

Confidential



SAINT LUCIA CENTRAL STATISTICS OFFICE

SAINT LUCIA JOB OPENINGS AND LABOUR MARKET TURNOVER SURVEY 2015

Time Started _____ Time Ended _____

ENUMERATOR INSTRUCTION		ADMINISTRATIVE INFORMATION	
<div>USE ONLY 2B PENCIL</div> <div>IMPORTANT!!! Place an X in the box for choice options</div> <div><div>X</div></div> <div>For optimum accuracy, please print in capital letters and avoid contact with the edge of the box.</div> <div><div>1234567890</div><div>ABCDEFGHIJKLM NOPQRSTUVWXYZ</div></div>		<div>Form <div></div><div></div> of <div></div><div></div></div> <div><div>Date of Interview: <div></div><div></div> / <div></div><div></div> / <div></div><div></div><div>YYMMDD</div></div><div><div>Name of Field Supervisor:</div><div></div></div><div><div>Name of Enumerator:</div><div></div></div><div><div>Name of Respondent:</div><div></div></div><div><div>What is your/Respondent's position in the organization? (PLEASE SELECT ONE)</div><div><div><div><input type="checkbox"/> 1 Owner</div><div><input type="checkbox"/> 2 Partner</div><div><input type="checkbox"/> 3 Associate Member</div><div><input type="checkbox"/> 5 Employee (specify position) _____</div><div><input type="checkbox"/> 4 Participating family member</div><div><input type="checkbox"/> 6 Other (Specify) _____</div></div></div></div><div><div>Results of Interview:</div><div><div><input type="checkbox"/> 1 Complete</div><div><input type="checkbox"/> 2 Incomplete</div><div><input type="checkbox"/> 3 Non response</div><div><input type="checkbox"/> 4 Refusal</div></div></div><div><div>Signature of Field Supervisor:</div><div></div></div><div><div>District/Region Name:</div><div></div></div></div>	

Comments

Confidential

1.1 Name of Establishment: _____

1.2a Address of Establishment: _____ /District: _____

1.3 Establishment's Mailing Address (if different from above): _____

HUMAN RESOURCE MANAGER/PERSONNEL MANAGER OR MOST RELEVANT OFFICER CONTACT DETAILS

1.4 Name of Human Resource Manager/Personnel Manager or other appropriate officer:

First Name															Last Name														
<input type="text"/>															<input type="text"/>														
Phone Number					Fax					Mobile					E-mail														
<input type="text"/>					<input type="text"/>					<input type="text"/>					<input type="text"/>														

1.5 What type of business is carried out in your company/organisation?

Business Activity refers to the commercial, manufacturing or production activities of a business. This includes selling, renting or leasing products and provision of services to customers.

Instructions:

- If you perform one core business activity which contributes to 100% of the business total revenue please identify this activity in item (1).

- If you perform more than one core business activity, please list the three activities which contribute the most to total revenue.

E.g. List the business activity contributing the highest percentage to total revenue in item (1).
List the business activity contributing the second highest percentage to total revenue in item (2).
List the business activity contributing the third highest percentage to total revenue in item (3).

PLEASE LIST THE 3 MOST SIGNIFICANT BUSINESS ACTIVITIES IN ORDER OF IMPORTANCE		Percentage of contribution to Total Revenue	OFFICIAL USE
1.			
2.			
3.			
TOTAL 100%			



Draft

Comments



1.6 What is the Ownership Type of your Business (PLEASE SELECT ONE)

- ☐ 1 Sole Proprietorship***
- ☐ 2 Partnership
- ☐ 3 Private Limited Company
- ☐ 4 Public Limited Company
- ☐ 8 Parastatal/ Quasi-Government
- ☐ 5 Government
- ☐ 6 Co-operative
- ☐ 7 Nonprofit Institution Serving Households**
- ☐ 10 Other (specify) _____

**Nonprofit Institution Serving Households refer to private, non-market producers which are separate legal entities. Their main resources apart from those derived from occasional sales, are derived from voluntary contributions in cash or in kind from households in their capacity as consumers, from payments made by general governments, and from property income. Example, Red Cross, Salvation Army, Trade Unions

***The sole proprietorship is the simplest business form under which one can operate a business. The sole proprietorship is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

SECTION 2A: EMPLOYMENT

2.1 What was the total number of persons employed at this establishment on December 31, 2014?

Please note that this total includes all employees, owners, partners, participating family members and apprentices receiving remuneration in the form of pay, profit or family gain from the establishment in cash or in kind* for at least one hour during the last week of December 2014.

*Note that persons with a formal attachment to the job, even when on temporary-lay off for less than four weeks, should be included among the total number of employees.

2.2 Based on the definition of employed persons just read, can you please provide the total employed and the total number of new persons employed in the following categories?

2.2A Type Of Persons Employed	2.2B Total Employed As Of Jan 1st, 2014	2.2C Total Number Of New Persons Employed During The Period Jan 1, 2014 - Dec 31, 2014	2.2D Total Number Of Separations Persons who stopped working for your business Jan 1, 2014 - Dec 31, 2014	2.2E Total Employed As Of Dec 31st, 2014
Owners/Partners	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Participating Family Members	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Employees(incl person on paid leave)	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Apprentices	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Total	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

Please check that
Q2.2B + Q2.2C - Q2.2D
= Q2.2E

Also, ensure that the
total in Q2.2C is equal
to the total number in
SECTION 2B on Pages
4 & 5.

And, the total of Q2.2D
is equal to the total
number of separations
on page 8.

*****New Employees" refers to all employees, participating family members, apprentices and owner/partners who joined the establishment during the period January 1, 2014 - Dec 31, 2014. This includes: workers hired via direct recruitment, labour exchanges or employment agencies, part-time, full-time, seasonal, permanent or temporary workers (e.g. summer interns etc).

Comments

SECTION 2B: NEWLY EMPLOYED PERSONS (1 January - 31 December 2014)

Mark choice boxes like this ☒

2B. Please provide the following details for new employees who joined this establishment.

If there were no new employees employed during the period skip to 3A.1

EMPLOYEE	a. In what category of occupation were new employees hired? (E.g. Sales Clerk, Pediatric Nurse, mechanical engineer, real estate agent)	b. Was new employee hired as? 1 Employee 2 Owners /Partners 3 Participating family members; 4 Apprentices (Select all that apply)	c. How many persons were employed?	d. What was the Highest Qualification of the new employee? 1 Post Graduate Degree 2 Under graduate 3 Tertiay /Associate Degree 4 CXC 5 Other 6 None	e. Number of years experience required for the position 0 - No Experience Round to the nearest year	f. What is the Reason for recruitment? (Select all that apply) 10 Replacement, Not specified/None; 11 Replacement, Expired time-limited contracts; 12 Replacement, Persons Quitting; 13 Replacement, Retirements; 14 Replacement, Deaths; 15 Replacement, Persons fired; 20 Expansion of business; 21 Re-organisation of business	g. Nature of employment 1.Fix term contract 2. Permanent 3. Temporary 4.Seasonal 5.Casual	h. Is position 1 Part-time 2 Full-time	i. Measures taken to fill positions: 1 Newspaper advertising 2 Online advertising 3 Referrals - Min of Labour 4 Referrals - Recruitment Agency 5 Referrals - Other 6 Direct recruitment 7 Other (Select all that apply)	j. What month did the position become open? [mm/yy]	k. Number of weeks taken to recruit?	l. Wage/Salary Paid? If Salary is greater than 9,999 insert 9,997. Remember Daily paid workers can be recorded here also. Indicate the Pay period: M - Monthly D - Daily W - Weekly H - Hourly	
	01		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> W
	02		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> W
	03		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> W
	04		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> W
05		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="text"/> <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM / YY	<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> W	

Draft

Comments

Contract* - refers to long term contract over one year

2B. Please provide the following details for new employees who joined this establishment.

If there were no new employees employed during the period skip to 3A.1

EMPLOYEE	a. In what category of occupation were new employees hired? (E.g. Sales Clerk, Pediatric Nurse, mechanical engineer, real estate agent)	b. Was new employee hired as? 1 Employee 2 Owners /Partners 3 Participating family members; 4 Apprentices (Select all that apply)	c. How many persons were employed? <div></div>	d. What was the Highest Qualification of the new employee? 1 Post Graduate Degree 2 Under graduate 3 Tertiary /Associate Degree 4 CXC 5 Other 6 None	e. Number of years experience required for the position 0 - No Experience Round to the nearest year	f. What is the Reason for recruitment? (Select all that apply) 10 Replacement, Not specified/None; 11 Replacement, Expired time-limited contracts; 12 Replacement, Persons Quitting; 13 Replacement, Retirements; 14 Replacement, Deaths; 15 Replacement, Persons fired; 20 Expansion of business; 21 Re-organisation of business	g. Nature of employment 1. Fix term contract 2. Permanent 3. Temporary 4. Seasonal 5. Casual	h. Is position 1 Part-time 2 Full-time	i. Measures taken to fill positions: 1 Newspaper advertising 2 Online advertising 3 Referrals - Min of Labour 4 Referrals - Recruitment Agency 5 Referrals - Other 6 Direct recruitment 7 Other (Select all that apply)	j. What month did the position become open? [mm/yy]	k. Number of weeks taken to recruit?	l. Wage/Salary Paid? If Salary is greater than 9,999 insert 9,997. Remember Daily paid workers can be recorded here also. Indicate the Pay period: M - Monthly D - Daily W - Weekly H - Hourly	
	06	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	07	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	08	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	09	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
10	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

Contract* - refers to long term contract over one year

Comments

SECTION 3A: JOB OPENINGS

Mark choice boxes like this ☒

3A.1 What is the total number of JOB OPENINGS (occupied or unoccupied) available for occupancy by workers outside your establishment and for which you were actively recruiting persons within the last four weeks?

☐ 9 None

OCCUPIED JOB OPENINGS

3B.1 How many of these job openings are currently occupied by retiring workers who have not left or by substitutes or other temporary workers?

IF THERE ARE NO JOB OPENINGS, PLEASE GO TO QUESTION 4.1

IF ALL JOB OPENINGS ARE OCCUPIED, PLEASE GO TO QUESTION 4.1

SECTION 3B: DETAILS OF UNOCCUPIED JOB OPENINGS (UNFILLED JOBS)

Please provide the following details for each job that is currently vacant and available immediately for occupancy and for which your establishment has taken some specific recruitment action at least during the past four weeks

EMPLOYEE	a. In what category of occupation were unfilled jobs available? (E.g. Sales Clerk, Pediatric Nurse, mechanical engineer, real estate agent)	b. Is unfilled opening(s)... ? 1 Employees 2 Apprentices	c. How many unfilled positions are available?	d. What is the Highest Qualification required for the position? 1 Post Graduate Degree 2 Under graduate Degree, Degree, 3 Tertiay/Associate Degree 4 CXC 5 Certification 6 Other 7 None	e. Number of years experience required for the position 0 - No Experience Round to the nearest year	f. What is the Reason for recruitment? (Select all that apply) 10 Replacement, Not specified; 11 Replacement, Expired time-limited contracts; 12 Replacement, Persons Quitting; 13 Replacement, Retirements; 14 Replacement, Deaths; 15 Replacement, Persons fired; 20 Expansion of business; 21 Re-organisation of business	g. Nature of employment 1. Fix term contract 2. Permanent 3. Temporary 4. Seasonal 5. Casual	h. Is position. . . 1 Part-time 2 Full-time	i. Measures taken to fill positions: 1 Newspaper advertising 2 Online advertising 3 Referrals - Min of Labour 4 Referrals - Recruitment Agency 5 Referrals - Other 6 Direct recruitment 7 Other (Select all that apply)	j. What is the month the position became open [mm/yy]	k. Is this vacancy difficult to fill ? 1. Yes 2. No
01		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div></div>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div><div></div><div></div></div> <div>MM / YY</div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
02		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div></div>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div><div></div><div></div></div> <div>MM / YY</div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div></div>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<div><div></div><div></div><div></div><div></div></div> <div>MM / YY</div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2



Draft

Comments

Contract* - refers to long term contract over one year

SECTION 3B: DETAILS OF UNOCCUPIED JOB OPENINGS (UNFILLED JOBS)

Mark choice boxes like this ☒

Please provide the following details for each job that is currently vacant and available immediately for occupancy and for which your establishment has taken some specific recruitment action at least during the past four weeks

EMPLOYEE	a. In what category of occupation were unfilled jobs available? (E.g. Sales Clerk, Pediatric Nurse, mechanical engineer, real estate agent)	b. Is unfilled opening(s)... ? 1 Employees 2 Apprentices	c. How many unfilled positions are available?	d. What is the Highest Qualification required for the position? 1 Post Graduate Degree 2 Under graduate Degree, Degree, 3 Tertiary/Associate Degree 4 CXC 5 Certification 6 Other 7 None	e. Number of years experience required for the position 0 - No Experience Round to the nearest year	f. What is the Reason for recruitment? (Select all that apply) 10 Replacement, Not specified; 11 Replacement, Expired time-limited contracts; 12 Replacement, Persons Quitting; 13 Replacement, Retirements; 14 Replacement, Deaths; 15 Replacement, Persons fired; 20 Expansion of business; 21 Re-organisation of business	g. Nature of employment 1. Fix term contract 2. Permanent 3. Temporary 4. Seasonal 5. Casual	h. Is position. . . 1 Part-time 2 Full-time	i. Measures taken to fill positions: 1 Newspaper advertising 2 Online advertising 3 Referrals - Min of Labour 4 Referrals - Recruitment Agency 5 Referrals - Other 6 Direct recruitment 7 Other	j. What is the month the position became open [mm/yy]	k. Is this vacancy difficult to fill (Yes/No)?
	(Select all that apply)										
04		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
05		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
06		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
07		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 21	<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2

Comments

Contract* - refers to long term contract over one year

SECTION 4: SEPARATIONS

Mark choice boxes like this ☒

4.1 Please state the total number of employees who have left the establishment during the period January 1, 2014 to December 31, 2014: ☐ None if none, END OF INTERVIEW

4.2 For each employee who has left the establishment during the period January 1, 2014 to December 31, 2014 please provide the following details:

EMPLOYEE	a. In what category of occupation did separations from the establishment occur during the period Jan 1 to December 31st 2014? (E.g. Sales Clerk, Pediatric Nurse, mechanical engineer, real estate agent)	b. Are these persons..... 1 Employees 2 Owners/Partners 3 Participating family members; 4 Apprentices	c. How many persons left?	d. What was the reason the employee left the establishment? 1 Not specified; 2 Expired time-limited contracts; 3 Persons Quitting; 4 Retirements; 5 Deaths; 6 Persons fired; 7 Redundancy business slowed down; 8 Re-organisation of business 9 Unsuccessful after probation period 10 Other	e. Was employee ... 1 Part-time 2 Full-time
01		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
02		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
03		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
04		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
05		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
06		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
07		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2
08		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div><div></div><div></div></div>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2



Comments

END OF INTERVIEW