Description of the Blaise questionnaire of the Finnish Labour Force Survey for 2013

Changes from year 2012

KA5. The instructions concerning paternal leave has been changed due to the changes in duration of paternal leave.

The open question of KA8A has been replaced with response alternatives similar to those in KA8B, and the new name of this question is now KA8A_2013. This change leads to changes in the target groups of questions KA9, KA10, KA11, TEP1intr, TEP1, TEP2, TEP3, TEP4, TEP5 ja EE1B. These changes affect also the formulation of PIPOLO=1.

KA8B reformulated into "1-3 weeks" > "less than 4 weeks"

KA11 has been separated into two new questions KA11A ja KA11B. One instruction has been deleted. Questions KA11 and KA12 are no more asked from those, who are in child care leave (KA5.3,4,5).

T4 one specification has been added: ‘other than in agriculture’

T12J instruction deleted.

TS6 one word added.

TA2 Part-time pension is now possible starting from the age of 60 instead of earlier 58. This question is now asked persons aged 60+ years.

TA9, TA17 instruction of the raising of half hours added.

TE2 Word ‘continuous’ was added to the instructions. The meaning was also clarified with another sentence.

R2TY, R2ETY the instruction about ‘additional days’ was added.

KA15T, KA15E ‘unemployment pension’ is not available anymore, so it was deleted from the response option 3.

M6B was added to the questionnaire to get more detailed information about the 4th response option in question M6.

R12, R12B: Due to the revision of educational system, the question concerning basic education was divided in two different questions addressed to two age groups.

EE1B a useless instruction was deleted.

NOTES:
Abbreviations: Some questions concern the survey week and the three weeks preceding it, the intention is that the software will add dates to the questions, which is denoted in the questions as follows: dd/mm – dd/mm/yyyy. The last dd/mm/yyyy means the Sunday of the survey week.

**Annual data of EU-LSF (in Finland 5th rotation group) is indicated with this colour font.**

An employee who has a job but has been away from work for more than 13 weeks (three months) for other reasons than maternity/paternity leave or own sickness, i.e. PIPOLO=1 group.

PIPOLO=1 if KA3=1 and T4=1,7, cannot say and (L2=2, cannot say or (KA4≠5 and KA5≠1 and L2≠2, cannot say and (KA8A=>14, cannot say or KA8B=3, cannot say))

- The group is classified as non-employed in results.
- Necessary data concerning job/employer are collected in connection with questions for employed persons (marked with * before the question).
- Data concerning job-seeking is collected in connection with questions for non-employed persons.
- Not asked whether waiting for agreed job to start. In Finland this group primarily consists of persons on child care leave or job alternation leave who have intentionally withdrawn from working life. It would be strange to classify them as unemployed, even if they had found a new job during the leave that they would start once the leave has ended.

**Conscripts/performers of community service:**

In the data transmitted to Eurostat all respondents are coded as living in private households (HHTYPE=1). Afterwards Eurostat classifies conscripts on compulsory military or community service (WSTATOR=4) as living in collective households and excludes them from their results which cover persons living in private households. In our national statistics conscripts are included, they are in the group "not in the labour force".

As performing of compulsory military service/community service also overrides other activities, it is not purposeful to ask this group questions concerning employment during the survey week. Instead of interviewing conscripts, we impute some data for them and include data available from registers.
LABOUR FORCE SURVEY 2013

Data to be checked by the interviewer

**Tieant** Who supplies data for the target person?
1. The target person
2. The target person’s spouse
3. The target person’s father/mother/child/brother/sister
4. Someone else

All

**H3.** Did the target person live abroad or at some institution (e.g. old people’s home, hospital, youth home, children’s home, group home, prison) during the survey week (dd/mm – dd/mm/yyyy)?
1. Yes → H4
2. No → H7 or KA1
   DNK → H7 or KA1

IF H3=1

**H4.** Does the target person live:
1. Abroad or → H5
2. At some institution (e.g. old people’s home, hospital, youth home, children’s home, group home, prison)? → H7 or KA1

IF H4=1

**H5** What is the estimated duration of the stay abroad?
1. Less than 12 months → KA1
   → overcoverage
   → interview
   ends here
2. At least 12 months

If age=17–30

**H7** Was the person aged between 17 and 30 a conscript or performing community service during the survey week (dd/mm – dd/mm/yyyy)?
1. Yes → H1 or END
2. No → H1 or KA1
ACTIVITY DURING THE SURVEY WEEK

ALL aged 15–74

KA1intro I will be asking questions about working, studying and job-seeking. The questions concern last/the week before last week (week no. xx), in other words, the week from Monday dd/mm to Sunday dd/mm/yyyy.

ALL aged 15–74

KA1 Did you do paid work for at least one hour as employee, self-employed, own-account worker, unpaid family worker or on a farm last/the week before last week? (week xx, i.e. dd/mm – dd/mm/yyyy)

1. Yes → T1
2. No → KA2
DNK → KA2

If on holiday for the whole week or temporarily absent from work, note down “no”.
Paid work means work done as employee, self-employed or own-account worker, inclusive of agricultural work.
Volunteer work or caring for a relative is not gainful work.

If KA1 = 2, DNK

KA2 Did you work without pay in an enterprise or on a farm belonging to a member of your household during last/the week before last week? (Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

1. Yes → T1
2. No → KA3
DNK → KA3

If on holiday for the whole week or temporarily absent from work, note down “no”.

If KA1 = 2, DNK

KA3 Do you have a job from which you were absent for the whole week? (Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

1. Yes → T1
2. No → M1A/M1B
DNK → END → to non-response

Always note down “Yes” if a valid employment contract exists even if a long absence is concerned, such as maternity, paternity or parental leave, full-time child care leave, job alternation leave, study leave, etc.
An unpaid family worker can also be temporarily absent from work.
If KA1=1 or KA2=1 or KA3=1

T1  Did you have one or several jobs (during last/the week before last week)?
Include also the jobs from which you were temporarily absent for the whole week.

(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)
1. One job → KA4/ T4
2. Several jobs → T2
DNK → KA4/ T4

Incl. the jobs from which was temporarily absent because of e.g. illness or holiday.
An employee has several jobs if he/she has more than one employer or paymaster. A self-employed person can also have more than one businesses in the same field or a secondary job as an employee. An unpaid family worker can also be temporarily absent from work.

If T1=2

T2.  How many jobs did you have?

__ (enter number from 2 to 8) → T3U / T4
DNK → T3U / T4

If more than 8 jobs, enter 8 as the number.
Incl. the jobs from which was temporarily absent.
An employee has different jobs if he/she has several employers or paymasters. A self-employed person can also have more than one businesses in the same field or a secondary job as an employee.

If T1=2

T3intro  Because you have several jobs, please select one of them as your main job. I will call the other(s) your secondary job(s).

Main job is the one on which most time is spent or from which biggest pay is received or which is continuous or permanent, or matches education best.

If (KA1=1 or KA2=1) and T1=2 (Working during survey week, several jobs)

T3U  During last/the week before last week, did you:
1. Work in both your main and in (at least one of ) your secondary job(s)
2. Work in only your main job (absent from secondary job) or
3. Work in only your secondary job(s)?
DNK

Keep asking until suitable alternative is found.
(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)
If absent from all jobs, return to question KA1.
If $T1=1$, DNK and $KA3=1$ (Employed with one job, absent for the whole week):

**KA4** Why were you absent from work or otherwise on leave for the whole of last/the week before last week? Was the main reason:

If $T3U=3$ (Several jobs, absent from main job for the survey week, but worked in secondary job) or $T1=2$ and $KA3=1$ (Several jobs and absent from all of them for the survey week):

**KA4** Why were you absent or otherwise on leave from your main job for the whole of last/the week before last week? Was the main reason:

1. Temporary lay-off (employee) → $L2$
2. Shortage of work or orders due to production reasons
3. Strike or lockout
4. Study leave
5. Own illness or accident → $KA7$
6. Caring for own children or other relative → $KA5$
7. Annual holiday or leave in lieu of holiday pay
8. A day or week off (e.g. in period-based work, shift work, part-time work, part-time retirement, as paid time-off to compensate for loss of earnings due to shortened working hours, time off to compensate for overtime, seasonal work)
9. Bad weather
10. Conscription or community service → alarm
11. Other reason (e.g. unpaid leave of absence for some other reason)

Keep asking until a suitable alternative is found.

If several reasons for absence, select the one having caused the highest number of hours of absence.

(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

**ALARM** if $KA4=10$ "You marked $KA4=10$, was the respondents really performing conscription or community service during the survey week? If so, return to correct question H7, otherwise select some other reason for absence than alternative 10."

If $KA4=6$, i.e. cared for a child or some other relative

**KA5** During last/the week before last week, were you:

1. On maternity or paternity leave
2. On parental leave
3. On full-time child care leave from work or
4. On temporary care leave from work to look after a sick child
5. Or otherwise caring for children or some other relative?

DNK

Alternatives 1–4 are statutory family leave entitlements for parents of small children.

**Maternity leave**: mother’s leave of approximately 3 months in connection with the birth of a child.

**Paternity leave**: Fathers can take a leave of at most 54 working days flexibly before the child reaches the age of two years.

**Parental leave**: until the child is 9 months old; can be taken by either mother or father.

**Child care leave**: Leave for the purpose of looking after a child aged under 3 at home; can be taken by either mother or father.

**Temporary child care leave**: right for a few days’ absence from work because of acute
illness of child.
If these family leaves are not concerned (e.g. the person has otherwise taken time off to
care for a sick relative), enter 5.

Laid off (If KA4=1)

L2 Have you been laid off:
1. For a fixed time period with an agreed date of return to work → KA6
2. Or until further notice? → KA6
DNK → KA6

If absent from work for the whole week KA4≠5 and (KA3=1 or (T1=2 and T3U=3)

KA6 Were you absent from your (main) job on any day(s) during last/the week
before last week because of your own illness or injury?
1. Yes → KA7
2. No
DNK

Only absences of full day(s) are taken into account.
(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

If absent from work for the whole week and KA4=5 or KA6=1

KA7 How many days were you absent from your (main) job during last/the week
before last week because of illness or injury?
... working days absent from main job in week xx because of own illness or
injury.
DNK

Only absences of full day(s) are taken into account. If not absent for a single full day,
return to correct answer to question KA6.
(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

Check: Accepts 1 – 7 days

*KA8A_2013* If KA3=1 and T1=1,DNK (absent for the survey week and has one job)

For how many weeks had you been absent from work (=by Sunday of the
survey week):
1. less than 4 weeks
2. 4—13 weeks or
3. More than 13 weeks?
DNK
13 weeks = 3 months

Check: does not accept zero.
*KA8B If KA3=1 and T1=2 (absent for the survey week and has several jobs)

When were you last at work? By Sunday (of the survey week) was the time lapsed since then:

1. less than 4 weeks
2. 4—13 weeks or
3. More than 13 weeks?

DNK

If absent from main job and secondary job for different lengths of time, enter the shorter period of absence.

13 weeks = 3 months

If ((KA8A_2013=3, DNK) or KA8B =3, DNK) and KA4≠5 and KA5≠1)) OR L2=2 (data required for the PIPOLO=1 group)

*KA9 When were you last at work?

date: _ _/ _/ _ _ _ _ → KA10

Estimate, if does not remember or know exactly.

Check: date must be before the survey week and after 15th birthday.

If (KA8A_2013=3 or KA8B=3) or (L2=1 and KA4≠5 and KA5≠1):

KA10 When will you return or estimate that your will return to work?

Date: _ _/ _/ _ _ _ _

Estimate, if does not remember or know exactly.

Check: date must be after the survey week.

If 14<=KA8A or KA8A=DNK or KA8B=3, DNK (absent from work for over 13 weeks) and KA4≠5 and KA5≠1

*KA11A Do you receive maternity allowance, paternity allowance or parent’s allowance pay?

1. Yes → KA12
2. No → T4

DNK → T4

IF KA11=1

*KA11B Do you receive salary, earnings-related unemployment allowance or job alternation leave pay?

1. Yes → KA12
2. No → T4

DNK → T4
If KA11A=1 or KA11B=1

*KA12 Compared to your pay while at work, do you receive now during your absence:
1. At least half of your basic pay or
2. Less than half of your basic pay?
DNK

QUESTIONS FOR EMPLOYED PERSONS and the PIPLO=1 group (*)
MAIN JOB

If T1=2

T4intro The next questions concern your main job.
JATKA TÄSTÄ 28.1.2013
Target: All employed persons

T4 Are you (in your main job):
1. An employee → KA9/T5P
2. Self-employed in agriculture (incl. in forestry, horticulture, etc.) → T5
3. Other self-employed (other than in agriculture) → T4B
4. An own-account worker, freelancer or scholarship recipient → T5
5. Unpaid family worker on the farm of a family member → T6
6. Or unpaid family worker in a business of a family member? → T6
7. Other → KA9/T5P
DNK → KA9/T5P

Main job is the one on which most time is spent or from which biggest pay is received or which is continuous or permanent, or matches education best.

If T4 = 4

T4B Please re-clarify whether you are:
1. An own-account worker → T5
2. Freelancer → T5
3. or a scholarship recipient? → T5

If T4 = 2, 3 or 4

T5 Do you have paid labour force?
1. Yes → T6
2. No → T6
DNK → T6

If T5=1 (entrepreneur who has employed labour force)

T5Y How many subordinates do you have?
1. 1 to 5
2. 6 to 10
3. 11 to 20
4. 21 to 49
5. over 50

Employees (T4=1,7 or DNK)

*T5P Are you a hired worker?
1. Yes → T6A
2. No
DNK

*Hiring of labour means that a personnel service agency provides its own employees for its customer enterprises. The work is done with the equipment and at the premises of the customer enterprise, which also supervises the work. The personnel service agency is responsible for the remuneration, social security contributions and statutory insurance contributions of its employees.

If T5P=1 (hired worker):

T6A Through which staff hire agency did you get your job?
Name of personnel service agency: __________________________

The data are needed for the coding of industry.

If employee or unpaid family worker (T4=1, 5, 6, 7 or DNK)

*T6 What is the name of your place (or establishment) of work?
If self-employed (T4=2,3 or 4)

*T6 What is the name of your enterprise?
Name of place of work/enterprise: __________________________ → T7
DNK

If an enterprise with multiple establishments is concerned, ask for the name of the establishment (not the employer). The data are needed for the coding of industry.
For a hired worker enter the name of the place of work where he/she worked during the survey week (not the personnel service agency).
If scholarship recipient, enter name of respondent as name of enterprise.

Alarm, if the same employer is offered as in question T6A: Is the one and same place of work really concerned? The name of the staff hire agency was asked for first and then the place of work where the respondent actually worked.
If employee or unpaid family worker (T4=1, 5, 6, 7 or DNK)

*T7  In which municipality is your place of work located?
If self-employed (T4=2, 3 or 4)

*T7  In which municipality is your enterprise or farm located?
Name of municipality: __________________ → (list of municipality numbers) → T8
200. Abroad → T9
DNK (=997) → T8?

If work is done in more than one municipality, select the one from which instructions are received for work.

*T8  What is the street address or other more precise address of your place of work?
Open answer, no more than 50 characters of text

If an enterprise with multiple establishments is concerned, ask for the address of the establishment. Necessary if the same employer has several establishments in the municipality. The data is needed for the coding of industry.

If T7=200 (abroad) and employee or unpaid family worker (T4=1, 5-7 or DNK)

*T9  In which country is your place of work located?
If T7=200 (abroad) and self-employed (T4=2, 3,4)

*T9  In which country is the enterprise located?
Write name of the country here:_________ (→ SF’s classification of countries)
DNK

If employee or unpaid family worker (T4=1, 5-7 or DNK)

*T10  What is the industry of your place of work?
If self-employed (T4=2, 3, 4)

*T10  What is the industry of your enterprise?
Open answer, coded at the statistics unit
DNK

Industry describes the activity which the establishment primarily engages in.
The information is needed as auxiliary data in the coding of industry, so must be recorded at sufficiently detailed level. To assist, the interviewee could be asked what his/her workplace produces, does, sells or manages.
For example, manufacturing of metal pipes, road construction, ladies’ clothing store, staff restaurant, old people’s home, hospital, comprehensive school.
If scholarship recipient, note down research field (e.g. medical science).

If T4=2 or 5 (own-account worker or unpaid family worker in agriculture)

*T11  What is the main line of production of the farm?
1. Cereals production
2. Growing of plant crops and horticulture (root and other vegetables, soft fruit, flowers, etc.)
3. Dairy farming  
4. Beef cattle farming  
5. Pig farming  
6. Poultry farming  
7. Other farming of animals  
8. Fur farming  
9. Reindeer farming  
10. Forestry  
11. Secondary activities in agriculture (e.g. tourism, riding stables)  
12. Other  
DNK

Main line of production determined by highest gross income received or expected to be received during the year. The data is needed for the coding of occupation and industry.

All employed

*T12 What is your occupation at this place of work? (Name of place of work from T6)
Occupational title: ____________________________ → (index of occupations)
If occupation empty, unknown or DNK → T12.2

If employed and T12=empty, unknown or DNK
(not asked if code for occupation has been found)

*T122 What are your main job tasks?
Open answer: __________________________________________

If T12koodi=1120-1439, 11200 -14399 (or in management occupation)

T12J How large part of your work involves strategic management of the enterprise or organisation. Is it:
1. under 30 per cent  
2. 30 to 50 per cent, or  
3. over 50 per cent?
DNK

If (T4=1, 7 or DNK) and T12koodi=1120–1439, 11200 –14399 (or an employee manager)

T12A How many subordinates do you have?
1. 1 to 5  
2. 6 to 10  
3. 11 to 20  
4. 21 to 49  
5. over 50
Questions for Employed Persons

5. Fifth round and if employee (If T4=1, 7 or DNK)

**T12P**

Do you have supervisory or managerial tasks?

1. Yes  
2. No  

DNK

Note down *Yes* if the person has supervisory responsibilities. For example, full-time project managers are in supervisory positions even when they do not formally have subordinates.

5. Fifth round all employed

**T13**

How many persons work at the establishment where you work?

_ _ (exact number if 1–10 persons)  
11. 11–19 persons  
12. 20–49 persons  
13. 50–199 persons  
14. 200–499 persons  
15. 500 persons or more  

DNK

If an enterprise with multiple establishments is concerned, size of the establishment is sought, not that of the employer or the whole enterprise. Including the person him/herself.

Estimate, if does not remember or know the number of persons exactly.

If T5P=1 (hired worker):

**TS1P intro**

The next questions concern the personnel service agency that employs you.

If employee or unpaid family worker (T4=1, 5-7, or DNK)

**TS1**

Since when have you been working continuously for your current employer?

If self-employed (T4=2–4)

**TS1**

When did you start your current business?

Year: _ _ _ _  mm: _ _
Estimate, if does not remember or know exactly.
Work done under the age of 15 is not taken into account.
Latest continuous employment. Absences are not taken into account if employment contract was not terminated during them.

Fifth survey round and if employee (T4=1,7 or DNK and according to TS1 work has started within the past 12 months)

**TS2** Did you learn about your current job through the employment office, for example from their Internet pages?

1. Yes
2. No
DNK

If T1>1

**TS3intro** The following questions continue to concern your main job.

If employee (T4= 1, 7 or DNK)

**TS3** Is your current employment relationship:

1. Permanent (valid until further notice) → TA1
2. Or fixed-term or temporary? → TS4
DNK → TA1

Persons summoned to work when required are in a temporary job when they work. In their case, employment contract is interpreted as being made separately for each work period.

All self-employed (T4=2, 3, 4, 5 or 6)

**TS3Y** Is your current job:

1. Permanent → TA1
2. Seasonal → TA1
3. Or short-term or temporary? → TA1
DNK → TA1

If T4=2, 3, 4 and if T5=2

**TS3YB** Do you work for or sell your products to one or several customers or employers?

1. Only one
2. Several
DNK
If TS3=2

**TS4**  
*Are you working for a fixed-term because:*  
1. You are doing practical training connected with education (e.g. apprenticeship)  
2. You are working for a trial period  
3. Permanent work was not available, or because  
4. You did not want a permanent job?  

If the reason is e.g. “nature of work” or “project work” select best suited one from alternatives 3 and 4.

If TS3=2

**TS5**  
*When will your employment relationship end or when do you think it will end?*  
Date: _ _/_ _/_ _

Estimate, if does not remember or know exactly.  

*Check: date must fall within the survey week or after it.*

If TS3=2

**TS6**  
*Altogether, what length of fixed-term is concerned?*  
(Read out the alternatives if necessary)  
*Will your current job contract last for:*  
1. Under one month  
2. 1 - 3 months  
3. 4 - 6 months  
4. 7 - 12 months  
5. More than 12 months but not more than 18 months  
6. More than 18 months but not more than 2 years  
7. More than 2 years but not more than 3 years  
8. More than three years  

DNK

Total duration of current fixed-term or temporary job contract from its start to its finish.

**QUESTIONS ABOUT WORKING HOURS FOR THE EMPLOYED (MAIN JOB)**

All employed (except PIPOLO=1)

**TA1**  
*Do you work in your (main) job*  
1. Full-time  
2. Or part-time?

DNK

The interviewee his/herself determines whether he/she does full-time or part-time work.
Working hours can be compared with regular working hours in the field or occupation concerned. Persons in part-time retirement always do part-time work.

If TA1=2 and AGE 60—74 yrs.

**TA2**  
Are you in part-time retirement?  
1. Yes  
2. No  
DNK

(First to 5th round and) if TA1=2

**TA3**  
Do you work part-time because:  
1. Full-time work was not available, or because  
2. You are studying  
3. You are caring for your own children or some other relative  
4. Of health reasons, or  
5. You prefer to work part time for some other reason?  
DNK

Read out the alternatives if necessary, select the main reason if many.

If 5th round and if TA3=3 (care responsibilities reason for working part-time)

**TA4**  
Does the unavailability of suitable care services prevent you from working full-time?  
1. Yes  
2. No  
DNK

If 5th round and if TA4=1

**TA5**  
Do you need care services for:  
1. A child aged under 15 or  
2. An elderly, sick or disabled relative or  
3. Both?  
DNK

If TI=2 and employed

**TA6**  
The next questions continue to concern your main job.

If employee (T4=1, 7, DNK)

**TA8**  
Do you do shift work in your (main) job?  
1. Yes  
2. No
Shift work is work in which shifts change regularly according to an agreed rota of time periods. Note down “No” if the person regularly only does a certain shift, such as night shift.

If employee (T4=1, 7 or DNK)

**TA6**  Do you do period-based work in your (main) job?

1. Yes  → TA7
2. No

DNK

Period-based work is an arrangement of working hours in which the lengths of shifts and numbers of working hours vary in different weeks of the period. Even in period-based work, working hours even out to no more than 40 per week, which is the highest legal number of working hours per week without overtime.

In period-based work (previously irregular shift work) regular working hours can be arranged, for example, as follows:
- 114 h 45 min in three weeks
- 229 h 30 min in six weeks

If TA6=1

**TA7A**  How many hours per period? _ _ _ hours

**TA7B**  How many weeks in a period? _ _ weeks

DNK

If (T4=1, 7, DNK and TA6≠1) i.e. an employee who does not do period-based work

**TA9**  What are your regular or usual weekly working hours (in your main job)?

Please include any regular overtime hours you do, both unpaid and paid.

If self-employed or unpaid family worker (T4=2-6)

**TA9**  How many hours do you usually work per week?

_ _ _ hours  → calculator

000. No regular working hours because they vary from one week to the next  → TA10

DNK  → TA10

Look for an average of weekly working hours over a longer time period.

Paid or unpaid overtime or other additional hours.

Halves of hours are raised upwards if preceded by an odd number (e.g. 37.5 hours = 38).
It preceded by an even number, raising is not done (e.g. 38.5 hours = 38).

If TA9=000, DNK

**TA10**  Do you only work when called to work? (E.g. as stand-in, reserve)

1. Yes
2. No

DNK
If TA7A=DNK or TA7B=DNK or TA9=000, DNK

**TA11**
Could you estimate your average weekly working hours for example based on your latest month of employment?

_ _ _ hours
DNK

*Alarm here if nil is offered.*

Look for an average of weekly working hours over a longer time period.

If T1=2 and if (KA1=1 or KA2=1) and (T1=1 or T3U=1, 2) i.e. is working in the main job during the survey week and is employed and has several jobs.

**TA12intro**
The following questions continue to concern your main job.

If (KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK) i.e. was working at the main place of work during the survey week

**TA13**
Did you work on Saturday, dd/mm (=Saturday of the survey week)?

1. Yes
2. No
DNK

If (KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK) i.e. was working at the main place of work during the survey week.

**TA14**
Did you work on Sunday, dd/mm (=Sunday of the survey week)?

1. Yes
2. No
DNK

If (KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK) and (TA21≠4) i.e. was working at the main place of work during the survey week and TA21≠4

**TA23**
Were you absent from your (main) job on any day(s) during last/the week before last week because of your own illness or injury?

1. Yes
2. No
DNK

Only full-day absences are considered.

If TA23=1 or TA24=1

**TA24**
How many full working days were you absent from work (during last/the week before last week because of illness or injury)?

_ working days

Only full-day absences. If worked shorter days because of illness, note down 0 days.

*Check: accepts 0 – 7 days*
If \((KA_1=1\text{ or } KA_2=1)\) and \((T1=1, \text{ DNK or } T3U=1, 2, \text{ DNK})\) i.e. was working at the main job during the survey week:

**TA12** On how many days were at work during last/the week before last week?
*(Name of place of work from T6)*

| _ days |

Partial days are counted as full days.

*Check: accepts 1–7 days*

If \((KA_1=1\text{ or } KA_2=1)\) and \((T1=1, \text{ DNK or } T3U=1, 2, \text{ DNK})\) and \((T4=1, 7, \text{ DNK})\) i.e. was working at the main place of work during the survey week and is employee:

**TA15** Did you work overtime, additional hours or on-call hours at the workplace (in your main job) during last/the week before last week?

1. Worked overtime or additional hours
2. Worked on-call hours at the workplace
3. Worked both overtime and on-call hours
4. Worked neither

*DNK*

Paid or unpaid overtime or other additional hours.

If \(TA15=1\) or 3

**TA16** Are you compensated for this overtime work fully or partly in money or as time off?

1. Yes, compensated fully
2. Yes, compensated partly
3. Not compensated

*DNK*

Paid or unpaid overtime or other additional hours.

**P8** How many hours did you work:

**P81** (If \(TA15=1, 3\) and \(TA16=1\) or 2) paid overtime? _ _ hours

**P82** (If \(TA15=1, 3\) and \(TA16=2, 3, 9\)) unpaid overtime? _ _ hours

Paid or unpaid overtime or other additional hours.

If \((KA_1=1\text{ or } KA_2=1)\) and \((T1=1, \text{ DNK or } T3U=1, 2, \text{ DNK})\) i.e. was working at the main place of work during the survey week and:

- If employee \((T4=1, 7, \text{ DNK})\)

**TA17** How many hours did you work during last/the week before last week if possible overtime and on-call hours are included and temporary absences of even one hour are excluded?

- If self-employed \((T4=2-6)\)

**TA17** How many hours altogether did you work during last/the week before last
week? Temporary absences of even one hour should be deducted and on-call hours spent at home and domestic work should not be included in working hours.

_ _ _ hours

(Concerns week xx, i.e. dd/mm – dd/mm/yyyy)

Paid or unpaid overtime or other additional hours.

Halves of hours are raised upwards if preceded by an odd number (e.g. 37.5 hours = 38).
It preceded by an even number, raising is not done (e.g. 38.5 hours = 38).

If TA11=DNK or TA17=DNK

**TA18** Did you work more or fewer hours than usual during last/the week before last week?

1. More hours than usual
2. Fewer hours than usual
3. Usual number of hours

DNK

*Calculator: TA17 - (TA7, TA9 or TA11) or based on TA18 either TA19, TA20 or if did usual number of hours move to either TA23, TEP0, TEP1, TEP6, S1 or AT1.*

If (weekly working hours produced by calculator TA7–TA17 < 0 or TA9–TA7 < 0 or TA11–TA17 < 0 or TA18=1) and TA15≠1, 3 (did not work overtime in the survey week).

*If worked overtime in the survey week (TA15=1, 3) value ‘1’ can be given to the output variable formed on the basis of TA19.*

**TA19** You worked more hours than usual during last/the week before last week (xx hours more). Was the reason:

1. Overtime or additional hours (paid or unpaid) or
2. Variable working hours (e.g. flexitime, shift work, period-based work, or the like)?
3. Other reason

DNK

Main one if many reasons.

Paid or unpaid overtime or other additional hours.

If weekly working hours produced by calculator TA7–TA17 > 0 or TA9–TA7 > 0 or TA11–TA17 > 0 or TA18=2

**TA20** Did you work less hours than usual in the survey week because:

1. Your working hours vary or
2. For some other reason? → TA21

DNK → TA21

Working hours vary: person does period-based work or flexitime or working hours are irregular for some other reason.

Other reason: was absent from work due to e.g. holiday, illness, public holiday, temporary lay-off.

Select alternative 2 if both reasons applied.
TA21  Was the reason for shorter working hours:
1. Shortage of work or orders due to production reasons
2. Strike or lockout
3. Study leave
4. Own illness or injury
5. Caring for own children or some other relative
6. Other absence from work for family or personal reasons
7. Annual holiday, leave in lieu of holiday pay
8. Public holiday (inc. Christmas and Midsummer Eve)
9. Bad weather
10. Job started in the survey week
11. Job finished in the survey week, no new job?
12. Other reason

DNK

Keep asking until suitable alternative is found.
If respondent reports one reason immediately, check if there were also others.

TA22  During last/the week before last week, were you:
1. On maternity or paternity leave
2. On parental leave (incl. father’s month)
3. Full-time child care leave from work or
4. Temporary care leave from work to look after a sick child
5. Or otherwise caring for children or some other relative?

DNK

Alternatives 1–4 are statutory family leave entitlements for parents of small children.

Maternity leave: mother’s leave of approximately 3 months in connection with the birth of a child.

Paternity leave: Fathers can take a leave of at most 54 working days flexibly before the child reaches the age of two years.

Parental leave: until the child is 9 months old; can be taken by either mother or father.

Child care leave: leave for the purpose of looking after a child aged under 3 at home; can be taken by either mother or father.

Temporary child care leave: right for a few days’ absence from work because of acute illness of child.

If these family leaves are not concerned (e.g. the person has otherwise taken time off to care for a sick relative), enter 5.
EMPLOYED (PIPOLO=1 excluded), 5TH SURVEY ROUND
MAIN JOB

Employed persons having worked in their main job in the past 4 weeks.
For the employed persons who have not worked in their main job in the past 4 weeks, value ‘3’, i.e. ‘No’ can be added to the output variables to be formed later.

5th survey round and employed and has been working in the main job in the past four weeks: Employed and (((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or (KA8A_2013=1 or KA8B=1))

TEP1 Intr
I will next ask you questions about arrangements of your working hours (in your main job) during the past four weeks, i.e. the time period between dd/mm – dd/mm/yyyy (=Sunday of the survey week and the four weeks preceding it).

If 5th round and employed and has several jobs and been working in main or secondary job in the past four weeks: (employed and KA8B=1, DNK

TEP0 Were you working in your main job for the past four weeks or were you absent from your main job for the entire period?
1. Was working at main place of work on at least one day during the past four weeks → TEP1
2. Was absent from main job for the entire four-week period → TEP6 or S1 or AT1

During the past four weeks= dd/mm – dd/mm/yyyy

5th survey round and employed and has been working in the main job in the past four weeks: employed and ((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or KA8A_2013=1 or TEP0=1

TEP1 Did you work in the evenings between 6 pm and 11 pm during that time?
1. Yes, regularly
2. Yes, occasionally
3. No
DNK

During the past four weeks= dd/mm – dd/mm/yyyy

5th survey round and employed and has been working in the main job in the past four weeks: employed and ((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or KA8A_2013=1 or TEP0=1

TEP2 Did you work during nights between 10 pm and 6 am at that time?
1. Yes, regularly
2. Yes, occasionally
3. No
DNK

During the past four weeks= dd/mm – dd/mm/yyyy
5th survey round and employed and has been working in the main job in the past four weeks: Employed and ((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or KA8A_2013=1 or TEP0=1

**TEP3** Did you work on one or more Saturdays during that time?  
1. Yes, on at least two Saturdays  
2. Yes, on one Saturday  
3. No  
   DNK  
   During the past four weeks= dd/mm – dd/mm/yyyy

5th survey round and employed and has been working in the main job in the past four weeks: Employed and ((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or KA8A_2013=1 or TEP0=1

**TEP4** Did you work on one or more Sundays during that time?  
1. Yes, on at least two Sundays  
2. Yes, on one Sunday  
3. No  
   DNK  
   During the past four weeks= dd/mm – dd/mm/yyyy

5th survey round and employed and has been working in the main job in the past four weeks: Employed and ((KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK)) or KA8A_2013=1 or TEP0=1

**TEP5** Have you done paid work at home during the past four weeks?  
1. Regularly  
2. Occasionally or  
3. Never?  
   During the past four weeks= dd/mm – dd/mm/yyyy

5th survey round and all employed employees, i.e. if T4=1, 7 or DNK

**TEP6** What is the monthly income you receive from your main job before deduction of taxes (gross income)?  
Read out explanation if necessary: income comprises regularly paid shift work premiums, personal bonuses and the like, but not compensations for occasional overtime.  
Monthly income from main job approximately: EUR _ _ _ _ _ _ _ _  
Performance-based and other bonuses that are paid less frequently than once a month should be taken into account in estimations of monthly earnings.  
If the person is unable to report his/her monthly income but is able to estimate his/her annual income, ask him/her for it and divide it by twelve.  
Estimate, if does not remember or know exactly.  
*Alarm* if offered monthly income exceeds EUR 9,999: Check whether you noted down monthly income correctly. You have now noted down EUR xxxxxxx.
SECOND JOB

If T1=2

S1intro I will next ask questions about your (most important) secondary job.

If T1=2

S1 In your secondary job, are you:
1. An employee
2. An employer in agriculture (incl. in forestry, horticulture, etc.)
3. Other employer
4. An own-account worker, freelancer or scholarship recipient
5. Unpaid family worker on the farm of a family member
6. Or unpaid family worker in an enterprise of a family member?
7. Other
DNK

If S1=2, 3 or 4

S2 Do you have paid labour force?
1. Yes
2. No
DNK

If employee (S1=1,7 or DNK)

S2P Are you a hired worker in your secondary job?
1. Yes
2. No
DNK

Hiring of labour means that a personnel service agency provides its own employees for its customer enterprises. The work is done with the equipment and at the premises of the customer enterprise, which also supervises the work. The personnel service agency is responsible for the remuneration, social security contributions and statutory insurance contributions of its employees.

If S2P=1

S3intro The next questions concern the secondary workplace where you worked during last/the week before last week. Note that they do not concern the personnel service agency which employs you.

If T1=2

S3 What is the name of the place or establishment of your (most important)
secondary job?
Name:________________________________
DNK

If an enterprise with multiple establishments is concerned, ask for the name of the
establishment (not the employer). The data are needed for the coding of industry.

If \( T1=2 \) and \( S1=1,5-7 \) or DNK

\[ S4 \]
**In which municipality is your secondary job located?**
If \( T1=2 \) and \( S1=2-4 \)

\[ S4 \]
**In which municipality is this enterprise or farm located?**
Name of municipality: _________________ → (list of municipality numbers)
200. Abroad
977. DNK

If work is done in more than one municipality, select the one from which instructions are
received for work. The data are needed for the coding of industry.

\[ S5 \]
**What is the street address or other more precise address of this place of
work?**
Open answer, no more than 50 characters of text.
DNK

Necessary if the same employer has several establishments in the municipality. The data
are needed for the coding of industry.

If \( S4= 200 \) (abroad) and \( S1=1,5-7 \) or DNK:

\[ S6 \]
**In which country is your secondary job located?**
If \( S4=200 \) (abroad) and \( S1=2-4 \)

\[ S6 \]
**In which country is the enterprise of your secondary job located?**
Enter name of the country here:___________ (→ SF’s classification of countries)
DNK

If employee (\( S1=1,5-7 \) or DNK)

\[ S7 \]
**What is the industry of the place of your secondary job?**
If self-employed (\( S1=2-4 \))

\[ S7 \]
**What is the industry of the enterprise of your secondary job?**
Open answer, coded at the statistics unit
DNK

Industry describes the activity which the establishment primarily engages in.
The information is needed as auxiliary data in the coding of industry, so must be recorded
at sufficiently detailed level. To assist, the interviewee could be asked what his/her
workplace produces, does, sells or manages.
For example, manufacturing of metal pipes, road construction, ladies’ clothing store, staff
restaurant, old people’s home, hospital, comprehensive school.
If S1=2 or 5

S8 What is the main line of production of the farm? valikko
1. Cereals production
2. Growing of plant crops and horticulture (root and other vegetables, soft fruit, flowers, etc.)
3. Dairy farming
4. Beef cattle farming
5. Pig farming
6. Poultry farming
7. Other farming of animals
8. Fur farming
9. Reindeer farming
10. Forestry
11. Secondary activities in agriculture (e.g. tourist accommodation, riding stables)
12. Other

DNK

Main line of production determined by highest gross income received or expected to be received during the year. The data are needed for the coding of occupation and industry.

If T3U=1 or 3 i.e. worked in secondary job during the survey week

S10 For how many hours did you work in your secondary job during last/the week before last week (in all secondary jobs, if many)?

_ _ _ hours

0. Has a secondary job but worked no hours in it during the survey week ((KA3=1 and T1=2) or T3U=2)

DNK

Temporary absences are deducted.

→AT1
UNDEREMPLOYMENT OF EMPLOYED PERSONS
All employed, excluding PIPOLO=1

AT1  Would you prefer to work more hours than you are able to at the moment in your current job/jobs?
1. Yes
2. No
DNK

Assuming more hours would mean higher pay.

5th survey round and if AT1=1

AT2  How would you like to increase your working hours from the present?
Would you like to:
1. Get a secondary job
2. Change to a job with longer hours
3. Work more hours in your current job
4. Or would all of the above suit you?
DNK

If AT1=1

AT3  If you were offered a suitable job or an opportunity to work more hours, would you be able to start within about two weeks?
1. Yes
2. No

5th survey round and if AT3=2

AT4  Is the acceptance of a job prevented by:
1. Studying
2. Conscription or performing of community service
3. Period of notice from current job
4. Family reasons, e.g. childcare, pregnancy, caring for a relative
5. Or your own illness or incapacity for work?
6. Other reason
DNK

All employed

AT5  In your present life situation what would be the best suited number of working hours for you, assuming that the number of hours worked would also influence the size of pay?
On the average _ _ _ hours per week
DNK
Total desired average number of weekly working hours in all jobs.
Assuming that fewer hours would mean less pay and more hours more pay or other earnings.
Respondent’s normal weekly working hours in main job are _ _ _ hours (hours from question TA17, TA18P, TA18Y or TA19).

JOB SEEKING OF EMPLOYED PERSONS

All employed, excluding PIPOL0=1

I will next ask questions about job seeking during the past four weeks, i.e. between dd/mm/yyyy and dd/mm/yyyy (=Sunday of the survey week and the four weeks preceding it). All methods of job seeking are acceptable, such as contacting the employment office, browsing of vacancy announcements in papers or on the Internet or asking friends. Seeking of part-time work or fixed-term work of short duration are also taken into consideration.

Have you been looking for a new job or a secondary job, or been making arrangements for becoming self-employed during the past four weeks?
1. Yes
2. No

During the past four weeks= dd/mm – dd/mm/yyyy
Enter ‘No’ if started work at the latest during the survey week, i.e. was looking for the current main or secondary job.

When did you start looking for work?
Date: _ _/_ _/_ _ / _ _ _ _

Refers to the latest continuous period of job seeking. If job seeking was at times interrupted, look for a day when job seeking last started.
Estimate, if does not remember or know exactly.

Check: date cannot be before 15th birthday or after the survey week.

Are you primarily looking for:
1. Work as an employee
2. Or work as self-employed or own-account worker?

If TE1 =1

I will next list different methods of job seeking. Which of them have you used during the past four weeks, i.e. between dd/mm – dd/mm/yyyy (Sunday of the survey week and the four weeks preceding it)?
All alternatives as separate questions to which the answer is ‘Yes’ or ‘No’. Each also accompanied by explanatory text giving e.g. dates.

**TE401** Did you contact the employment office in order to find work?
1. Yes
2. No

**During the past four weeks, i.e. between dd/mm and dd/mm/yyyy**

**TE402** Did you contact a private personnel service agency (labour hiring or employment agency office)?

**TE403** Did you ask employers direct about jobs?

**TE404** Did you ask about jobs from friends, relatives, trade unions or elsewhere?

**TE405** Did you browse vacancy announcements, e.g. in papers, on the Internet, on teletext or on notice boards?

**TE406** Did you post job advertisements or reply to them?

**TE407** Did you attend job interviews or aptitude tests?

*Asked if TE3=2 or 9 (‘No’ is entered for others):*

**TE408** Did you look for a site, premises or equipment for a business?

**TE409** Did you apply for financing, permits, licences or similar in order to start a business?

*Asked if there are no ‘Yes’ answers to parts 1 to 9.*

**TE410** Were you waiting for information from the labour exchange office?

**TE411** Were you waiting for results from a job application?

**TE412** Did you try to find a job in some other way?

If 5th survey round and if TE1=1

**TE5** Were you looking for:
1. A new job or
2. A secondary job in addition to your present one? →T18

**DNK**

If 5th survey round and if TE5=1

**TE6** Were you looking for a new job because
1. Your present job is insecure or will finish (is fixed-term)
2. Your present job is an interim phase
3. Your want to work longer hours than in your present job
4. Your want to work shorter hours than in your present job
5. Or because you want better working conditions (e.g. more pay, shorter journey to work)?
6. Other reason?
If TE3= 1 or DNK (looking for work as employee)

**TE7** Would you prefer:
1. Full-time work → TE8
2. Or part-time work? → TE9

DNK

If TE7=1

**TE8** Would you be prepared to work part-time?
1. Yes
2. No

DNK

If TE7=2

**TE9** Would you be prepared to work full-time?
1. Yes
2. No

DNK

---

**REGISTER OF JOB SEEKERS**

5th survey round and if employed and if aged 16 to 64

**R1TY** Are you currently registered as an unemployed jobseeker at the employment office?
1. Yes
2. No → KA14T

DNK

Even an employed person can seek for a job through the employment office but he/she is not registered as an unemployed jobseeker.

5th survey round and if R1TY=1 or DNK

**R2TY** Are you paid unemployment benefit?
1. Yes
2. No

DNK

The following allowances are considered as unemployment benefits:
- **Earnings-related allowance** (paid by unemployment funds)
- **Basic allowance** (paid by the Social Insurance Institution)
- **Labour market subsidy** (paid by the Social Insurance Institution)
- Additional days for ageing unemployed persons
MAIN ACTIVITY OF EMPLOYED PERSONS

If employed

**KA14T** Is paid employment or self-employment your main activity?

1. Yes
2. No  → **KA15T**

DNK

If changes have occurred in main activity, ask about the situation in the survey week, i.e. week number xx from dd/mm – dd/mm/yyyy.

Main activity is the activity on which most time is used or from which most income is received.

Main activity does not mean the same as labour force status.

Respondent’s own perception of his/her main activity.

If employed and if KA14T≠1

**KA15T** Which of the following in your own opinion best describes you main activity:

1. Unemployed
2. Student, school pupil
3. On old age pension (retired on the basis of age, years of service or on private pension insurance)
4. On disability pension or otherwise chronically ill
5. Carer of own children (aged under 15)
6. Carer of an aged, sick or disabled relative
7. Conscript or performer of community service  →alarm
8. Doing something else

DNK

If changes have occurred in main activity, ask about the situation in the survey week, i.e. week number xx from dd/mm – dd/mm/yyyy.

**ALARM if KA15T=7** "You marked KA15T=7, was the respondents really performing conscription or community service during the survey week? If so, return to correct question H7, otherwise select some other reason for absence than alternative 7."

→ QUESTIONS CONCERNING EDUCATION
LATEST WORK OF NON-EMPLOYED PERSONS
(Excl. PIPOLO=1 group who should be asked the respective questions for employed persons)

If non-employed aged 15 to 74 (Excl. PIPOLO=1 group who should be asked the respective questions for employed persons)

M1 Have you done paid work at some time in the past?

1. Yes → EE1
2. No → EE1

DNK → EE1

Paid work means work done as an employee, self-employed person or own-account worker, and unpaid work done for the business or farm of a member of the same household.
Volunteer work or caring for a relative are not paid work.

If M1A=1 or M1B=1

M2 In which year did your latest paid work end?

Year_ _ _ _

DNK → M2B

Estimate, if does not remember or know exactly.

If survey year less year when work ended >7 → E1

If survey year – year in M2 <=2

M2C In which month did the work end?

Month:_ _

DNK

Estimate, if does not remember or know exactly.

May receive values 1 – 12, DNK
If M2=DNK

M2B  Have you done paid work during the past 8 months?
1. Yes → M5U
2. No → EE1
DNK → EE1

Due to pre-filling and copying of data, M5U is asked on the first survey round (and not until the 5th round) and the answer is copied for the following rounds if the situation has not changed.

If survey year less year in which work ended (M2 or M2C)<8 or M2B=1.

M5U  For what reason did the work end or why did you discontinue it?
01. Dismissal or lay off (employer ended employment relationship due to production or financial reasons)
02. Fixed-term work (e.g. seasonal work) ended
03. Staying to care for own children or some other relative
04. Other family reason
05. Illness, incapacity for work or disability pension
06. Start/continuation of studies
07. Early retirement (on e.g. unemployment pension, change of generation or closure pension, or pension from private pension insurance)
08. Old-age retirement (based on normal retirement age or years of service)
09. Start of conscription or community service
10. Other reason (e.g. gave in notice or closed business for reasons other than those mentioned above).
DNK

If necessary, read out the alternatives.

ANNUAL DATA if survey year less year when work ended 1-7 years.
QUARTERLY DATA if survey year less year when work ended <1.

M6  In your latest work, were you:
1. An employee → M7P
2. An employer in agriculture (incl. in forestry, horticulture, etc.) → M7
3. Other employer → M7
4. An own-account worker, freelancer or scholarship recipient → M6B
5. Unpaid family worker on the farm of a family member → M8
6. Or unpaid family worker in an enterprise of a family member? → M8
7. Other → M7P
DNK → M7P
If $M6=4$

**M6B**  Please re-clarify whether you are:
1. An own-account worker
2. Freelancer
3. or a scholarship recipient?
DNK

If $M6=2, 3$ or 4

**M7**  Did you have paid labour force?
1. Yes
2. No
DNK

If employee in latest job ($M6=1, 7$ or DNK)

**M7P**  Were you a hired worker?
1. Yes
2. No
DNK

Hiring of labour means that a personnel service agency provides its own employees for its customer enterprises. The work is done with the equipment and at the premises of the customer enterprise, which also supervises the work. The personnel service agency is responsible for the remuneration, social security contributions and statutory insurance contributions of its employees.

ANNUAL DATA if survey year less year when work ended 1-7 years.
QUARTERLY DATA if survey year less year when work ended <1.

If $M7P=1$ (hired worker):

**M8intro**  The next questions concern the place where you last worked, and not the personnel service agency which was your employer.

ANNUAL DATA if survey year less year when work ended 1-7 years when $M2B=1$.
QUARTERLY DATA if survey year less year when work ended <1.

**M8**  What was the name of the place (or establishment) of your work?
Name: ____________________________________

If an enterprise with multiple establishments is concerned, ask for the name of the establishment (not the employer). The data are needed for the coding of industry.

**M9**  In which municipality was the work located?
Name of municipality: ________________ → (list of municipality numbers)
200. Abroad →M11
DNK (=997)
If worked in more than one municipality, select the one from which instructions are received for work.

**M10 What was the street address or other more precise address of your place of work?**
Open answer, no more than 50 characters of text.
DNK

Necessary if the same employer has several establishments in the municipality. The data is needed for the coding of industry.

If M9=200 (abroad)

**M11 In which country was your place of work located?**
Name of country:_________________________ → (SF’s country classification)
DNK

ANNUAL DATA if survey year - year when work ended is 1-7 years or M2B=1.
QUARTERLY DATA if survey year less year when work ended <1.
If employee (M6=1, 7, DNK) and survey year less year when work ended <8 or M2B=1.

**What was the industry of your place of work?**
If employer (M6=2-6) and survey year less year when work ended <8 or M2B=1.

**What was the industry of your enterprise?**
Open answer, coded at the statistics unit.
DNK

Industry describes the activity which the establishment primarily engages in.
The information is needed as auxiliary data in the coding of industry, so must be recorded at sufficiently detailed level. To assist, the interviewee could be asked what his/her workplace produces, does, sells or manages.
For example, manufacturing of metal pipes, road construction, ladies’ clothing store, staff restaurant, old people’s home, hospital, comprehensive school.

If M6=2 or 5

**M13 What is the main line of production of the farm?**
Main line of production determined by highest gross income received or expected to be received during the year. The data are needed for the coding of occupation and industry.
DNK

ANNUAL DATA if survey year less year when work ended 1-7 years or M2B=1.
QUARTERLY DATA if survey year less year when work ended <1.

**M14 What was your occupation at this place of work?**
Occupational title:_____________________________ → (index of occupations)

If M14=DNK (Not asked if code of occupation found).

**M14.2 What were your main job tasks?_____________________________
As asked in the first wave and copied to the next waves if situation has not changed.

If reference year minus year when last employment ended = 0–7 years or M2B=1

M15. For what reason did the work end or why did you discontinue it?

01. dismissal or lay-off (employer ended employment relationship due to production or financial reasons)
02. fixed-term work (e.g. seasonal work) ended
03. staying to care for own children or some other relative
04. other family reason
05. illness, incapacity for work or disability pension
06. start / continuation of studies
07. early retirement (on e.g. unemployment pension, change of generation or closure pension, or pension from private pension insurance)
08. old-age retirement (based on normal retirement age or years of service)
09. start of conscription or community service
10. other reason (e.g. gave in notice or closed business for reasons other than those mentioned above)

Cannot say
If necessary, read out the alternatives.

JOB SEEKING OF NON-EMPLOYED PERSONS

If non-employed (incl. PIPOLO=1 group).

EE1intro I will next ask questions about job seeking during the past four weeks, in other words between dd/mm/yyyy and dd/mm/yyyy (=Sunday of the survey week and the four weeks preceding it). All methods of job seeking are acceptable, such as contacting the employment office, browsing of vacancy announcements in papers or on the Internet, or asking friends. Seeking of part-time work or fixed-term work of short duration are also taken into consideration.

EE1 During the past four weeks, have you been looking for paid work, made arrangements to start your own business or been waiting for an agreed job to start?

1. Yes, has looked for work → EE7
2. No, has not looked for work in the past four weeks because has been waiting for an agreed job to start → EE4
3. No, has not looked for work (or waited for agreed job to start) → EE2
   DNK → EE2

During the past four weeks = dd/mm – dd/mm/yyyy (Sunday of the survey week and the four weeks preceding it).
Agreed job = Had looked for work over a month ago and has agreed to start work after the survey week.

PIPOLO=1 (non-employed with employment contract) i.e. KA3=1 and T4=1,7, DKN and (L2=2, DKN or KA4≠5 and KA5≠1 and L2≠2, DKN) and (KA8A_2013=3, DKN or KA8B=3, DKN)

EE1B During the past four weeks, have you been looking for a new job or a secondary job, or been making arrangements for becoming self-employed?
1. yes → EE7
2. no → EE2
   EOS → EE2

During the past four weeks = dd/mm – dd/mm/yyyy

If EE1=2 or DNK.

EE2 Would you have liked to have done paid work during last/the week before last week if suitable work had then been on offer?
If PIPOLO=1 and if EE1B = 2, DKN

EE2 Would you have liked to have done paid work during last/the week before last week?
1. Yes → EE4/EE3A
2. No → EE4/EE3A
   DNK → EE4/EE3A

5th survey round and if (EE1=3, DKN and EE2=1) or (EE1B=2, DKN and EE2=1).

EE3A Why did you not look for a job although you wanted to work?
(during the time period between dd/mm – dd/mm/yyyy)
1. Waited for own temporary lay-off period to end → E12 ??
2. Prevented by own illness or disability → EE13
3. Cared for own child or some other relative → EE5
4. Other personal or family reason → EE13
5. Studying, attending school → EE13
6. Retired full-time → EE13
7. Believed that work was not available → EE13
8. Other reason → EE13
   DNK → EE13

If necessary, read out the alternatives. If several reasons, ask for the main one.
If the person has a valid employment relationship, ask for the reason for being away from work, e.g. caring for own child, study leave, etc.

If EE2=2 or DNK

**EE3B** Why did you **not** want a job at that particular time?

1. Waited for own temporary lay-off period to end → E12 ??
2. Prevented by own illness or disability → E12
3. Cared for own child or some other relative → E12
4. Other personal or family reason → E12
5. Studying, attending school → E12
6. Retired full-time → E12
7. Believed that work was not available → E12
8. Other reason → E12
DNK → E12

If necessary, read out the alternatives. If several reasons, ask for the main one.

If the person has a valid employment relationship, ask for the reason for being away from work, e.g. caring for own child, study leave, etc.

If EE1=2

**EE4** When will you start the new job?

Starting date of job: _ _ / _ _ / _ _ _ _

DNK

Estimate, if does not know or remember exactly.

If 5th survey round and (if EE3A=3 or EE3B=3)

**EE5** You mentioned that you are caring for children or some other relative. Does lack of care services prevent you from seeking or returning to paid work?

1. Yes
2. No
DNK

Care services=children’s day care, schoolchildren’s afternoon or morning care, care or assistance of the elderly, disabled or sick.

If 5th survey round and if EE5=1

**EE6** Do you need care services for:

1. A child aged under 15 or
2. An elderly, sick or disabled relative or
3. Both?

If EE1=1, 2 or EE1B=1

EE7  When did you start looking for work?

date __/__/____

DNK

Estimate, if does not remember or know exactly.
Means the latest continuous period of job seeking.
The data are needed to calculate length of unemployment.
If a person has been offered a job without specifically looking for it, note down e.g. the
date when the latest job finished or the date when the job was offered.

*Check: date must be date of the interview or prior to it, but after the person’s 15th birthday.*

If EE1=1 or EE1B=1

EE8  Are you primarily seeking:

If EE1=2

EE8  Is the job that will soon start:

1. Work as an employee
2. Or work as self-employed or own-account worker?

DNK

If EE1=1 or EE1B=1

EE99  I will next list different methods of job seeking. Which of them have you used
during the past four weeks, i.e. between dd/mm – dd/mm/yyyy (Sunday of
the survey week and the four weeks preceding it)?

*All parts as separate questions to which the answer is ‘Yes’ or ‘No’. Each also
accompanied by explanatory text giving e.g. dates.*

EE901 Did you contact the employment office in order to find work?

1. Yes
2. No

*During the past four weeks, i.e. between dd/mm and dd/mm/yyyy*

EE902 Did you contact a private personnel agency (labour hiring or employment agency
office)?

EE903 Did you ask employers direct about jobs?

EE904 Did you ask about jobs from friends, relatives, trade unions or elsewhere?

EE905 Did you browse vacancy announcements for example in papers, on the Internet,
on teletext or on notice boards?

EE906 Did you post job advertisements or reply to them?
Did you attend job interviews or aptitude tests?  
*Asked if EE8=2 or DNK, ‘No’ is entered for others:*

Did you look for a site, premises or equipment for a business?  
*Asked if there are no ‘Yes’ answers to parts 1 to 9.*

Did you apply for financing, permits, licences or similar in order to start a business?

Were you waiting for information from the employment office?

Were you waiting for results from a job application?

Did you try to find a job in some other way?

If (EE1=1 or EE1B=1) and EE8=1 or DNK  

**EE10 Would you prefer:**

If EE1=2 and EE8=1 or DNK  

Is the agreed job:

1. Full-time work  
   → EE11  
2. Or part-time work?  
   → EE12  

DNK

If EE1=1 and EE10=1  

**EE11 Would you be prepared to work part-time?**

1. Yes  
2. No  

DNK

If (EE1=1 or EE1B=1) and EE10=2  

**EE12 Would you be prepared to work full-time?**

1. Yes  
2. No  

DNK

If EE1=1, 2 or EE1B=1 or EE2=1  

**EE13 Would you be able to start work on Monday dd/mm/yyyy at the latest (= Sunday of survey week + 14 days)?**  

1. Yes  
2. No  

DNK

If has already started work between survey week and time of interview, note down ‘Yes’.
EE14  Is the reason for not being able to start work:
1. Studying
2. Conscript or performance of community service
3. Period of notice from current job
4. Family reasons (e.g. childcare, pregnancy, caring or assisting of a relative)
5. Or your own illness or incapacity to work?
6. Other reason
DNK

If necessary, read out the alternatives.

EE15  Before looking for work (or agreeing to start work) were you:
1. In a permanent job
2. In a fixed-term job
3. Studying (full-time)
4. Conscript or performing community service
5. Caring for your own children or some other relative
6. Or retired?
7. Doing something else
DNK

EE16  Are you now seeking to:  -> R1ETY
1. Enter working life permanently for the first time
2. Enter working life temporarily
3. Or return back to working life?
DNK

REGISTER OF JOB SEEKERS  5TH SURVEY ROUND
If non-employed (incl. PIPOLO=1 group) and aged 15 to 64 (questions R1-R3 are asked of all employed and non-employed persons aged 15 to 64).

RIETY  Are you currently registered as an unemployed jobseeker at the employment office?
1. Yes
2. No
DNK
R2ETY Are you paid unemployment benefit?

1. Yes
2. No → E17

DNK → E17

The following allowances are considered as unemployment benefits:
- Earnings-related allowance (paid by unemployment funds)
- Basic allowance (paid by the Social Insurance Institution)
- Labour market subsidy (paid by the Social Insurance Institution)

MAIN ACTIVITY OF NON-EMPLOYED PERSONS

If non-employed (incl. PIPOLO=1 group)

KA15E Which of the following in your own opinion best describes you main activity:

1. Unemployed or laid off
2. Student, school pupil
3. Old-age pensioner (retired on the basis of age, years of service or on private pension insurance)
4. On disability pension or otherwise chronically ill
5. Carer of own children (aged under 15)
6. Carer of an aged, sick or disabled relative
0. Employed
7. Conscript or performer of community service → Alarm
8. Doing something else

DNK

ALARM if KA15E=7 "You marked KA15T=8, was the respondents really performing conscription or community service during the survey week? If so, return to correct question H7, otherwise select some other reason for absence than alternative 8."

If changes have occurred in main activity, ask about the situation in the survey week, i.e. week number xx from dd/mm – dd/mm/yyyy. Main activity does not mean the same as labour market status. Respondent’s own perception of his/her main activity.

If (non-employed aged 50 to 74) or KA15E=6 (cared for a relative)

EE21 Are you a family carer receiving a care allowance from the municipality?

1. Yes
2. No

A family carer is a person who has made an agreement with municipal authorities to care for a close person and receives compensation for it from public funds. The cared person can be e.g. spouse, parent or handicapped child.
**EDUCATION**

If aged 15 to 74

**KLintro** I will next ask a few questions about education.

If aged 15 to 74

**R12** Have you completed:
1. Matriculation examination
2. Comprehensive school or lower secondary school or
3. Elementary school, folk high school or part of lower secondary school or part of comprehensive school?

DNK

Select highest level completed. Completed vocational education is not inquired as it is obtained from Statistics Finland’s Register of Completed Qualifications and Degrees.

**EDUCATION LEADING TO A QUALIFICATION IN THE PAST FOUR WEEKS**

If aged 15 to 74

**KL1.** In the past four weeks, have you studied or been registered at:
1. Comprehensive school →KR1
2. Upper secondary general school (or otherwise studied for the matriculation examination) →KR1
3. Studied for a vocational qualification →KR1
4. Studied for a polytechnic degree →KR1
5. Or for a university degree? →KL4
6. Not studied any of the above →KL2

DNK →KL2

Practical training forming part of education is regarded as studying.
Persons having participated in matriculation examination are students up to the end of the term.
Education leading to a vocational qualification comprises education leading to basic, vocational and specialist’s vocational qualifications, including apprenticeship training, and labour market training leading to a qualification.
If intention is to change from one education or educational institute to another during the holiday, the answer should be according to the situation before the holiday.

If KL1=5

**KL4** Are you studying for:
1. A lower or higher university degree (e.g. bachelor, master)
2. A licentiate degree in medicine, dentistry or veterinary science (incl. specialisation in medicine)
3. A licentiate degree in some other discipline or
4. A doctorate?
Keep asking until suitable alternative is found.

**COURSE-FORMAT TRAINING IN THE PAST FOUR WEEKS**

If aged 15 to 64 and (KL1=1-5)

**KR1A** Besides this education leading to a qualification or degree, have you attended some course or seminar or received some other training related to your work, profession or hobbies during the past four weeks between dd/mm and dd/mm/yyyy?

1. Yes → KR2
2. No → DNK

E.g. hobby courses, staff training, continuing education, labour market training not leading to a qualification, trade union courses, public lectures, driving school, private lessons given by a teacher/instructor.

If (age=15-64 and KL1≠1-5) or age=65-74.

**KR1B** Have you attended a course or seminar or received some other training related to e.g. your work, profession or hobbies during the past four weeks?

1. Yes → KR2
2. No → DNK

During the past four weeks = dd/mm – dd/mm/yyyy (Sunday of the survey week and the four weeks preceding it).

E.g. hobby courses, staff training, continuing education, labour market training not leading to a qualification, trade union courses, public lectures, driving school, private lessons given by a teacher/instructor.

If KR1A=1 or KR1B=1

**KR2** How many courses or training events have you attended during the past four weeks (dd/mm – dd/mm/yyyy)?

Number of courses: __ __

Education not leading to a qualification or degree is taken into consideration, e.g. hobby courses, staff training, continuing education, labour market training not leading to a qualification, trade union courses, public lectures, driving school, private lessons given by a teacher/instructor.

If courses relate to the same entity of studies, report them as one, e.g.: labour market training, completion of basic subject studies in the open university.

If KR2=1

**KR5.1** How many hours of teaching altogether did you receive at a training event/course during the past four weeks (dd/mm – dd/mm/yyyy)?

__ __ __ hours

Only teaching hours should be included, not travel to and from course venue or own time.
used for voluntary studying. Estimate if cannot remember exactly. For example, 1.5 hours of teaching once a week is 6 hours during four weeks.

If KR2=2–98

**KR5.2** How many hours of teaching altogether did you receive at all training events/courses during the past four weeks (dd/mm – dd/mm/yyyy)?

_ _ _ hours

Only teaching hours should be included, not travel to and from course venue or own time used for voluntary studying. Estimate if cannot remember exactly. For example, 1.5 hours of teaching once a week is 6 hours during four weeks.

5th survey round, if KR2=2-98

**KR3intro** I will now ask about the course/training which you last attended.

5th survey round, if KR2=1-98

**KR3** Was your participation in (the latest) training/course mainly related to

1. Your work or (present, future) profession or
2. Something else?

DNK

Participated in (number of courses from KR2) courses during the past four weeks.

5th survey round, if KR2=1-98

**KR4** Did you attend (the latest) course/training

1. Only during paid working hours
2. Mostly during paid working hours
3. Mostly in your free time or
4. Only in your free time?

DNK

Participated in (number of courses from KR2) courses during the past four weeks.

If no employment relationship during training, note down alternative 4.

**BACKGROUND DATA**

**1ST SURVEY ROUND**

If SYKU=200 (municipality of birth is 200, i.e. abroad)

**H1** In which country were you born?

Name of country:_______________________ → (SF’s country classification)

DNK
If SYKU=200 (municipality of birth is 200, i.e. abroad)

H2B For how long have you lived in Finland?
Years of residence in Finland: _ _

DNK

0 = under 12 months in Finland.
Estimate, if does not remember or know exactly.

END OF THE BASIC PART OF THE LABOUR FORCE SURVEY

→ 5. Move to the ad hoc module and the household section in the 5th round.