ - Engineering, manufacturing and construction
	600 --☐ - Agriculture and veterinary
	700 --☐ - Health and welfare
	800 --☐ - Services
	900 --☐ - Unknown

Q125	When did you successfully completed the highest level of education or training? Year: |__|__|__|__|
Q126 **1**--☐ **2**--☐ **3**--☐	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

SITUATION ONE YEAR AGO

Q127	What was your main activity status one year ago?
1--☐	- Carrying out a job, including unpaid work for family business or farm, including an apprenticeship or paid traineeship, etc. --
2--☐	- Unemployed
3--☐	- Pupil, student, in further training, upaid work experience
4--☐	- In retirement or early retirement or has given up business
5--☐	- Permanently disabled
6--☐	- In compulsory military service
7--☐	- Fulfilling domestic tasks (housekeeper)
8--☐	- Other inactive person . → Skip to Q130
Q128	One year ago in your main job, you were an ...
1--☐	- Employee
2--☐	- Self employed with employees
3--☐	- Self employed without employees (own account worker or free-lancer)
4--☐	- Unpaid family worker
Q129	a) Name and address of the firm, institution or organisation where you worked in your main job or business? _____ _____ b) What *main* kind of *economic activity* was undertaken at the firm, institution, organisation, business? _____ _____ Code: |__|__| c) What were the main products or services produced at that firm, institution, organisation, business? _____
Q130	Who gave the answers to the questions for this person?
1--☐	- Person himself
2--☐	- Another member of the household