**Data Management Plan – C1 project**

**Project Name:** C14/24/029: “Inertia in the labor market. Towards a better understanding of career-related inaction among workers and recruiters”
**SAP project code:** 3H240213
**Grant Number:** C14/24/029
**Principal investigator:** Marijke Verbruggen; co-supervisor: Rein De Cooman
**Funder:** BOF (KU Leuven) – C1

**Abstract:**
Policy makers in many countries aim to stimulate job mobility across occupations and industries. This labor reallocation is needed because changes in technologies, values and required resources led to a boost in the labor demand in some industries and a decline in others. Yet, realizing this labor reallocation is hard since many labor markets are highly rigid. Although (1) many workers express a desire for occupational change and (2) organizations in boosting industries have a hard time filling in their vacancies, job mobility remains extremely low. Besides structural explanations for this situation, research also points to individual reasons: many individuals do not act sufficiently on their desired change and organizations are not open to candidates who lack industry or occupational experience. This project takes this micro-perspective and explores psychological inertial forces among workers and recruiters. We build on and extend the Theory of Career Inaction using a dynamic lens. We foresee 4 work packages (WPs): two experimental vignette studies in which we manipulate time dimensions (WP1: among workers; WP2: among recuriters) and two weekly diary studies (WP3: among workers; WP4: among recruiters).

## 1. General Information

**Name applicant**
Marijke Verbruggen (ZAP)
**Project Number & Title**
C14/24/029: “Inertia in the labor market. Towards a better understanding of career-related inaction among workers and recruiters”
**Affiliation**
KU Leuven

## 2. Data description

**Will you generate/collect new data and/or make use of existing data?**
Generate new data

**Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).**

| Data(set) name | Origin of data | Type of data | Raw/processed | File format durin project | Estimate volume |
|---|---|---|---|---|---|
| Email addresses prize raffle_workers1 | Experimental vignette study | Textual | Processed | xlsx | 0.08 MB |
| Email addresses prize raffle_recruiters1 | Experimental vignette study | Textual | Processed | Xlsx | 0.08 MB |
| Vignettes_workers_rawdata | Experimental vignette study | Numerical, textual | Raw export from Qualtrics | Spss | 0.3 MB |
| Vignettes_recruiters_rawdata | Experimental vignette study | Numerical, textual | Raw export from qualtrics | Spss | 0.3 MB |
| Vignettes_workers_workingfile | Experimental vignette study | Numerical, textual | Processed (anonymized) | Spss | 1.0 MB |
| Vignette_recruiters_workingfile | Experimental vignette study | Numerical, textual | Processed (anonymized) | Spss | 1.0 MB |
| Vignettes_workers_syntax | SPSS | Textual | Processed | Spss | 0.5 MB |
| Vignette_recruiters_syntax | SPSS | Textual | Processed | Spss | 0.5 MB |
| Vign_workers_metafile | Qualtrics | Textual | Processed | Xlsx | 0.05 MB |
| Vign_recruit_metafile | Qualtrics | Textual | Processed | xlsx | 0.05 MB |
| Email addresses long_workers2 | Diary study workers | Textual | Processed | xlsx | 0.05 MB |
| Email addresses long_recruiters2 | Diary study recruiters | Textual | Processed | Xlsx | 0.05 MB |
| Diary_workers_rawdata | Diary study workers | Numerical, textual | Raw export from Qualtrics | Spss | 1.2 MB |
| Diary_recruiters_rawdata | Diary study recruiters | Numerical, textual | Raw export from qualtrics | Spss | 1.2 MB |
| Diary_workers_workingfile | Diary study workers | Numerical, textual | Processed (anonymized) | Spss | 1.5 MB |
| Diary_recruiters_workingfile | Diary study recruiters | Numerical, textual | Processed (anonymized) | Spss | 1.5 MB |
| Diary_workers_syntax | SPSS | Textual | Processed | Spss | 0.5 MB |
| Diary_recruiters_syntax | SPSS | Textual | Processed | Spss | 0.5 MB |
| Vign_workers_metafile | Qualtrics | Textual | Processed | Xlsx | 0.05 MB |
| Vign_recruit_metafile | Qualtrics | Textual | Processed | xlsx | 0.05 MB |

After finishing the project, xlsx files will be converted into csv files optimal for long-term storage.

**3. <u>Legal and ethical issues</u>**

**Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.**

Yes

Reference to ethical committee approval (PRET application): SMEC approval G-2024-8875-R2(MAR) en G-2024-8907-R2(MIN) for the first 2 work packages.

**Short description of the kind of personal data that will be used:**

Email addresses (for all respondents who indicate to enter the prize raffle or to prefer receiving a feedback report in all data collections, and/or respondents of WP3+4 where we plan to link the various waves using the email addresses).

We have 2 vignette studies and 2 daily diary studies. For all four data collections, the email addresses of respondents who enter the prize raffle or want to receive a feedback report will be stored in secured, separate files saved on the PI's personal Y-drive (and secured OneDrive during the project). After the winners of the raffle have been contacted, and feedback reports have been sent, these files will be deleted since they serve no other use.

For the two daily diary studies, we also plan to use the collected email addresses to link the two waves of our survey. When the waves have been linked, and again, all winners of the raffle and have been contacted, and feedback reports have been sent, these files will be deleted since they serve no other use.

From this point on, data will be anonymized and the email addresses will be deleted.

Sociodemographic data: in WP1+3 (among working employees), we will collect the age, sex, number of children, age of the youngest child, highest educational degree, and employment status (statute, sector) of the working adults participating in the study; in WP2+4 (among recruiters) we will ask age, sex, months of recruitment experience, and educational degree.

**Are there any ethical issues concerning the creation and/or use of the data**
Yes. Reference to ethical committee approval (PRET application): SMEC approval G-2024-8875-R2(MAR) en G-2024-8907-R2(MIN)

**Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?**
No

**Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?**
No

**4. Documentation and metadata**

**What documentation will be provided to enable reuse of the data collected/generated in this project?**

1. For the experimental vignette surveys (WP1: among workers and WP2: among recruiters) we will provide an overview of all asked questions, the relating concepts and research questions, their type (open-closed, etc.), response categories and options. Further, we plan to include the sampling methodology and published research on which we built the survey questions. This will be in a .xlsx format during the project and csv format after the project. Surveys will have additional metadata (e.g. duration, progress, date of record) as generated by the Qualtrics survey software and stored in the same .xlsx and csv formats.

2. For the **diary (multiple-wave) surveys** (WP3: among workers and WP4: among recruiters), we will provide similar information, in the same .xlsx and csv format (resp. during and after the project). Surveys will have additional metadata (e.g. duration, progress, date of record) as generated by the Qualtrics survey software and stored in the same .xlsx and csv formats.

**Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.**
No. We will use pseudonymized datasets for all our analysis. In these datasets, we will include the metadata generated with the Qualtrics survey software (such as variable name, duration, progress, date of record, etc.). The metadata files for the surveys will be stored as .xlsx files during the project and csv files afterward.

## 5. Data storage and backup during the project

**Where will the data be stored?**
1. Original datasets and all metadata will be stored in the central storage facility (Y-drive) of the primary investigator. Data will be stored for 10 years in the secured, KU Leuven J-drive, in line with the data management requirements of the FEB. Both the J- and Y-drive are automatically backed- up each night.
2. During the project, only the PI will have access to the personal data (email addresses) of participants. These will be stored in a separated Y-drive file or personal (professional) KU Leuven OneDrive (secured, only accessible by the principal investigator). After the prize are raffled (WP 1-4), the feedback reports are sent (WP1-4), and longitudinal diary data are linked (WP3+4), all emailaddresses will be deleted.
3. We plan to collaborate with master students for data collection in all four work packages. Yet, involved master students will only have access to the anonymized data sets within SPSS where they will analyze those data aimed at the completion of their master's thesis. They will sign a document stating they agree to delete the SPSS files as soon as they passed their master's thesis.

**How is backup of the data provided?**
The data will be stored on the university's central servers with automatic daily back-up procedures.

**Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available then explain how this will be taken care of.**

Yes. During the study, we will make use of the Y-drive, the J-drive and the professional, secured KU Leuven OneDrive (cloud) account. All storage costs of these servers are covered by the department. The research group's drive provides sufficient space for storage and backup of the data for this project. In the exceptional case this would not be so, we will purchase additional space.

**What are the expected costs for data storage and back up during the project? How will these costs be covered?**

In the exceptional case we would need to purchase an additional licence, this will be covered by a small part of the allocated project budget (<100 euro/year/licence).

**Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?**
Our research group uses secured J/Y-drives from the KU Leuven. Thus, data will not be saved on the personal laptop of the researcher. In addition, the access to these secured drives requires a password. These measures should prevent the risk of lost or stolen data when laptops are lost.

## 6. Data preservation after the project

**Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).**

Personal data will be deleted as soon as possible, that is, after the coding process or after prizes/feedback reports have been distributed among respondents. The remaining, coded data will be deleted after 10 years, as recommended by KU Leuven's guidelines on research data management. Files can be shared for additional collaborations with other scholars in the following years in terms of additional studies. This will be limited to parts of the dataset that are needed for the collaboration.

**Where will the data be archived (= stored for the longer term)?**
The data will be stored on the university's central servers (with automatic back-up procedures) for at least 10 years, conform the KU Leuven RDM policy.

**What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?**
The costs in case additional space is purchased will be less than 100 euro/year/license. This will be covered by a part of the allocated project budget and by other funding of the PIs.

## 7. Data sharing and reuse

**Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?**
No

**Which data will be made available after the end of the project?**
The full anonymised datasets (see earlier) can be shared with scholars in terms of additional studies/collaborations. If the informed consent allows this and the participants agree, we can share a fully anonymised dataset in a repository.

**Where/how will the data be made available for reuse?**
Data will be available on request after signing a data sharing agreement. We will explore whether some data can be shared in a repository (preferably from KU Leuven).

**When will the data be made available?**
Upon publication of the research results. Data will be available on request after signing a data sharing agreement, after contacting the research team.

**Who will be able to access the data and under what conditions?**
Anonymised transcripts of the audiofiles as well as the full anonymised datasets (see earlier) can be shared with scholars in terms of additional studies/collaborations (peer-to-peer).

**What are the expected costs for data sharing? How will the costs be covered?**
No extra costs

## 8. Responsibilities

**Who will be responsible for data documentation & metadata?**
All researchers involved in the project: Marijke Verbruggen (u0044343), Rein De Cooman (u0046016) and the PhD-researchers Lotte De Rooy (u0174595) and Jitske Straatman (u0174401).

**Who will be responsible for data storage & back up during the project?**
All researchers involved in the project: Marijke Verbruggen (u0044343), Rein De Cooman (u0046016) and the PhD-researchers Lotte De Rooy (u0174595) and Jitske Straatman (u0174401).

**Who will be responsible for ensuring data preservation and reuse ?**
The promotors are responsible

**Who bears the end responsibility for updating & implementing this DMP?**

The PI bears the end responsibility of updating & implementing this DMP.