

**Changes from year 2014 (In questionnaire indicated with red font)**

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 2015

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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
2. At least 12 months → overcoverage  
→ interview ends here

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

**KA1int** 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

→ M1

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.

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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).**

→ T3U / T4

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. huono sää?
10. varusmiespalvelu tai siviilipalvelu → alarm
11. Other reason (e.g. unpaid leave of absence or job alternation leave 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. Temporarily off work to look after a child under ten
5. Or otherwise caring for children or some other relative?

DNK

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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  
 Temporary child care leave: right for a few days' absence from work because of acute illness of child **under ten years of age.**  
 If these family leaves are not concerned (e.g. the person has otherwise taken time off to care for a sick

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

**2013**

**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

**\*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

**\*KA9 When were you last at work?**

date: \_/\_/\_/\_\_\_\_

Estimate, if does not remember or know exactly.

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

→ KA10

If (KA8A\_2013=3 or KA8B=3) or (L2=1 and KA4≠5 and KA5≠1):

**KA10 When will you return or estimate that you 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

**\*KA11 Do you receive maternity allowance, paternity allowance or parent's allowance pay?**

A

- 1. Yes → KA12
- 2. No → T4
- DNK → T4

IF KA11=1

**\*KA11 Do you receive salary, earnings-related unemployment allowance or job alternation leave pay?**

B

- 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 PIPOLO=1 group (\*) MAIN JOB**

If T1=2

**T4intro The next questions concern your main job.**

Target: All employed persons

**T4 Are you (in your main job):**

- 1. An employee → 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 → T5P
- DNK → 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.

Freelancer may have more than one clients during one year. Assignments can be done either in short employment contract or as entrepreneur. Freelancers working on multiple assignments simultaneously usually have a freelancer tax deduction card.

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
  2. No
- DNK

→ T6A

→ T6

→ T6

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 T5P=1 (hired worker):

**T6intro The next questions concern the place of work where you worked or from where you were absent during last/the week before last week, and not the personnel service agency that**

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

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 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

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 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?**

menu

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?**

0. None
1. 1 to 5
2. 6 to 10
3. 11 to 20
4. 21 to 49
5. over 50

DNK

Keep asking until suitable alternative is found.

**QUESTIONS FOR EMPLOYED PERSONS****MAIN JOB**

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.

If T5P=1 (hired worker):

**TS1Pin The next questions concern the personnel service agency that employs you.**

tro

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: \_ \_

DNK

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. Entrepreneurs: startingpoint of an enterprise.

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

**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=2

**TS3intr The following questions continue to concern your main job.**

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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. If on leave of absence from a permanent job and at the moment, in some other fixed-term work, the employment relationship is entered as permanent.

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 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?**

- 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

If there have been several fixed-terms after another, the most recent one is concerned.

**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. Those on leave of absence from their permanent job who are working in another job at the moment, answer based on the work done in the survey week.

If TA1=2 and AGE 60-67.

**TA2 Are you in part-time retirement?**

- 1. Yes → TA3
- 2. No
- DNK

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

**TA3B 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
4. You are caring for some other relative
5. Of health reasons, or
6. You prefer to work part time for some other reason?

→ TA4

→ TA4

DNK

The main reason.

If the 5th time and if TAB3=3, 4 (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

→ TA5

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

**TA6int The next questions continue to concern your main job.**

ro

If employee (T4=1, 7, DNK)

**TA8 Do you do shift work in your (main) job?**

1. Yes
2. No

DNK

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
2. No

→ TA7

→ TA9

DNK

→ TA9

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  
- 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

→ TA11B

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

→TA10 or TA11

DNK

→TA10 or TA11

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.

**TA12in The following questions continue to concern your main job.**

tro

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

**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

**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) i.e. was working at the main place of work during the survey week

**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

**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 (KA1=1 or KA2=1) and (T1=1, DNK or T3U=1, 2, DNK) i.e. was working at the main job during the

**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 (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 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 (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 and:

- If employee (T4=1, 7, DNK)

**TA17 How many hours did you work (in your main job) during last/the week before last week if possible overtime and on-call hours are included and temporary absences of even one hour**

- 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). If 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, TEPO, 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)?
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 → TA21
2. For some other reason? → TA21

DNK

Other reason: was absent from work due to e.g. holiday, illness, public holiday, temporary lay-off.  
Select alternative 2 if both reasons applied.

If  $TA20=2$  or DNK

**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. Main reason.

If  $TA21=5$ , i.e. cared for a child or other relative

**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  
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

**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)

**TEP1in 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

**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
2. Was absent from main job for the entire four-week period

→ TEP1  
→ 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 KA8B=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 KA8B=1

**TEP2 Did you work during nights between 11 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 KA8B=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 KA8B=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 KA8B=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 xxxxxxxx.*

## 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 → S2P
2. An employer in agriculture (incl. in forestry, horticulture, etc.) → S2
3. Other employer → S2
4. An own-account worker, freelancer or scholarship recipient → S1B
5. Unpaid family worker on the farm of a family member → S3
6. Or unpaid family worker in an enterprise of a family member? → S3
7. Other → S2P

DNK

Freelancer may have more than one clients during one year. Assignments can be done either in short employment contract or as entrepreneur. Freelancers working on multiple assignments simultaneously usually have a freelancer tax deduction card.

**S1B** If S1=4

Please specify whether you are in your secondary job:

1. An own-account worker
2. A freelancer
3. Or a grant recipient?

Freelancer may have more than one clients during one year. Assignments can be done either in short employment contract or as entrepreneur. Freelancers working on multiple assignments simultaneously usually have a freelancer tax deduction card.

If S1=2, 3 or 4

**S2** Do you have paid labour force?

1. Yes → S3
2. No → S3

DNK → S3

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

→S6

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 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. If the interviewee can not remember the street number, write down the name of the street. 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?**  
**For how many hours did you work in all your secondary job during last/the week before last week?**

\_\_ \_ hours

→AT1

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.

### 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

→AT2

2. No

→AT5

DNK

→AT5

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 TA7, TA9 or TA11).

## JOB SEEKING OF EMPLOYED PERSONS

All employed, excluding PIPOLO=1

**TE1int** 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.

**TE1** 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

→ TE2

2. No

→ R1TY

DNK

→ R1TY

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.

If TE1 =1

**TE2** When did you start looking for work?

Date: \_ / \_ / \_ \_ \_ \_

DNK

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.*

If TE1=1

**TE3** Are you primarily looking for:

1. Work as an employee

2. Or work as self-employed or own-account worker?

DNK

If TE1=1

**TE4** 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 send job applications or post job advertisements?

**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?

DNK

If TE3= 1 or DNK (looking for work as employee)

**TE7** **Would you prefer:**

1. Full-time work
2. Or part-time work?

→ TE8

→ 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

5th survey round and if employed and if aged 15 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
- DNK

→ KA15T

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 your 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
8. Doing something else

→alarm

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
2. No
- DNK

→EE1

→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 M1=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 years?**

1. Yes

→M6

2. No

→EE1

DNK

→EE1

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

Freelancer may have more then one clients during one year. Assignments can be done either in short employment contract or as entrepreneur. Freelancers working on multiple assignments simultaneously usually have a freelancer tax deduction card.

If M6=4

**M6B Please re-clarify whether you are:**

1. An own-account worker

→M7

2. Freelancer

→M7

3. or a scholarship recipient?

→M7

DNK

→M7

Freelancer may have more then one clients during one year. Assignments can be done either in short employment contract or as entrepreneur. Freelancers working on multiple assignments simultaneously usually have a freelancer tax deduction card.

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):

**M8intr o** 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 or 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 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

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 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?

menu

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? \_\_\_\_\_

*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
  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)
- Cannot say

If necessary, read out the alternatives.

**JOB SEEKING OF NON-EMPLOYED PERSONS**

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

**EE1int ro 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 and Economic Development Office (formerly the employment office), browsing of job advertisements in papers or on the Internet, or asking friends. Seeking of part-time work or**

**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 →EE2
  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)  
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, DNK or KA4≠5 and KA5≠1 and L2≠2, DNK) and (KA8A 2013=3, DNK or KA8B=3, DNK)

**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, DNK

**EE2 Would you have liked to have done paid work during last/the week before last week?**

1. Yes → EE4/EE3A
  2. No → EE4/EE3B
- DNK → EE4/EE3B

5th survey round and if (EE1=3, DNK and EE2=1) or (EE1B=2, DNK 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 → E13
  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, note down 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 →R1ETY
  2. Prevented by own illness or disability →R1ETY
  3. Cared for own child or some other relative →EE5
  4. Other personal or family reason →R1ETY
  5. Studying, attending school →R1ETY
  6. Retired full-time →R1ETY
  7. Believed that work was not available →R1ETY
  8. Other reason →R1ETY
- DNK →R1ETY

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?

DNK

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:**

→EE10

1. Work as an employee

→EE10

2. Or work as self-employed or own-account worker?

DNK

If EE1=1 or EE1B=1 and EE8=2 or DNK

**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-EE907: If (EE1=1 tai EE1B=1) and (EE908=2 ja EE909=2)

**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

**EE906** Did you send job applications or post job advertisements?

**EE907** Did you attend job interviews or aptitude tests?

*Asked if EE8=2 or DNK, 'No' is entered for others:*

**EE908** Did you look for a site, premises or equipment for a business?

**EE909** 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.*

**EE910** Were you waiting for information from the employment office?

**EE911** Were you waiting for results from a job application?

**EE912** 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

2. Or part-time work?

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* +
1. Yes
  2. No
- DNK

If has already started work between survey week and time of interview, note down 'Yes'.

5th survey round and if EE13=2

- EE14** **Is the reason for not being able to start work:**
1. Studying
  2. Conscription 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.

5th survey round and (if EE1=1, 2 or EE1B=1 (looking for work or waiting for an agreed job to start))

- 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

5th survey round and if EE15=3-7, DNK

- EE16** **Are you now seeking to:**

1. Enter working life permanently for the first time
2. Enter working life temporarily
3. Or return back to working life?

DNK

-> R1ETY

#### **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).

5th survey round and if non-employed (incl. PIPOLO=1 group) and aged 15 to 64.

- R1ETY** **Are you currently registered as an unemployed jobseeker at the employment office?**

1. Yes
  2. No
- DNK

→R2ETY  
→KA15E  
→KA15E

5th survey round and if R1ETY=1 or DNK

- R2ETY** **Are you paid unemployment benefit?**

1. Yes
  2. No
- DNK

→KA15E  
→KA15E  
→KA15E

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 your 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
8. Doing something else

→Alarm

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."*

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

## EDUCATION

If aged 15 to 74

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

o

If age=45 to 74 years. If R12=2 or 3, the question is asked in next time. If R12=1 (matriculation examination), the question is not asked again in rotations 2 to 4. In 2014, it has to be pre-filled and asked in rotation 5 similarly as from others.

**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

DNK

Select highest level completed.

If age=15 to 44 years. If R12=2 or 3, the question is asked in next time. If R12=1 (matriculation examination), the question is not asked again in rotations 2 to 4. In 2014, it has to be pre-filled and asked in rotation 5 similarly as from others.

**R12B Oletteko suorittanut:**

1. Matriculation examination
2. Comprehensive school (corresponding syllabus)
3. or less (part of comprehensive school or similar)?

DNK

If time=5 and age=18–74

**R13 Did you complete the education in question:**

1. In Finland or
2. Abroad?

If the respondent has studied in several countries, the answer is entered according to the country of the educational institution in which the certificate was granted.

If time=5 and age=15–74

**R13 Did you complete the education in question:**

1. In Finland or
2. Abroad?

If the respondent has studied in several countries, the answer is entered according to the country of the educational institution in which the certificate was granted.

If time=5 and age=15–74, and 1.-4. rotations R12=1

**R14 In which year did you complete X?**

\_\_\_\_ year (open field)

If the qualification is incomplete, go back to correct in the education data the highest completed qualification at the time of the interview.

If time=5 and age=15–74

AND no information on qualification in the Register of Completed Education and Degrees.

**R15 In addition to this, have you attained a vocational qualification (vocational school or college) or a university degree?**

1 Yes

2 No

If R15=1

**R16 Which qualification?**

Open answer: \_\_\_\_\_

Enter the name of the qualification as an open answer as told by the respondent- Education completed abroad is also taken into account.  
If several qualifications, refers to the highest completed qualification.  
Refers to a completed qualification. If the qualification is incomplete, select the highest completed qualification at the time of the interview.

If R15=1

**R17 (Choose to which category the qualification belongs. If necessary, confirm with the respondent: "Is it a question of xxxx ?")**

0. Initial vocational qualification (or vocational school level qualification, further vocational qualification)

1. Specialist vocational qualification

2. Vocational post-secondary qualification (no longer used in the present educational system)

3. Polytechnic degree (Bachelor of Social Services (Polytechnic), Bachelor of Hospitality Management (Polytechnic))

4. Lower tertiary degree (Bachelor)

5. Higher tertiary degree (e.g. Master or polytechnic Master's degree, such as nurse)

6. Licentiate degree (medicine, dentistry or veterinary science)

7. Licentiate degree (other than medicine, dentistry or veterinary science)

8. Doctorate degree

If R17=0-8

**R18 Did you complete the education in question:**

1. In Finland or

2. Abroad

If the respondent has studied in several countries, the answer is entered according to the country of the educational institution in which the certificate was granted.

If R17=0-8

**R19 In which year (did you complete?)**

\_\_\_\_ year (open field)

If the qualification is incomplete, go back to correct in the education data the highest completed qualification at the time of the interview.

If R18=0-8

**R20**

**In which field of education was it?**

Open answer: \_\_\_\_\_

**R21**

(Choose to which category the qualification belongs. If necessary, confirm with the respondent:  
**"Does it belong to education in the field of xxx?"**

100. Teacher education and educational science (e.g. teacher, kindergarten teacher)

200. Humanities and arts education (musician, dancer, artisan)

222. Foreign languages (translator, language teacher)

300. Social sciences and business, law (e.g. salesperson, secretary, lawyer, librarian)

420. Biology, biochemistry, environmental science (laboratory assistant, technician engineer in agriculture, biologist)

440. Physics, chemistry, geography (building inspector, mining technician)

460. Mathematics and statistics

481. Computer science

482. Use of information technology

400. Other natural sciences, mathematics or data processing

500. Technology and construction (e.g. plumber, carpenter, baker, dressmaker, engineer, architect)

600. Agriculture and forestry and veterinary sciences (e.g. farmer, fisher)

700. Health and welfare (e.g. practical nurse, midwife, Bachelor of Social Services, chemist, physician)

800. Services (cook, bus driver, hairdresser, police officer)

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

If aged 15 to 64

**KL1. In the past four weeks, have you studied or been registered at:**

1. Comprehensive school →KR1A

2. Upper secondary general school (or a double qualification of upper secondary school and vocational qualification) →KR1A

3. Studied for a vocational qualification →KL4A

4. Studied for a polytechnic degree →KL4B

5. Or for a university degree? →KL4C

6. Not studied any of the above →KR1B

DNK →KR1B

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  
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=3

**KL4A Are you studying for:**

1. An initial vocational qualification or a further vocational qualification or

2. A specialist vocational qualification

DNK

If KL1=4

**KL4B Are you studying for:**

1. A polytechnic degree or

2. A higher polytechnic degree?

DNK

If KL1=5

**KL4C Are you studying for:**

1. A lower university degree (e.g. Bachelor)
- 2 A higher university degree (e.g. Master, Master of Science in Economics and Business Administration, Master of Science in Technology)
3. a licenciante degree in medicine, dentistry or veterinary science (including specialisation in medicine)
4. licenciante degree in some other discipline
5. a doctorate?

EOS

**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
2. No
- DNK

→ KR2  
→H1/END  
→H1/END

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
2. No
- DNK

→ KR2  
→H1/END  
→H1/END

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

**KR51 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  
Estimate if cannot remember exactly. For example, 1,5 hours of teaching once a week is 6 hours during four

If KR2=2-98

**KR52 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  
Estimate if cannot remember exactly. For example, 1,5 hours of teaching once a week is 6 hours during four

5th survey round, if KR2=2-98

**KR3int I will now ask about the course/training which you last attended.**

ro

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.