Employment and establishment – Employee survey

CATI

(Version 4; 27.11.2012)

Start	t of the interview	
1.	First of all could you please tell me when you were born? Please tell me the month and the year.	
	Month:	
	□ 97: Refuse □ 98: Do not know	
	Year:	
	□ 9997: Refuse□ 9998: Do not know	
3.	Sex	
	□ 1: Male □ 2: Female	
3b.	Are you still employed by the same establishment as in December 2011?	
	INT: Do not read out!	
	□ 1: Yes □ 2: No	101 End
	□ 7: Refuse □ 8: Do not know	End End

100. Employment		
101.	What is your current employment situation?	
	 1: Worker 2: Employee 3: Civil servant 4: Self-employed/Freelancer 5: Freelancer collaborator 6: Family worker 	102a 102b End End End End
	☐ 7: Refuse☐ 8: Do not know	102a 102a
102a.	Are you	
	INT: Only one answer possible!	
	 1:an unskilled worker 2:a semi-skilled worker 3:a skilled worker 4:a foreman/forewomen 5:a master craftsman, foreman/forewoman, brigadier 7: Refuse 8: Do not know 	
102b.	Do you supervise others?	
1020.	□ 1: Yes □ 2: No □ 7: Refuse □ 8: Do not know	102c 104
102c.	How many people work under your direction?	
	people □ 999997: Refuse □ 999998: Do not know	

104.	Do you have a fixed-term or a permanent employment contract?	
	1: Permanent2: Fixed-term	
	□ 7: Refuse □ 8: Do not know	
104a.	Do you work full-time or part-time?	
	□ 1: Full-time□ 2: Part-time	
	☐ 7: Refuse☐ 8: Do not know	
105.	How many hours per week are stipulated in your contract?	
	, hours	
	□ 995: No (fixed) contractual working time	
	996: more than 90 hours per week997: Refuse	
	□ 998: Do not know	
106.	How many hours <u>a week</u> do you normally work, including regular overtime and long hours?	
	, hours	
	 994: Working hours strongly fluctuate 	
	995: Very long working hours997: Refuse	
	998: Do not know	
107.	If you do work overtime, is the work paid, compensated with time- off, or not compensated at all?	
	☐ 1: Compensated with time-off	
	2: Paid3: Partly paid, partly compensated with time-off	
	☐ 4: Not compensated at all	
	□ 7: Refuse	
	□ 8: Do not know	

108.	Which of the following applies to your occupation with regard to your working hours?	
	INT: Several answers possible!	
	 1: You work in shifts. 2: You have fixed times for the beginning and the end of work. 3: You have flexible working hours. 4: You have no fixed working hours. 	
	 5: Other 7: Refuse 8: Do not know 	
110.	Do you also work on weekends?	
	 1: Yes, regularly 2: Yes, sometimes 3: No 	
	□ 7: Refuse □ 8: Do not know	
111.	Do you work from home for your employer – even if only occasionally?	
	□ 1: Yes □ 2: No	112 115
	☐ 7: Refuse☐ 8: Do not know	115 115
112.	How many hours a week on average do you work from home?	
	hours	
	95: Irregularly97: Refuse98: Do not know	
113.	Is this home or teleworking agreed on by contract?	
	□ 1: Yes □ 2: No	115 114
	☐ 7: Refuse☐ 8: Do not know	115 115

114.	Do you receive any compensation for your working at home financially or in form of time credit or is it covered by your salary?	
	INT: Several answers possible!	
	 □ 1: Financial compensation □ 2: Time credit □ 3: Covered by salary □ 7: Refuse □ 8: Do not know 	
115.	How often do you receive business phone calls during your leisure time or how often do you answer business e-mails? 1: Daily 2: A few times a week 3: A few times a month 4: A few times a year 5: Never 7: Refuse 8: Do not know	

200.	HR development	
201.	Have you taken part in any courses of further vocational training since 1 January 2012?	
	□ 1: Yes □ 2: No	202 203a
	☐ 7: Refuse☐ 8: Do not know	203a 203a
202.	Have you been released from work by your employer for several courses or has he/she (partly) borne the costs?	
	□ 1: Yes □ 2: No	203 203a
	□ 7: Refuse □ 8: Do not know	203a 203a
203.	How many days in 2012 did you take part in further vocational training for which your employer released you from work or bore all costs?	
	days	
	997: Refuse998: Do not know	
203a.	Besides the courses, have you taken part in any in-house further training or qualification activities in the past 12 months?	
	□ 1: Yes □ 2: No	
	☐ 7: Refuse☐ 8: Do not know	
204.	Did you have an appraisal interview with your superior last year (e.g. on your professional growth or staff assessment)? Please consider only appraisal interviews for which an appointment was made.	
	□ 1: Yes □ 2: No	205 208
	□ 7: Refuse □ 8: Do not know	208 208

205.	How many minutes did the appraisal interview approximately last?	
	minutes	206
	 996: There was no appraisal interview with an appointment 997: Refuse 998: Do not know 	208 208 208
206.	Did your superior agree with you on the objectives fixed in writing during the appraisal interview?	
	□ 1: Yes □ 2: No	
	☐ 7: Refuse☐ 8: Do not know	
208.	To what extent do you agree/disagree with the following statements? Please tell me, if you strongly agree, somewhat agree, somewhat disagree or strongly disagree, or neither agree nor disagree with the statements respectively. A: Our establishment is palpably interested in further development of my professional knowledge and competences. B: In our establishment, employees expected to fit the new position best are predominantly promoted. C: In our establishment, employees characterised by outstanding job performance are predominantly promoted. D: In our establishment, promotion is mostly not related to professional criteria or performances. E: In the past two years with this establishment, I have been disadvantaged in personnel decisions, such as promotion, raise in salary, performance appraisal or further training. 1: Strongly agree 2: Somewhat agree 3: Neither agree nor disagree 4: Somewhat disagree 5: Strongly disagree	
	☐ 7: Refuse ☐ 8: Do not know	

209.	Are you concerned about your job security?	
	 1: Very concerned 2: Somewhat concerned 3: Not concerned at all 	
	□ 7: Refuse □ 8: Do not know	

300.	Work conditions and workloads	
301.	Which of the following applies to your job? Please tell me, if the statements fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: The job allows me to make a lot of decisions on my own. B: The job involves a great deal of task variety. C: Other jobs depend directly on my job. D: The job depends on the work of many different people for its completion. E: The job requires a lot of physical effort. F: At work I am exposed to unpleasant ambient conditions such as noise, extreme temperature, unpleasant lightning or odours. G: I often have time pressure over a long period or I have to deal with several important tasks at the same time.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 	
	☐ 7: Refuse☐ 8: Do not know	
303.	In what follows, I have a few questions with regard to work-family balance. Please indicate again whether and to what extent the following statements apply to you.	
	A: The demands of my work interfere with my home and family life. B: The amount of time my job takes up makes it difficult to fulfill family responsibilities. C: My job produces strain that makes it difficult to fulfill family duties. D: I have to put off doing things at work because of demands on my time at home. E: Things I want to do at work don't get done because of the demands of my family or spouse/partner. F: My home life interferes with my responsibilities at work such as getting to work on time, accomplishing daily tasks, and working overtime.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	

400. Remuneration		
401.	Do you receive any performance-related bonuses or extra payments in addition to your basic salary or wage? Meant are bonuses, one-time payments, profit-sharing bonuses, premiums, gratifications etc.	
	□ 1: Yes □ 2: No	401b 406
	☐ 7: Refuse☐ 8: Do not know	406 406
401a.	Are these payments	
	INT: Only one answer possible!	
	 1: based on a contractual commitment 2: made without a contractual commitment 3: a combination of both 	401b 401d 401b
	☐ 7: Refuse☐ 8: Do not know	406 406
401b.	What is the amount contractually agreed at <u>full target attainment</u> , measured as a percentage of the basic salary?	
	INT: If precise answer is not possible, please estimate!	
	Percent	
	97: Refuse98: Do not know	
401c.	What was the actual amount of performance-related payments in 2011?	
	INT: If precise answer is not possible, please estimate!	If 401a=3, go to 401d (Textvar2), else 406
		0136 400
	 999995: No variable payments in 2011 999997: Refuse 999998: Do not know 	406 406 406

401d.	Textvar1 if 401a = 2: You have specified that you receive bonuses or extra payments without a contractual commitment. What was the amount of these extra payments in 2011? Textvar2 if 401c and 401a=3: You have specified that you also receive bonuses or extra payments without a contractual commitment. What was the amount of these extra payments in 2011? INT: If precise answer is not possible, please estimate! Euro 97: Refuse 98: Do not know	
406.	Does your establishment offer a company pension scheme? This might be in the form of a direct compensation, a direct insurance, a pension insurance, a pension fund or a supplemental pension for the public sector/service of church 1: Yes 2: No	407 501
	☐ 7: Refuse ☐ 8: Do not know	501 501
407.	Do you currently acquire claims to such a company pension plan? If so, since when? Just mention the year.	
	 □ 1: Yes, since □ 9996: No □ 9997: Refuse □ 9998: Do not know 	

500.	Commitment, values and corporate culture	
501.	I will now read out some statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: People have a good understanding of what the organization is trying to do. B: Everyone who works here is well aware of the long-term plans and direction of this company. C: Supervisors show that they have confidence in those they manage. D: Supervisors can be relied upon to give good guidance to people. E: Supervisors show an understanding of the people who work for them. F: If the superiors of this establishment are dissatisfied with the personal performance of their employees, they talk openly with them about it. G: No one working here is discriminated because of his/her sex, age, nationality, religious affiliation, handicap, sexual orientation or skin color. H: The superiors clearly communicate requirements and objectives. I: The superiors plan contents and time requirements reasonably.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	
501a.	What about the following statements? Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: I would be very happy to spend the rest of my career with this organization. B: This organization has a great deal of personal meaning for me. C: I really feel as if this organization's problems are my own. D: I do not feel a strong sense of "belonging" to my organization. E: I do not feel "emotionally attached" to this organization. F: I do not feel like "part of the family" at my organization.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know 	

502.	The following questions refer to the relation to your colleagues and your superiors.	
	A: How often do you receive help and support from colleagues if required? B: How often do you offer helping your colleagues? C: How often do you feel wrongly criticised, harassed or denounced by your colleagues or superiors?	
	 □ 1: Always □ 2: Often □ 3: Sometimes □ 4: Rarely □ 5: (Almost) never 	
	 6: I do not have superiors/colleagues 7: Refuse 8: Do not know 	
503.	How satisfied are you today with your job? Please answer on a scale from 0 to 10, where 0 means "totally unhappy" and 10 means "totally happy".	
	Scale from 0 to 10	
	□ 97: Refuse□ 98: Do not know	
504.	How satisfied are you today with your income? Please answer on a scale from 0 to 10, where 0 means "totally unhappy" and 10 means "totally happy".	
	Scale from 0 to 10	
	□ 97: Refuse□ 98: Do not know	

507.	I will now read out three more statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.
	A: I believe that I am being rewarded fairly at work. B: The rules and procedures to make decisions are fair. C: The way my supervisor treats me is fair.
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all
	□ 7: Refuse □ 8: Do not know
508.	How many times in the <u>past 12 months</u> have you thought about
	A: changing your job?
	Was this
	1: daily2: a few times a week
	 3: a few times a month 4: a few times a year 5: never

509.	I now read some statements about perceiving work. Please think about how often you feel like this.	
	A: At my work, I feel bursting with energy. B: At my job, I feel strong and vigorous. C: I am enthusiastic about my job. D: My job inspires me. E: When I get up in the morning, I feel like going to work. F: I feel happy when I am working intensely. G: I am proud of the work that I do. H: I am immersed in my work. I: I get carried away when I am working.	
	Was this	
	 1: daily 2: a few times a week 3: a few times a month 4: a few times a year 5: never 	
	□ 7: Refuse □ 8: Do not know	

600. Personality and attitudes		
602.	We are now interested in your personality. Therefore I read several statements. Please tell me, if they fully apply, largely apply, do rather not apply, do not apply at all or if you are undecided.	
	A: Nowadays one can't rely on anyone. B: On the whole one can trust people.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 	
	□ 7: Refuse □ 8: Do not know	
603.	A: It makes me angry when others are undeservingly better off than me.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 	
	□ 7: Refuse □ 8: Do not know	
	B: I feel guilty when I am better off than others for no reason.	
	 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 	
	□ 8: Do not know	

605.	I see myself as someone who	
	A: does a thorough job B: is communicative, talkative C: is sometimes somewhat rude to others D: is original, comes up with new ideas E: worries a lot F: has a forgiving nature G: tends to be lazy H: is outgoing, sociable I: values artistic, aesthetic experiences J: gets nervous easily K: does things effectively and efficiently L: is reserved M: is considerate and kind to others N: has an active imagination O: is relaxed, handles stress well P: is eager for knowledge 1: Fully applies 2: Largely applies 3: Neutral 4: Does rather not apply 5: Does not apply at all 7: Refuse 8: Do not know	
606.	How do you see yourself: Are you generally a person who is fully prepared to take risks or do you try to avoid taking risks? Please indicate your risk-taking on a scale from 0 to 10. 0 means "risk averse" and 10 means "fully prepared to take risks". You can use the values in between to make your estimate. Scale from 0 to 10 97: Refuse 98: Do not know	

700. Health			
701.	How would you describe your current health? 1: Very good 2: Good 3: Satisfactory 4: Poor 5: Bad 7: Refuse 8: Do not know		
702.	How many days were you unable to work due to illness in the past 12 months? Please state the total number of days, not just the number of days for which you had an official note from your doctor. A total of days 999: None 997: Refuse 998: Do not know		
703.	The following statements concern your well-being over the last two weeks. Please indicate your feeling for each of the statements. Over the last two weeks A: I have felt cheerful and in good spirits. B: I have felt calm and relaxed. C: I have felt active and vigorous. D: I woke up feeling fresh and rested. E: my daily life has been filled with things that interest me. 1: All of the time 2: Most of the time 3: More than half of the time 4: Less than half of the time 5: Some of the time 6: At no time 7: Refuse 8: Do not know		

800. Sociodemography			
	Now I have a few questions with regard to your school and employment career.		
801.	What is your <u>highest</u> level of education? INT: Only one answer possible!		
	 1: Left school without any qualification 2: Lower secondary school leaving certificate 3: Intermediate secondary school certificate, Realschule certificate of secondary education, entrance qualification for a technical college, intermediate secondary school in the former GDR (POS) 4: University of applied sciences entrance qualification, vocational diploma 5: General higher education entrance qualification (A level), extended secondary school certificate, EOS, vocational training with A-level 8: Another level of education 97: Refuse 98: Do not know 		
802.	What is your <u>highest</u> level of training qualification? Please indicate which of the following is most true for you.		
	 1: Apprenticeship, in-firm training 2: Vocational training within the educational system (vocational school, business school) 3: Master craftsmen's or technical college, college of advanced vocational studies 4: University of applied sciences degree 5: University degree 		
	6: Another training qualification7: No training qualification		
	97: Refuse98: Do not know		

803.	Are you in a serious/permanent relationship?	
	□ 1: Yes □ 2: No	804 806
	□ 7: Refuse □ 8: Do not know	806 806
804.	Does your partner live in the same household?	
	☐ 1: Yes ☐ 2: No	805 806
	□ 7: Refuse □ 8: Do not know	806 806
805.	Is your partner currently gainfully employed? Please tick where appropriate.	
	 1: Full-time employed 2: Part-time employed 3: Not gainfully employed 	
	□ 7: Refuse □ 8: Do not know	
806.	How many people live in your household, children and yourself included?	if 806>1:
	Number:	if 806=1: 811
	□ 97: Refuse□ 98: Do not know	811 811
807.	How many of these XX [question 806] people are children under the age of 14?	
	Number:	
	□ 97: Refuse □ 98: Do not know	

808.	If F807 = 1: How old is your child?	
	years	
	If F807 > 1: How old are your children? Please start with the oldest child.	
	years (age of oldest child) years (age if second child) years (age of third child) etc.	
	□ 97: Refuse□ 98: Do not know	
810.	If $F807 > 0$: How satisfied are you today with your situation of child-care relating to your job? Please rate the satisfaction with the current care situation of your children on a scale from 0 to 10. 0 means "totally unhappy", 10 "totally happy"	
	Scale from 0 to 10	
811.	What nationality do you have?	
	 1: Just the German citizenship 2: The German and another citizenship 3: Another citizenship 	
	□ 6: Stateless	
	☐ 7: Refuse☐ 8: Do not know	
812.	Were you born in Germany?	
	□ 1: Yes □ 2: No	815 813
	□ 7: Refuse □ 8: Do not know	813 813
813.	In which country were you born?	
	Country:	
	□ 997: Refuse□ 998: Do not know	

814.	When did you come to Germany to live here? Name the year.	
	Year:	
	□ 9997: Refuse□ 9998: Do not know	
815.	Was your father born in Germany?	
	□ 1: Yes □ 2: No	
	□ 7: Refuse □ 8: Do not know	
817.	Was your mother born in Germany?	
	□ 1: Yes □ 2: No	
	☐ 7: Refuse☐ 8: Do not know	
818.	What was the amount of your earnings last month? Please exclude any bonuses or extra pay (e.g. Christmas bonus, holiday bonus or back pays) and include payments for overtime. Please specify your gross pay before any tax deductions and social security contributions.	
	Gross pay:	
	□ 999997: Refuse□ 999998: Do not know	
819.	What was your total net income in the last month? (Net income means after deduction of tax and social security contributions, such as pension, unemployment and health insurance)	
	Net pay:	
	□ 999997: Refuse□ 999998: Do not know	

900. Panel participation and merging of data

901. We have now arrived at the end of the interview. Thank you for answering the guestions.

We would appreciate if the survey was interesting for you. Just one final question to conclude.

To find out, if anything and, if yes, what has changed in the world of work within a few years, it is necessary that we can carry out a second interview with all the respondents in two years.

If you can resolve to do this, this would be very valuable to the success of the research project.

For the purpose of the further survey in the context of this study we must keep your address.

Hereby the Data Protection Law requires your agreement.

The data will be used in this research project only.

A further use of your data for other purposes is not permitted. Your address will be stored separately from the questionnaire and can never be associated with the answers you provided. Your information will remain completely anonymous.

After completion of the research project, your address will be permanently deleted.

Do you agree?

- 1: I agree.
- 2: I do not agree.

902. Textvar if 901 = 1:

In order to not have to query all your professional career information in the next interview again and not needlessly increase its length, we would like to include excerpts from other data in the analysis of the survey. These data are available at the Institute for Employment Research in Nuremberg. This is, for example, information about previous periods of employment. However, the inclusion of these data requires your agreement.

Textvar if 901 = 2:

Even if you disagree with the saving of your address, we still have a request for you that is very important for the research: In order to complete the interview, we would like to include excerpts from other data in the analysis of the survey. These are available at the Institute for Employment Research in Nuremberg. This is, for example, information about previous periods of employment. However, the inclusion of these data requires your agreement.

For the purpose of merging these data with the survey data, the Data Protection Law requires your agreement, for which I kindly ask you. When evaluating this information, it is absolutely certain that all data protection regulations are strictly adhered to.

Of course, your agreement is voluntary. You can withdraw it at any time.

- 1: Yes, agreement granted
- 2: No, agreement not granted