Blaise questionnaire of the Finnish Labour Force Survey for 2008

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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 (5th rotation group with us) is indicated with this colour font.

Treatment of PIPO=1 group on the questionnaire

(PIPO=1 group, i.e. the target has a job but has been away from work for more than three months and does not receive at least half of normal pay as wages or earnings-related compensation).

- 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 are collected in connection with questions for non-employed persons.

- Not asked whether waiting for agreed job to start. In Finland the PIPO=1 group primarily consists of persons on child care leave or job alternation leave who have intentionally withdrawn from working life. It would feel odd 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: Eurostat moves these persons into institutionalised population in EU-LFS data and they are not taken into consideration when results are published. Performing of compulsory military service/community service also overrides other activities, so it is not purposeful to ask this group questions concerning employment during the survey week.

LABOUR FORCE SURVEY 2008

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

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.**

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 are not gainful work.

If KA1 = 2, 9

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, 9

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 form 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).** → 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, 9 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):

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 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)

ALERT if KA4=10 "Was the person really a conscript or performing community service in the survey week? If so, return to correct question H7."

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 (incl. father's month)
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: father's leave of around 3 weeks because of the birth of a child.
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** If KA3=1 and T1=1,9 (absent for the survey week and has one job)

For how many weeks had you been absent from work by dd/mm (=Sunday of the survey week):

_ _ _ weeks absent from work

DNK

Estimate, if does not remember or know exactly.

The essential thing is to establish whether the absence had lasted 1-3 weeks, 4-13 weeks or longer.

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 dd/mm (=Sunday of the survey week) was the time lapsed since then:

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

DNK

Estimate, if does not remember or know exactly. 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<= 14 or KA8B =3, DNK (data required for the PIPO=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>13 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, 9 (absent from work for over 13 weeks) and KA4≠5 and KA5≠1

***KA11** **Do you still continue to receive pay or some earnings-related compensation (even though you have been absent from work for over 3 months)?**

1. Yes →KA12
2. No → PIPO=1 non-employed

DNK → PIPO=1 non-employed

Home care allowance paid for the carer of a child under the age of 3 is not earnings-related compensation. Compensation paid during job alternation leave is earnings-related compensation.

IF KA11=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	→ employed
2. Less than half of your basic pay?	→ PIPO=1 non-employed
DNK	→ employed

QUESTIONS FOR EMPLOYED PERSONS and the PIPO=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	→ KA9/T5P
2. Self-employed in agriculture (incl. in forestry, horticulture, etc.)	→ T5
3. Other self-employed	→ T5
4. An own-account worker or freelancer	→ 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 = 2, 3 or 4

T5 **Do you have paid labour force?**

1. Yes	→ T6
2. No	→ T6
DNK	→ T6

Employees (T4=1,7 or 9)

***T5P** Are 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.

If T5P=1 (hired worker):

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

If employee or unpaid family worker (T4=1, 5, 6, 7 or 9)

***T6** **What is the name of your place (or establishment) of work?**

If self-employed (T4=2,3 or 4)

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 employee or unpaid family worker (T4=1, 5, 6, 7 or 9)

***T7** **In which municipality is your place of work located?**

If self-employed (T4=2, 3 or 4)

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.

If T7=200 (abroad) and employee or unpaid family worker (T4=1, 5-7 or 9)

***T9** **In which country is your place of work located?**

If T7=200 (abroad) and self-employed (T4=2, 3,4)

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 9)

***T10** **What is the industry of your place of work?**

If self-employed (T4=2, 3, 4)

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 interveiwee 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 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.

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: _____

QUESTIONS FOR EMPLOYED PERSONS…….MAIN JOB

5. Fifth round and if employee (If T4=1, 7 or 9)

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):

TS1Pintro **The next questions concern the personnel service agency that employs you.**

If employee or unpaid family worker (T4=1, 5-7, or 9)

TS1 **Since when have you been working continuously for your current employer?**

If self-employed (T4=2–4)

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.

Fifth survey round and if employee (T4=1,7 or 9 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 9)

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

5th round and 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 and (TS1=DNK or TS5=DNK)

TS6 What length of fixed-term is concerned? Will your job 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 fixed-term or temporary job from its start to its (estimated) finish.

QUESTIONS ABOUT WORKING HOURS FOR THE EMPLOYED (MAIN JOB)

All employed (except PIPO=1)

TA1 **Do you work in your (main) job**

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

DNK

Working hours are compared to regular working hours in the field or occupation concerned.

If TA1=2 and AGE 58—74 yrs.

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

1. Yes → TA3
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 → TA4
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 → TA5
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

I TI=2 and employed

TA6intro **The next questions continue to concern your main job.**

If employee (T4=1, 7 or 9)

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

1. Yes → TA7
2. No

DNK

Period-based work is a flexible arrangement of working hours often performed in sectors where work must go on around-the-clock. In period-based work (previously irregular shift work) regular working hours can be arrange so that • they comprise no more than 120 hours within a three-week period • they comprise no more than 80 hours within a two-week period. Thus, even in period-based work, working hours even out to no more than 40 hours per week.

If TA6=1

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

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

DNK

If employee (T4=1, 7, 9)

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. A shift may not overlap for longer than 60 minutes with an oncoming shift replacing it or there may not be more than 60 minutes between shifts. Note down "No" if the person regularly only does a certain shift, such as night shift.

If (T4=1, 7, 9 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)

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.

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

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 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 (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 (T4=1, 7, 9) i.e. was working at the main place of work during the survey week and is employee.

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

1. Worked overtime 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

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

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, 9)

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 are excluded?**

If self-employed (T4=2-6)

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)

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 (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.

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.

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.

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: father's leave of around 3 weeks because of the birth of a child.
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.

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 TA21=4

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

EMPLOYED (PIPO=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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9

TEP1intro **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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9 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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9 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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9 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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9 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, 9 or T3U=1, 2, 9)) or KA8A=1–3, 9 or KA8B=1, 9 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 9

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.

SECONDARY JOB, 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 or freelancer
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 9)

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 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 9

S4 **In which municipality is your secondary job located?**

If T1=2 and S1=2–4

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.

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.

If S4= 200 (abroad) and S1=1,5-7 or 9:

S6 **In which country is your secondary job located?**

If S4=200 (abroad) and S1=2–4

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 9)

S7 **What is the industry of the place of your secondary job?**

If self-employed (S1=2–4)

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 interveiwee 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.

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 PIPO=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 →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 TA17, TA18P, TA18Y or **TA19**).

JOB SEEKING OF EMPLOYED PERSONS

All employed, excluding PIPO=1

TE1intro **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
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

Means the latest continuous period of job seeking. 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 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?

DNK

If TE3= 1 or 9 (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

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)

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.

Employed if KA14T≠1

KA15T **Which of the following 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 or receiving unemployment pension)
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 "Was the person really a conscript or performing community service in the survey week? If so, return to correct question H7."

→ QUESTIONS CONCERNING EDUCATION

LATEST WORK OF NON-EMPLOYED PERSONS

(Excl. PIPO=1 group who should be asked the respective questions for employed persons)

If non-employed aged 25 to 74 (Excl. PIPO=1 group who should be asked the respective questions for employed persons)

M1A **Have you done paid work at some time in the past?**

1. Yes
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 non-employed aged 15 to 24 (Excl. PIPO=1 group who should be asked the respective questions for employed persons)

M1B **If summer jobs are not taken into account, have you done paid work at some point in time?**

1. Yes
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=EOS

M2B **Have you done paid work during the past 8 months?**

1. Yes →M5U
2. No →EE1
3. 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 or freelancer →M7
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 employee in latest job (M6=1,7 or 9)

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 M6=2, 3 or 4

M7 **Do you have paid labour force?**

1. Yes

2. No

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.

M8 **What is 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.

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, 9) 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?** menu

Main line of production determined by highest gross income received or expected to be received during the year.

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?_____

JOB SEEKING OF NON-EMPOYED PERSONS

If non-employed (incl. PIPO=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.**

Should the places of alternatives 2 and 3 be swapped in EEI?

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.

PIPO=1 (ei-työlliset, joilla on työsuhde) eli KA3=1 ja T4=**1**,7, eos ja **KA4≠5 ja KA5≠1** ja (KA11=2,9 tai KA12=2)

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

This question is for those who have been on an unpaid leave from work over 3 months.

If EE1=2 or 9.

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?**

PIPO=1 and if EE1B = 2, 9

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

1. Yes → EE3A

2. No → EE3B

DNK → EE3B

5th survey round and if (EE1=3, 9 and EE2=1) or (EE1B=2, 9 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 9

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
4. Other personal or family reason →E12
5. Studying, attending school →E12
6. Retired full-time
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?

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

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?

EE907 Did you attend job interviews or aptitude tests?

Asked if EE8=2 or 9, '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 9

EE10 **Would you prefer:**

If EE1=2 and EE8=1 or 9

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'.

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, 9

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. PIPO=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. PIPO=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

5th survey round and if R1ETY=1 or 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. PIPO=1 group)

KA15E **Which of the following 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 or receiving unemployment pension)

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 "Has the person really been a conscript or performing community service during the survey week? If so, return to correct question H7."

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.

If (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

5. A doctorate?

DNK

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.

Jos 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

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.