



Approved by the Board of National
Statistics Office of Georgia
Order #7, 17 February, 2010

Monitoring of Households

Questionnaire for Employment and Income

For the Household Members Aged 15 Years And Above

The date of the interview	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Enumeration Area	Rotation	Household	

Name of the respondent	<input type="text"/>			
Number of the respondent from the Shinda02	<input type="text"/>			
Phone number of the respondent	Fixed phone:		Mobile phone:	
	<input type="text"/> (code)	<input type="text"/> (number)	<input type="text"/> (code)	<input type="text"/> (number)
Interviewer	<input type="text"/>			
Regional supervisor	<input type="text"/>			
Logical and arithmetical control	<input type="text"/>			

According to the “Law of Georgia on Official Statistics” 25th Article, point first, Geostat is authorized to ask and get all statistical and other kind (including confidential) information from administrative authorities and other physical and judicial person, for implementing its duties.

The information provided by you is confidential and protected by the “Law of Georgia on Official Statistics” 28th Article, point first. It is only used for calculating the general statistical indexes.

Thank you in advance for your cooperation!

Part 1. Employment and incomes from employment

In this part of the questionnaire, please, give us the information on your business and incomes during the three months preceding the current month.

1. Did you perform any work in order to receive salary, profit or other labour incomes (in cash or in-kind, including in the form of harvest and agricultural products) during the last three months inside the country?
 1. Yes → go to 4
 2. No → continue
2. Did you perform any work like sewing, handicraft, teaching (as a private tutor), medical service, transporting service etc. during the last three month inside the country?
 1. Yes → go to 4
 2. No → continue
3. Did you have any job or business that you could not perform temporarily due to sickness, vacation, studying or enterprise temporarily close down, etc. during the last three months inside the country?
 1. Yes → continue
 2. No → go to 17

A) Main Job

To the interviewer: If a respondent has more than one job, put question 4 about the basic job where he/she spends the most part of his/her labour time. Questions 4-5 help to define more precisely what the respondent is doing at his/her basic job. Quotation of the name of an enterprise, organization or institution is only for specifying of this indicator.

4. Which enterprise, organization, private business or economy did you work (have business)?

Name of enterprise, organization, private business or economy

5. What kinds of goods or services were provided at your main work place, where you worked for the last three months

To the interviewer: Identify the products or services produced, processed or provided by this enterprise, organization or personally by the respondent

Description of produced goods or services

Type of economic activity (filled by Geostat)

6. Please define the form of ownership of the enterprise, organization, economy or business where you were working during the last three months

1. State ownership (organizations/enterprises with the government owning a controlling stake ($\geq 50\%$) of the shares and all the public institutions);
2. Private ownership (with a controlling stake ($\geq 50\%$) of the shares);
3. Other type, please specify _____
1. Do not know

7. Please define your employment status for last three months:

1. A person working for fixed salary (cash or in-kind) on the basis of a written or oral contract	→8
2. An entrepreneur, farmer working at his own enterprise (with hired employees)	
3. Working at private enterprise in non-agricultural sector (without hired employees): production of goods, trading, transportation service, building, repairing, crafts) or: professional activity (private tuition, medical diagnostics, consulting and treating, legal or audit services, sewing, hairdressing, other services)	→10
4. Agricultural activities on private farm/enterprise or on rented land or in the form of poultry-cattle breeding (without hired employees)	→11
5. Unpaid work in a household's farm/enterprise or for relative	
6. Other (please, specify) -----	→8

8. Please define the amount of payment (wage or reward) for this employment you should received during the last three months

To the interviewer: Under “Net amount” is meant the wage of employee defined by verbal or writing contract after all taxes
Under “Actually received” is meant actually received wage by the employee in corresponding month
If wage was paid in full, both on the graph ([1] and [2] the graph) the same number should be written.

	<i>Net amount (GEL)</i>	<i>Actually received (GEL)</i>
	[1]	[2]
Last month (The month prior to the month of the interview)		
Two months ago		
Three months ago		

9. Please specify the amount of other payment (bonus, reward, material assistance) from this work during the last three months (GEL) (if received in kind, estimate in GEL approximately)

	<i>Actually received (GEL)</i>	
Last month (The month prior to the month of the interview)		→ 11
Two months ago		
Three months ago		

10. Please specify, how much GEL was your share in profit from this business during the last three months (indicate monthly payment or fee in the case of professional activities)? (If received in-kind, estimate in GEL approximately)

To the interviewer: Explain to the respondent that under profit is meant the difference between the total income from self-employment and total expenditures and taxes related to this income

	<i>Earned profit (GEL)</i>	<i>Actually received (GEL)</i>
Last month (The month prior to the month of the interview)		
Two months ago		
Three months ago		

B) Secondary (additional) Employment

11. Please specify if you performed any secondary job with the basic one in order to get salary, profit or other labour payments (in cash or in kind for own consumption or selling) during the last three months inside the country

To the interviewer: When asking about secondary employment, you should ask the respondent whether he/she performed any job mentioned in questions 1-3

1. Yes → continue
2. No → go to 17

12. Please define what kind of the products or services are produced at your secondary job (private business) where you worked during the last three months

To the interviewer: Identify the products or services produced, processed or provided by this enterprise, organization or personally by the respondent

Type of economic activity (filled by Geostat)	
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13. **Please define your secondary employment status for last three months:**
- | | |
|---|-----|
| 1. A person working for fixed salary (cash or in-kind) on the basis of a written or oral contract | →14 |
| 2. An entrepreneur, farmer working at his own enterprise (with hired employees) | |
| 3. Working at private enterprise in non-agricultural sector (without hired employees): production of goods, trading, transportation service, building, repairing, crafts)
or: professional activity (private tuition, medical diagnostics, consulting and treating, legal or audit services, sewing, hairdressing, other services) | |
| 4. Agricultural activities on private farm/enterprise or on rented land or in the form of poultry-cattle breeding (without hired employees) | →16 |
| 5. Unpaid work in a household's farm/enterprise or for relative | →14 |
| 6. Other (please, specify) ----- | |
14. **Please specify the amount of wage from this work or the amount of profit from your own business (total income minus expenditures) during the last three months (GEL)**
- | | <i>Net amount (GEL)</i> | <i>Actually received (GEL)</i> |
|--|-------------------------|--------------------------------|
| | [1] | [2] |
| Last month (The month prior to the month of the interview) | | |
| Two months ago | | |
| Three months ago | | |
15. **Please specify the amount of other payment (bonus, reward, material assistance, if received in kind, estimate in GEL approximately) from this work during the last three months (GEL)**
- | | <i>Actually received (GEL)</i> |
|--|--------------------------------|
| Last month (The month prior to the month of the interview) | |
| Two months ago | |
| Three months ago | |
16. **Please specify if during the last three months you had other job except above mentioned (odd, temporary or permanent) what was the total amount of wage, profit or other income**
- | | <i>Wage, profit or other incomes from all other activities (GEL)</i> |
|--|--|
| Last month (The month prior to the month of the interview) | |
| Two months ago | |
| Three months ago | |
17. **Did you perform any paid work during the last three months outside the country**
- Yes → continue
 - No → go to 18
- 17.a. **Please specify the amount of income from this work during the last three months**
- | | <i>Wage, profit or other incomes in cash or in kind from all other activities (GEL)</i> |
|--|---|
| Last month (The month prior to the month of the interview) | |
| Two months ago | |
| Three months ago | |

Part II. Employment, work seeking

18. **Did you perform any work for at least one hour independently or together with the others in order to get salary, profit or other labour compensation (in cash or in kind) inside the country?**
- Yes → go to 25
 - No → continue
19. **Were you engaged in farming, hunting, fishing or gathering forest fruits, mushrooms, medical plants etc. for own consumption or for sale, for at least one hour during the last 7 days inside the country?**
- Yes → go to 25
 - No → continue
20. **Did you perform processing of agricultural products (e.g. grinding corn, producing wine, cheese, butter, canned products etc.), making brooms, weaving baskets, heats etc., knitting, sewing etc. for own consumption or for sale, for at least one hour during the last 7 days inside the country?**
- Yes → go to 25
 - No → continue

21. **Have you been involved in constructing activities of your dwelling, serving as a master, private tutor, private doctor, driver etc. for at least one hour during the last seven days inside the country?**
 1. Yes → go to 25
 2. No → continue
22. **Did you perform any unpaid work in an enterprise/farm owned by your household or did you perform any work for your neighbours or relatives as a mutual assistance or did you perform any other work for your household members for at least one hour during the last seven days inside the country**
 1. Yes → go to 25
 2. No → continue
23. **Did you have any job or business that you could not perform temporarily during the last seven days due to sickness, vacation, studying or enterprise temporarily close down, etc. inside the country?**
 1. Yes → go to 25
 2. No → continue
24. **Did you perform any paid work during the last seven days outside the country?**
 1. Yes → go to 55
 2. No → go to 48
25. **You are:**
 1. Student/pupil
 2. Retirement pensioner
 3. Seniority pensioner
 4. Disability pensioner
 5. Do not consider myself to any categories the named above

A) Main Job

Initially, please, give us some information on your labour activities. If you are involved in more than one labour activity, at first give us information about the labour activity you spend the most of your time. If you are involved in the labour activity the same of you were involved during the last three months, please give us some supplementary information in addition to the answers given above.

26. **Which enterprise, organization, private business or economy did you work (have business)?**

<i>Name of enterprise, organization, private business or economy</i>
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27. **What kinds of goods or services are mainly provided at your working place (in your business)**

<i>Description of economic activity:</i>	
Type of economic activity (filled by Geostat)	
28. **Please specify your occupation/ position at your working place (please describe as completely as possible)**

Profession (filled by Geostat)	
29. **Please define the form of ownership of the enterprise, organization, economy or business where you were working during the last seven days**
 1. State ownership (organizations/enterprises with the government owning a controlling stake ($\geq 50\%$) of the shares and all the public institutions);
 2. Private ownership (with a controlling stake ($\geq 50\%$) of the shares);
 3. Other type, please specify _____
 4. Do not know
30. **Please define your employment status for the last 7 days:**
 1. A person working for fixed salary (cash or in-kind) on the basis of a written or oral contract
 2. An entrepreneur, farmer working at his own enterprise (with hired employees);
 3. Working at private enterprise in non-agricultural sector (without hired employees): production of goods, trading, transportation service, building, repairing, crafts)
 - or: professional activity (private tuition, medical diagnostics, consulting and treating, legal or audit services, sewing, hairdressing, other services)
 4. Agricultural activities on private farm/enterprise or on rented land or in the form of poultry-cattle breeding (without hired employees)
 5. Unpaid work in a household's farm/enterprise or for relative
 6. Other (please, specify) _____
31. **Your job was/is:**

1. Permanent → go to 33
2. Seasonal → continue
3. Temporary → continue
4. Odd (Casual) → continue

32. **Please define the reason you were not permanent employed**

1. Could not find permanent job
2. Did not want permanent job
3. Other (please, specify) _____

33. **How much time is needed to arrive at your working place from home by car?**

1. Less than 5 minutes
2. 5-15 minutes
3. 15-30 minutes
4. 30-60 minutes
5. 1-2 hours
6. More than 2 hours
7. Difficult to answer

34. **How many hours do you usually work during a week at your main job (private business, own holding) without a meal break**

1. 20 hours and less
2. 21-40 hours
3. 41-60 hours
4. More than 60 hours
5. Depends on period (season)

35. **Please, specify the type of your workload according to the working hours by your estimation**

1. Full time → go to 39
2. Part time → continue

36. **Please, define the reason you were not full time employed**

1. It is impossible to find full time job → continue
2. I was sent to part time job by administration → continue

I did not want / was not able to work full-time:

3. Due to health conditions → go to 39
4. I had to look after children, sick or disabled household member → go to 39
5. Other (please, specify) _____ → continue

37. **Did you look for a full-time job during the last week?**

1. Yes → continue
2. No → go to 39

38. **Would you be ready to start working full-time immediately in next week if you could find full-time job?**

1. Yes
2. No

B) Second (Additional) job

39. **Did you perform any secondary job with the main one in order to get salary, profit or other labour compensation (in cash or in-kind for own consumption or selling) or for free for at least one hour during the last seven days inside the country?**

1. Yes → continue
2. No → go to 44

40. **What kinds of goods or services are mainly provided at your secondary working place (in your business)**

Description of economic activity:

Type of Economic Activity (filled by Geostat)

41. **Please define your secondary employment status:**

1. A person working for fixed salary (cash or in-kind) on the basis of a written or oral contract
2. An entrepreneur, farmer working at his own enterprise (with hired employees);
3. Working in private enterprise in non-agricultural sector (without hired employees): production of goods, trading, transportation service, building, repairing, crafts)
or: professional activity (private tuition, medical diagnostics, consulting and treating, legal or audit services, sewing, hairdressing, other services)
4. Agricultural activities on private farm/enterprise or on rented land or in the form of poultry-cattle breeding (without hired employees)
5. Unpaid work in a household's farm/enterprise or for relative
6. Other (please, specify) _____

42. **What was the main reason of having the additional job?** *(Please indicate possible one or two answers which are most priority for you)*
1. The income from the main job isn't enough to secure the welfare of the family
 2. I needed money to buy an apartment, car, to travel, to start/expand my own business
 3. I am employed part time at the basic job
 4. My basic job doesn't match my qualification/specialty
 5. Due to the threat of basic job loss
 6. Other reason (please, specify) _____
43. **How much time is needed to arrive at your working place from home by car**
1. less than 5 minutes
 2. 5-15 minutes
 3. 15-30 minutes
 4. 30-60 minutes
 5. 1-2 hours
 6. More than 2 hours
 7. Difficult to answer

C) Secondary or other job seekers

44. **Were you looking for other or secondary job during the past four weeks?**
1. I was looking for other job → continue
 2. I was looking for secondary job → continue
 3. No, I was not → go to 55
45. **What was the reason that you were looking for other/ secondary job?**
1. Due to the feasible redundancy
 2. Due to the expiration of the term of the contract
 3. Salary was not satisfying
 4. Working conditions were not satisfying
 5. I do not work by profession
 6. Other reason (please, specify) _____
46. **What type of job did you wish?**
1. Hired labour
 2. To start my own business
47. **Would you be ready to start working or your own business immediately if you could find a job or start your own business during the last seven days?**
1. Yes → go to 55
 2. No → go to 55

D) Unemployed

48. **Did you try to find any paid work or start your own business during the last four weeks?** *(If he/she tried the both of them, encircle, correspondingly, each the most characteristic for the both)*
- Yes, I was seeking a paid work:**
1. was looking over the vacancy announcements through newspapers, TV, Internet and other facilities
 2. I was gathering information through my friends, relatives etc.
 3. I was getting in contact directly with employers
 4. I was publishing announcements on newspapers, television, internet and other facilities
 5. I applied to Employment Service
 6. Other (please, specify) _____
- Yes, I tried to start my own business**
7. I applied for permission to appropriate bodies to start my own business;
 8. I established contacts with potential partners;
 9. I applied for loan or credit for starting my own business;
 10. I was looking for a building, materials, equipments, land plot;
 11. Other (please, specify) _____
 12. **No, did not try** → go to 51
49. **What type of job would you wish**
1. Permanent
 2. Temporary
 3. Seasonal
 4. Odd (casual)
 5. It does not matter
50. **What type of workload would you wish?**
1. Full time → go to 52
 2. Part time → go to 52
 3. It does not matter → go to 52

51. **What was the reason you were not seeking for hired labour or did not try to start your own business during the last four weeks?**
1. I am starting working within 2 weeks → continue
 2. I am expecting for reply to start working (my own business) → continue
 3. I am registered as job seeker at an Employment Service → continue
 4. Lost any hope of finding a job → continue
 5. I was sick → continue
 6. I do not want to work → go to 54
 7. I am a day-type studding student (pupil) → go to 55
 8. I am pensioner → go to 55
 9. I am disabled person → go to 55
 10. I am a housewife → go to 55
 11. Other reason (please, specify) _____ → go to 55
52. **Would you be ready to start working or your own business immediately in next two weeks if you could find a job or start your own business during the last seven days?**
1. Yes → go to 54
 2. No → continue
53. **Why were not you ready for start working?**
1. I am a day-type studding student (pupil)
 2. I was sick
 3. I was looking after infant(s)
 4. I was looking after disabled person(s)
 5. I was absent
 6. Other reason (please, specify) _____
54. **How long have you been unemployed?**
1. Less than 1 month
 2. 1-3 months
 3. 3-12 months
 4. 1-2 years
 5. 2-3 years
 6. More than 3 years
 7. I have never worked
55. **What is your profession, specialty?**
- | | |
|--|--|
| 1. (Please, specify your profession or specialty defined by a diploma, certificate or other document or gained through other way (your own experience or apprenticeship), which is most important for you) | |
| Profession (filled by Geostat) | |
| 2. I do not have any profession (specialty) | |

Thank you for your cooperation!

56. **Subjective assessment of the interviewer:**
- How reliable is the information given by the respondent?**
1. Information is reliable
 2. Information is more or less reliable
 3. Information is less reliable
 4. Information is not reliable

The interviewer's comments:
