

1391²⁰²⁴

SOEP Survey Papers
Series A – Survey Instruments (Erhebungsinstrumente)

SOEP-LEE2-Compare – 2022: Questionnaire of the Establishment Survey (with Reference to Variables)

SOEP Group and IPA Institute for Employment Relations and Labour of the Helmut Schmidt University / University of the Federal Armed Forces Hamburg

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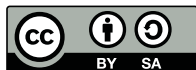
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2024

The variable names mentioned in this document belong to a collection of datasets, which is released
with doi:10.25652/diw_data_S0030.1.

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Reading Aid

This representation of the questionnaire contains the same informations as the portal paneldata.org.

The diagram illustrates the structure of a questionnaire question (Q72) and its answer options. The elements are labeled as follows:

- question number:** Q72
- question text:** Now we would like to know something about you personally. Were you born in Germany?
- interviewer instruction:** This refers to Germany or the Federal Republic of Germany or the German Democratic Republic in the national borders at the time of your birth.
- answer options:**
 - Yes (1)
 - No (2)
 - No answer (-1)
- in blue: identifier for filter:** Q72:lsta1
- in blue: filter with condition:** Q72:lsta1=2
- in green: dataset name, variable name, variable label:** bio I0013 born in Germany
- grey bar: open or numeric answer:** Q73:lsta2 bio I0016 Country Of Birth

Here, in addition to the *question number*, *question text*, *interviewer instructions*, and *answer options*, you find printed in green the *file name* and the *variable name* with the *variable label*, which contains information from the question. If you see rows of green lines below the answer option, the questionnaire defines several variables or informations are stored in more than one data set.

The *routing by filters* is depicted in blue.

Each variable is preceded by an identifier, which usually contains the question number and which is used when the variable is used in filters in subsequent questions. Such filters are usually placed as input filters (gatekeepers) at the beginning of a question. An identifier that is referred to in the input filter of a subsequent question is marked yellow as an example.

This reading aid does not cover a few exceptional cases: If the filter (as gatekeeper) only affects one of several variables for a question, the filter is printed in blue behind the variable. There you will also find a "go to" command in the form 2 @ Q73. Here, the questionnaire skips to question 73 if answer 2 was given.

Phrases that are not already translated in English are displayed in German and preceded by [de].

B1 Organizational features

1 Is your establishment / public body ...

... an independent, autonomous company or an independent organization without a branch elsewhere?	1
... the headquarters or head office of a company or organization with branches (establishments / public bodies) elsewhere?	2
... a branch (establishment / public body) of a larger company or organization?	3
... a regional or specialist branch / middle instance of a branched company or organization?	4
Can not / Prefer not to answer	-1

1:elb0001 estab2022 elb0001 Type of establishment/public body

2 Is your establishment / public body majority or exclusively owned by the public sector?

Yes	1
No	2
Can not / Prefer not to answer	-1

2:elb0002 estab2022 elb0002 Publicly owned establishment/public body 1@5

2:elb0002=2

3 Does your establishment / public body have a majority owner?

Yes	1
No	2
Can not / Prefer not to answer	-1

3:elb0003 estab2022 elb0003 Majority owner present 2@5

2:elb0002=2 & 3:elb0003=1

4 What percentage of your establishment/public body is owned by the majority shareholder?

[...] % 0:100

4:elb0004 estab2022 elb0004 Majority shareholding in %
4:elb0004 estab2022 elb0004_cat Majority shareholding in % [categories]

Don't know 1

5 In which year was your establishment / public body founded, regardless of any changes in legal form, location or ownership?

If you cannot specify exactly, please estimate.

In the year: 1800:2021

5:elb0006 estab2022 elb0006 Founding year of the establishmen/public body
 5:elb0006 estab2022 elb0006_cat Founding year of the establishmen/public body [categories]

Don't know 1

5:elb0007 estab2022 elb0007 Founding year of the establishmen/public body don't know

6 Which of the following written strategies or guidelines are applied in your establishment / public body?

Please indicate all that apply.

Job descriptions for the majority of jobs 1
 Written plans for personnel development and further training 1
 Formal procedures for filling vacancies 1
 Policies, rules or guidelines on equal opportunities, diversity or discrimination, regardless of legal requirements 1
 Nothing applies 1

6:elb0008 estab2022 elb0008 HR strategies: Job descriptions
 6:elb0009 estab2022 elb0009 HR strategies: Plans for personnel development/training
 6:elb0010 estab2022 elb0010 HR strategies: Established procedures for staffing
 6:elb0011 estab2022 elb0011 HR strategies: Guidelines on equal opportunities/diversity/discrimination
 6:elb0012 estab2022 elb0012 HR strategies: Nothing applies

B2 Personnel structure

7 How many employees did your establishment / public body have on June 30, 2021, broken down by the employment groups mentioned? And what was the share of women?

Please enter "0" for groups that do not occur.

Employees subject to social insurance contributions

Excluding marginal employees

Blue- and white-collar employees

[Blue-collar and white-collar employees] Number of respective employees on June 30, 2021 0:10000

[Blue- and white-collar employees] Of which share of women [...] % 0:100

7:elb0013 estab2022 elb0013 Number of employees excluding marginally employed on 30.06.
 7:elb0013 estab2022 elb0013_cat Number of employees excluding marginally employed on 30.06. [categories]
 7:elb0022 estab2022 elb0022 Share of women among employees excluding marginally employed in %

Apprentices

[Apprentices] Number of respective employees on June 30, 2021 0:1000

[Apprentices] Of which share of women [...] % 0:100

7:elb0014 estab2022 elb0014 Number of trainees on 30.06.

7:elb0014 estab2022 elb0014_cat Number of trainees on 30.06. [categories]

7:elb0023 estab2022 elb0023 Share of women among trainees in %

Employees not subject to social security contributions ...

Civil servants, i.e. including trainee civil servants

[Civil servants] Number of respective employees on June 30, 2021 0:5000

[Civil servants] Of which share of women [...] % 0:100

7:elb0015 estab2022 elb0015 Number of civil servants and candidates on 30.06.

7:elb0015 estab2022 elb0015_cat Number of civil servants and candidates on 30.06. [categories].

7:elb0024 estab2022 elb0024 Share of women among civil servants and candidates in %

active owners

[Active owners] Number of respective employees on June 30, 2021 0:50

[Active owners] Of which share of women [...] % 0:100

7:elb0016 estab2022 elb0016 Number of active owners on 30.06.

7:elb0016 estab2022 elb0016_cat Number of active owners on 30.06. [categories]

7:elb0025 estab2022 elb0025 Share of women among active owners in %

Assisting family members

[Family members] Number of respective employees on June 30, 2021 0:50

[Family members] Of which share of women [...] % 0:100

7:elb0017 estab2022 elb0017 Number of helping family members on 30.06.

7:elb0017 estab2022 elb0017_cat Number of helping family members on 30.06. [categories]

7:elb0026 estab2022 elb0026 Share of women among helping family members in %

Marginal employees

E.g. EUR 450 employees, short-term employees, mini-jobbers

[Marginal employees] Number of respective employees on June 30, 2021 0:5000

[Marginal employees] Of which share of women [...] % 0:100

7:elb0018 estab2022 elb0018 Number of marginally employed persons on 30.06.

7:elb0018 estab2022 elb0018_cat Number of marginally employed persons on 30.06. [categories]

7:elb0027 estab2022 elb0027 Share of women among marginally employed in %

Other employees

Temporary workers

[Temporary workers] Number of respective employees on June 30, 2021 0:5000

[Temporary workers] Of which share of women [...] % 0:100

7:elb0019 estab2022 elb0019 Number of temporary employees on 30.06.

7:elb0019 estab2022 elb0019_cat Number of temporary workers on 30.06. [Categories]

7:elb0028 estab2022 elb0028 Share of women among temporary workers in %

Freelancers with contracts for work or services

[Freelancers] Number of respective employees on June 30, 2021 0:5000

[Freelancers] Of which share of women [...] % 0:100

7:elb0020 estab2022 elb0020 Number of freelancers with work/service contracts as at 30.06.

7:elb0020 estab2022 elb0020_cat Number of freelancers with work/service contracts on 30.06. [categories]

7:elb0029 estab2022 elb0029 Share of women among freelancers in %

Total

[Total] Total number of respective employees on June 30, 2021

[Total] Of which share of women [...] % 0:100

7:elb0021 estab2022 elb0021 Total number of employees on 30.06.

7:elb0021 estab2022 elb0021_cat2 Total number of employees on 30.06. [categories]

7:elb0030 estab2022 elb0030 Share of women among total number of employees in %

8 Were there any part-time employees, including marginal part-time employees earning a maximum of EUR 450 per month, among the employees on June 30, 2021?

Yes 1

No 2

Can not / Prefer not to answer -1

8:elb0031 estab2022 elb0031 Part-time employees in the establishment on 30.06. 2@10

8:elb0031=1

9 Of the part-time employees, how many were working on June 30, 2021 ...

Please enter "0" for groups that do not occur.

... in large part-time positions, i.e. working 21 or more hours? And what was the share of women?

[Large part-time] Number of part-time employees 0:5000

[Large part-time] Of which share of women [...] % 0:100

9:elb0032 estab2022 elb0032 Number of employees in large part-time on 30.06.

9:elb0032 estab2022 elb0032_cat2 Number of employees in large part-time on 30.06. [categories]

9:elb0034 estab2022 elb0034 Share of women in large part-time in %

... in small part-time positions, i.e. working 20 hours or less? And what was the share of women?

[Small part-time] Number of part-time employees 0:5000

[Small part-time] Of which share of women [...] % 0:100

9:elb0033 estab2022 elb0033 Number of employees in small part-time on 30.06.

9:elb0033 estab2022 elb0033_cat2 Number of employees in small part-time on 30.06. [categories]

9:elb0035 estab2022 elb0035 Share of women in small part-time in %

10 How were the employees of your establishment/public body distributed among the following employee groups on June 30, 2021? Please do not include temporary workers and freelancers with contracts for work and services.

Please enter "0" for groups that do not occur.

Total share of employees 100%

Of these, ...

Employees in jobs that do not require vocational training

[Simple activities] Share of employees 0:100

10:elb0036 estab2022 elb0036 Share of employees in activities without required vocational train. group 1 in %

Employees in jobs ...

that require a completed apprenticeship or comparable vocational training or corresponding professional experience

[Qualified training] Share of employees [...] % 0:100

10:elb0037 estab2022 elb0037 Share of employees in jobs with required vocational train./exper. group 2 in %

Employees in jobs that require a technical or university degree ...

[University degree] Share of employees [...] % 0:100

10:elb0038 estab2022 elb0038 Share of employees in occupations with requ. technical/uni. degree group 3 in %

Total

[Total] Total share of employees (please check) [...] % 0:100

11 What was the share of foreign employees in your establishment/public body on June 30, 2021? This includes all persons who do not have German citizenship.

This does not include temporary workers and freelancers. This includes all persons who are not German nationals. Please enter "0" for groups that do not occur.

Total share of foreign employees 100%

11:elb0039 estab2022 elb0039 Share of foreign employees on 30.06. in %

11a What was the share of foreign employees in the following groups on June 30, 2021? This includes all persons who do not have German citizenship.

This does not include temporary workers and freelancers. This includes all persons who are not German nationals. Please enter "0" for groups that do not occur.

Foreign employees in jobs that do not require vocational training

[Simple activities] Share of foreign employees [...] % 0:100

11a:elb0040 estab2022 elb0040 Share of foreign employees in group 1 activities in %

Foreign employees in jobs that require a completed apprenticeship or comparable vocational training or corresponding professional experience

[Qualified training] Share of foreign employees [...] % 0:100

11a:elb0041 estab2022 elb0041 Share of foreign employees in group 2 activities in %

Foreign employees in jobs that require a technical or university degree

[University degree] Share of foreign employees [...] % 0:100

11a:elb0042 estab2022 elb0042 Share of foreign employees in group 3 activities in %

Foreign active owners, board members, managing directors

[Management Board] Share of foreign employees [...] % 0:100

11a:elb0043 estab2022 elb0043 Share of foreign employees among owners/executives/managing directors in %

12 What personnel challenges are you currently facing in your establishment / public body?

	No challenge	Minor challenge	Medium challenge	Big challenge	Very big challenge	Can not / Prefer not to answer
Staffing levels too high	1	2	3	4	5	-1
High staff turnover	1	2	3	4	5	-1
High workload for existing staff	1	2	3	4	5	-1
Difficulties in finding the skilled workers needed	1	2	3	4	5	-1
Staff shortages	1	2	3	4	5	-1
Ageing	1	2	3	4	5	-1
Great need for further training and qualification	1	2	3	4	5	-1
Lack of motivation to work	1	2	3	4	5	-1
High absenteeism / high sickness rate	1	2	3	4	5	-1
High burden due to wage and salary costs	1	2	3	4	5	-1

- 12:elb0044 estab2022 elb0044 Personnel challenges: High headcount
- 12:elb0045 estab2022 elb0045 Personnel challenges: High staff turnover
- 12:elb0046 estab2022 elb0046 Personnel challenges: High workload
- 12:elb0047 estab2022 elb0047 Personnel challenges: Difficulties in recruiting skilled workers
- 12:elb0048 estab2022 elb0048 Personnel challenges: Staff shortages
- 12:elb0049 estab2022 elb0049 Personnel challenges: Ageing
- 12:elb0050 estab2022 elb0050 Personnel challenges: Great need for further training
- 12:elb0051 estab2022 elb0051 Personnel challenges: Lack of motivation to work
- 12:elb0052 estab2022 elb0052 Personnel challenges: High absence times/sickness rate
- 12:elb0053 estab2022 elb0053 Personnel challenges: High burden due to salary costs

[Other] namely:

- 12:eab0001 estab2022 eab0001 Personnel challenges: Other free text
- 12:eab0001 estab2022 eab0001_cat Personnel challenges: Other free text filled in

C Personnel management

13 Does your establishment / public body have a human resources department?

Yes	1
No	2
Can not / Prefer not to answer	-1

13:elb0054 estab2022 elb0054 Human resources (HR) department in establishment/public body 2@16

13;elb0054=1

14 How many full-time equivalents does the HR department have?

The full-time equivalent is understood here as an auxiliary figure for measuring working hours: For example, if there are 2 people working in full-time positions in the HR department, that is 2 full-time equivalents; if, on the other hand, one person is employed full-time and a second only "half-time", that is 1.5 full-time equivalents, etc.

Total full-time equivalents: 0:50

14:elb0055 estab2022 elb0055 Full-time equivalents in the HR department
14:elb0055 estab2022 elb0055_cat Full-time equivalents in the HR department [categories]

13;elb0054=1

15 Is the HR manager a member of the top management level / board / management of your establishment / public body?

Yes	1
No	2
Can not / Prefer not to answer	-1

15:elb0056 estab2022 elb0056 Head of HR part of top management level of the establishment/public body ALL@17

13;elb0054=2

16 Is there a position that deals primarily with personnel tasks?

Yes	1
No	2
Can not / Prefer not to answer	-1

16:elb0057 estab2022 elb0057 Position for HR tasks in establishment/public body

17 The following question is aimed at companies or public bodies that are part of a larger establishment or organization. a larger organization: Is the HR department in the head office or main administration a member of the top management level, the board of directors or the management?

Yes	1
No	2
Does not apply	3
Don't know	4
Can not / Prefer not to answer	-1

17:elb0058 estab2022 elb0058 HR department part of the top management level of company headquarters

18 Does your establishment / public body have a personnel planning system?

Yes	1
No	2
Can not / Prefer not to answer	-1

18:elb0059 estab2022 elb0059 HR planning in the company/public body 2@20

18:elb0059=1

19 What planning horizon do you set for personnel planning?

Less than 1 year	1
1 year	2
2-3 years	3
4-5 years	4
More than 5 years	5
Can not / Prefer not to answer	-1

19:elb0060 estab2022 elb0060 Planning horizon for HR planning

20 Please indicate which of the following procedures you use in your establishment / public body for the selection of personnel in the respective employment group.

Please indicate all that apply.

Group 1: For employees in simple jobs that do not require vocational training

Group 2: For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience

Group 3: For employees in qualified jobs that require a technical or university degree

[Group 1] Job interviews / interviews with one or more interviewers	1
[Group 1] Application form	1
[Group 1] Psychometric test	1
[Group 1] Assessment Center	1
[Group 1] Profiles in social media	1
[Group 1] References	1
[Group 1] Aptitude test / work trial	1
[Group 2] Job interviews / interviews with one or more interviewers	1
[Group 2] Application form	1
[Group 2] Psychometric test	1
[Group 2] Assessment Center	1
[Group 2] Profiles in social media	1
[Group 2] References	1
[Group 2] Aptitude test / work trial	1
[Group 3] Job interviews / interviews with one or more interviewers	1
[Group 3] Application form	1
[Group 3] Psychometric test	1
[Group 3] Assessment Center	1
[Group 3] Profiles in social media	1
[Group 3] References	1
[Group 3] Aptitude test / work trial	1
[Procedure not used] Job interviews / interviews with one or more interviewers	1
[Procedure not used] Application form	1
[Procedure not used] Psychometric test	1
[Procedure not used] Assessment Center	1
[Procedure not used] Profiles in social media	1
[Procedure not used] References	1
[Procedure not used] Aptitude test / work trial	1

20:elb0061	estab2022	elb0061	Job interviews group 1
20:elb0065	estab2022	elb0065	Application forms group 1
20:elb0069	estab2022	elb0069	Psychometric tests group 1
20:elb0073	estab2022	elb0073	Assessment center group 1
20:elb0077	estab2022	elb0077	Social media group 1
20:elb0081	estab2022	elb0081	References group 1
20:elb0085	estab2022	elb0085	Aptitude test/work trial group 1
20:elb0062	estab2022	elb0062	Job interviews group 2
20:elb0066	estab2022	elb0066	Application forms group 2
20:elb0070	estab2022	elb0070	Psychometric tests group 2
20:elb0074	estab2022	elb0074	Assessment center group 2
20:elb0078	estab2022	elb0078	Social media group 2
20:elb0082	estab2022	elb0082	References group 2
20:elb0086	estab2022	elb0086	Aptitude test/work trial group 2
20:elb0063	estab2022	elb0063	Job interviews group 3
20:elb0067	estab2022	elb0067	Application forms group 3
20:elb0071	estab2022	elb0071	Psychometric tests group 3
20:elb0075	estab2022	elb0075	Assessment center group 3
20:elb0079	estab2022	elb0079	Social media group 3
20:elb0083	estab2022	elb0083	References group 3
20:elb0087	estab2022	elb0087	Aptitude test/work trial group 3
20:elb0064	estab2022	elb0064	Job interviews not used
20:elb0068	estab2022	elb0068	Application forms not used
20:elb0072	estab2022	elb0072	Psychometric tests not used
20:elb0076	estab2022	elb0076	Assessment center not used
20:elb0080	estab2022	elb0080	Social media not used
20:elb0084	estab2022	elb0084	References not used
20:elb0088	estab2022	elb0088	Aptitude test/work trial not used

Other selection procedures, namely:

20:eab0002	estab2022	eab0002	Other selection procedures free-form text
20:eab0002	estab2022	eab0002_cat	Other selection procedures free-form text filled in

21 Do you use the quality criteria of DIN 33430 in aptitude testing?

Yes	1
No	2
I do not know	3
Can not / Prefer not to answer	-1

21:elb0089	estab2022	elb0089	Aptitude diagnostics according to DIN 33430
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22 Which of the following measures for professional development did you offer in your company in the first half of 2021?

Please indicate all that apply.

If you have not offered any of the measures, simply leave the field blank.

Group 1: For employees in simple jobs that do not require vocational training

Group 2: For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience

Group 3: For employees in qualified jobs that require a technical or university degree

[Group 1] Courses, training programs, seminars	1
[Group 1] Participation in lectures, conferences, trade fairs, etc.	1
[Group 1] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Group 1] Job change / job rotation	1
[Group 1] Quality circles, workshop circles, learning workshop	1
[Group 1] Collaboration in project teams	1
[Group 1] Coaching / Mentoring	1
[Group 1] Career plans / succession planning	1
[Group 2] Courses, training programs, seminars	1
[Group 2] Participation in lectures, conferences, trade fairs, etc.	1
[Group 2] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Group 2] Job change / job rotation	1
[Group 2] Quality circles, workshop circles, learning workshop	1
[Group 2] Collaboration in project teams	1
[Group 2] Coaching / Mentoring	1
[Group 2] Career plans / succession planning	1
[Group 3] Courses, training programs, seminars	1
[Group 3] Participation in lectures, conferences, trade fairs, etc.	1
[Group 3] On-the-job training, e.g. instruction, onboarding, training on the job	1
[Group 3] Job change / job rotation	1
[Group 3] Quality circles, workshop circles, learning workshop	1
[Group 3] Collaboration in project teams	1
[Group 3] Coaching / Mentoring	1
[Group 3] Career plans / succession planning	1
[Measure not offered] Courses, training programs, seminars	1
[Measure not offered] Participation in lectures, conferences, trade fairs, etc.	1
[Measure not offered] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Measure not offered] Job change / job rotation	1
[Measure not offered] Quality circle, workshop circle, learning workshop	1
[Measure not offered] Collaboration in project teams	1
[Measure not offered] Coaching / Mentoring	1
[Measure not offered] Career plans / succession planning	1

22:elb0090	estab2022	elb0090	Courses/seminars group 1 in 1st half of year
22:elb0094	estab2022	elb0094	Participation in lectures/conferences/trade fairs group 1 in 1st half of year
22:elb0098	estab2022	elb0098	On-the-job training group 1 in the 1st half of year
22:elb0102	estab2022	elb0102	Job change/job rotation group 1 in 1st half of year
22:elb0106	estab2022	elb0106	Quality circle/workshop circle/learning workshop group 1 in first half of year
22:elb0110	estab2022	elb0110	Project teams group 1 in 1st half of year
22:elb0114	estab2022	elb0114	Coaching/mentoring group 1 in 1st half of year
22:elb0118	estab2022	elb0118	Career plans/succession planning group 1 in 1st half of the year
22:elb0091	estab2022	elb0091	Courses/seminars group 2 in 1st half of year
22:elb0095	estab2022	elb0095	Participation in lectures/conferences/trade fairs group 2 in 1st half of year
22:elb0099	estab2022	elb0099	On-the-job training group 2 in the 1st half of year
22:elb0103	estab2022	elb0103	Job change/job rotation group 2 in 1st half of year
22:elb0107	estab2022	elb0107	Quality circle/workshop circle/learning workshop group 2 in 1st half of year
22:elb0111	estab2022	elb0111	Project teams group 2 in 1st half of year
22:elb0115	estab2022	elb0115	Coaching/mentoring group 2 in 1st half of year
22:elb0119	estab2022	elb0119	Career plans/succession planning group 2 in 1st half of year
22:elb0092	estab2022	elb0092	Courses/seminars group 3 in 1st half of year
22:elb0096	estab2022	elb0096	Participation in lectures/conferences/trade fairs group 3 in 1st half of year
22:elb0100	estab2022	elb0100	On-the-job training group 3 in the 1st half of year
22:elb0104	estab2022	elb0104	Job change/job rotation group 3 in 1st half of year
22:elb0108	estab2022	elb0108	Quality circle/workshop circle/learning workshop group 3 in 1st half of year
22:elb0112	estab2022	elb0112	Project teams group 3 in 1st half of year
22:elb0116	estab2022	elb0116	Coaching/mentoring group 3 in 1st half of year
22:elb0120	estab2022	elb0120	Career plans/succession planning group 3 in 1st half of year
22:elb0093	estab2022	elb0093	Courses/seminars not offered in 1st half of year
22:elb0097	estab2022	elb0097	Participation in lectures/conferences/trade fairs not offered in 1st half of y.
22:elb0101	estab2022	elb0101	On-the-job training not offered in 1st half of year
22:elb0105	estab2022	elb0105	Job change/job rotation not offered in 1st half of year
22:elb0109	estab2022	elb0109	Quality circle/workshop circle/learning workshop not offered in first half of y.
22:elb0113	estab2022	elb0113	Project teams not offered in 1st half of year
22:elb0117	estab2022	elb0117	Coaching/mentoring not offered in 1st half of year
22:elb0121	estab2022	elb0121	Career plans/succession planning not offered in 1st half of year

Other qualification measures:

22:eab0003	estab2022	eab0003	Other qualification measures in 1st half of year form-free text
22:eab0003	estab2022	eab0003_cat	Other qualification measures in 1st half of year form-free text filled in

23 If you are thinking of extra-establishment training in the form of courses and training programs, how many people took part in extra-establishment training in the first half of 2021 and what is the share of women?

If people in your establishment / public body have participated in further training measures more than once, please only count them once. Temporary workers and freelancers are not included here. Please estimate if exact information is not available. If there are no groups, please enter "0".

[Employees] Total number of participants			
[Employees] Of which share of women [...] %			0:100
23:elb0122	estab2022	elb0122	Number of persons in external training 1st half of year
23:elb0122	estab2022	elb0122_cat	Number of persons in external training 1st half of year [categories]
23:elb0123	estab2022	elb0123	Share of women in external training 1st half of year in %

24 How many employees in your establishment/public body have the following working time arrangements? And what is the share of women among the employees who have the respective working time regulation?

Fixed working hours	
[Fixed working hours] Share of women [...] %	0:100
Flexitime	
[Flexitime] Share of women [...] %	0:100
Trust-based working hours	
[Trust-based working hours] Share of women %	0:100
Weekend work	
[Weekend work] Share of women [...] %	0:100
Shift work	
[Shift work] Share of women [...] %	0:100
Overtime accounts, working time accounts with short-term compensation within six months	
[Short-term overtime compensation] Share of women [...] %	0:100
Overtime accounts, working time accounts with long-term compensation over a period of more than half a year, e.g. annual working time agreements	
[Long-term overtime compensation] Share of women [...] %	0:100
Stand-by service, in addition to regular attendance working hours	
[Stand-by service] Share of women [...] %	0:100
On-call service, where the location is usually determined by the employer	
[On-call service] Share of women [...] %	0:100
Other	

24:elb0124	estab2022	elb0124	Number of employees with fixed working hours
24:elb0124	estab2022	elb0124_cat	Number of employees with fixed working hours [categories]
24:elb0134	estab2022	elb0134	Share of women among employees with fixed working hours
24:elb0125	estab2022	elb0125	Number of employees with flexitime
24:elb0125	estab2022	elb0125_cat	Number of employees with flexitime [categories]
24:elb0135	estab2022	elb0135	Share of women among employees with flexitime
24:elb0126	estab2022	elb0126	Number of employees with trust-based working hours
24:elb0126	estab2022	elb0126_cat	Number of employees with trust-based working hours [categories]
24:elb0136	estab2022	elb0136	Share of women among employees with trust-based working hours
24:elb0127	estab2022	elb0127	Number of employees with weekend work
24:elb0127	estab2022	elb0127_cat	Number of employees with weekend work [categories]
24:elb0137	estab2022	elb0137	Share of women in employment with weekend work
24:elb0128	estab2022	elb0128	Number of employees in shift work
24:elb0128	estab2022	elb0128_cat	Number of employees in shift work [categories]
24:elb0138	estab2022	elb0138	Share of women in shift work
24:elb0129	estab2022	elb0129	Number of employees with overtime/working time accounts w/ short-term comp.
24:elb0129	estab2022	elb0129_cat	Number of employees with overtime/working time accounts w/ short-t. comp. [cat]
24:elb0139	estab2022	elb0139	Share of women in employees with overtime accounts (short-term)
24:elb0130	estab2022	elb0130	Number of employees with overtime/working time accounts w/ long-term comp.
24:elb0130	estab2022	elb0130_cat	Number of employees with overtime/working time accounts w/ long-t. comp. [cat]
24:elb0140	estab2022	elb0140	Share of women in employees with overtime accounts (long-term)
24:elb0131	estab2022	elb0131	Number of employees in stand-by service
24:elb0131	estab2022	elb0131_cat	Number of employees in stand-by service [categories]
24:elb0141	estab2022	elb0141	Share of women in employees in standy-by service
24:elb0132	estab2022	elb0132	Number of employees on call
24:elb0132	estab2022	elb0132_cat	Number of employees on call [categories]
24:elb0142	estab2022	elb0142	Share of women in employees on call
24:elb0133	estab2022	elb0133	Number of employees with other working time arrangements
24:elb0133	estab2022	elb0133_cat	Number of employees with other working time arrangements [categories]

[Other] namely:

24:eab0004	estab2022	eab0004	Other working time regulations free-form text
24:eab0004	estab2022	eab0004_cat	Other working time regulations free-form text filled in

[Other] Share of women [...] %

24:elb0143	estab2022	elb0143	Share of women in employees with other working time arrangements
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25 What was the average number of days absent per employee in the 2020 financial year? This includes, for example, absences due to personal illness or children's illness.

This does not include temporary workers and freelancers.

Average days of absence per employee in 2020: 0.365

25:elb0144 estab2022 elb0144 Number of days absent per employee last year

25:elb0144 estab2022 elb0144_cat Number of days absent per employee last year [categories]

Don't know 1

25:elb0145 estab2022 elb0145 Days absent per employee don't know

26 Does your establishment / public body ...

	Yes	No	Can not / Prefer not to answer
... a sectoral collective agreement?	1	2	-1
... an in-house or establishment contract?	1	2	-1

26:elb0146 estab2022 elb0146 Sectoral collective agreement in the establishment/public body 1@28

26:elb0147 estab2022 elb0147 In-house or company agreement in the establishment/public body 1@28

26:elb0146=2 & 26:elb0147=2

27 Is the remuneration based on ...

	Yes	No	Can not / Prefer not to answer
... a collective agreement?	1	2	-1
... remuneration regulations customary in the industry?	1	2	-1

27:elb0148 estab2022 elb0148 Remuneration based on collective agreement

27:elb0149 estab2022 elb0149 Remuneration based on standard industry pay scales

28 Does your establishment / public body have a works council or staff council elected in accordance with the Works Constitution Act or Staff Representation Act?

Yes 1

No 2

Can not / Prefer not to answer -1

28:elb0150 estab2022 elb0150 Works council/staff council in the establishment/public body 2@30

28:elb0150=1

29 How would you describe the cooperation between the works council or staff council and management?

Very constructive	1
Quite constructive	2
Partly constructive	3
Little constructive	4
Not constructive at all	5
Can not / Prefer not to answer	-1

29:elb0151 estab2022 elb0151 Works council/staff council cooperation with management

30 Does your establishment / public body have alternative employee participation bodies such as a staff spokesperson or employee representatives?

Yes	1
No	2
Can not / Prefer not to answer	-1

30:elb0152 estab2022 elb0152 Committees for employee participation/employee representation in estab./publ. b. 2@32

30:elb0152=1

31 How would you describe the cooperation between the alternative committees and the management level?

Very constructive	1
Quite constructive	2
Partly constructive	3
Little constructive	4
Not constructive at all	5
Can not / Prefer not to answer	-1

31:elb0153 estab2022 elb0153 Committees for employee participation cooperation with management

D Remuneration

32 What was the share of full-time employees with an average gross monthly income in the following categories in your establishment / public body on June 30, 2021?

If exact figures are not available, please provide an estimate.

Under 1900EUR: Share of full-time employees [...] % 0:100

32:elb0154 estab2022 elb0154 Share of full-time empl. w/ gross monthly income below EUR 1900 on 30.06. in %

Does not apply 1

32:elb0155 estab2022 elb0155 Share of full-time empl. w/ gross monthly income below EUR 1900 does not apply

1900EUR to under 2500EUR: Share of full-time employees 0:100

[...] %

32:elb0156 estab2022 elb0156 Share of full-time empl. w/ gross monthly income of EUR 1900-2500 on 30.06. in %

Does not apply 1

32:elb0157 estab2022 elb0157 Share of full-time empl. w/ gross monthly income 1900EUR-2500EUR does not apply

2500EUR to under 3300EUR: Share of full-time employees 0:100

[...] %

32:elb0158 estab2022 elb0158 Share of full-time empl. w/ gross monthly income EUR 2500-3300 on 30.06. in %

Does not apply 1

32:elb0159 estab2022 elb0159 Share of full-time empl. w/ gross monthly income of EUR 2500-3300 does not apply

3300EUR to under 4000EUR: Share of full-time employees 0:100

[...] %

32:elb0160 estab2022 elb0160 Share of full-time empl. w/ gross monthly income EUR 3300-4000 on 30.06. in %

Does not apply 1

32:elb0161 estab2022 elb0161 Share of full-time empl. w/ gross monthly income EUR3300-4000 does not apply

4000EUR to under 6000EUR: Share of full-time employees 0:100

[...] %

32:elb0162 estab2022 elb0162 Share of full-time empl. w/ gross monthly income EUR4000-6000 on 30.06. in %

Does not apply 1

32:elb0163 estab2022 elb0163 Share of full-time empl. w/ gross monthly income EUR4000-6000 does not apply

6000EUR to under 7800EUR: Share of full-time employees 0:100

[...] %

32:elb0164 estab2022 elb0164 Share of full-time empl. w/ gross monthly income EUR6000-7800 on 30.06. in %

Does not apply 1

32:elb0165 estab2022 elb0165 Share of full-time empl. w/ gross monthly income EUR6000-7800 does not apply

7800EUR and more: Share of full-time employees [...] % 0:100

32:elb0166 estab2022 elb0166 Share of full-time empl. w/ gross monthly income EUR 7800 and more on 30.06. in %

Does not apply 1

32:elb0167 estab2022 elb0167 Share of full-time empl. w/ gross monthly income EUR 7800 and more does not apply

Total: 100%

33 To what extent do you base the remuneration of your employees on the following criteria?

	Very strongly	Strongly	Moderately	Less	Not at all	Can not / Prefer not to answer
Individual performance	1	2	3	4	5	-1
Team performance	1	2	3	4	5	-1
Success of the entire establishment	1	2	3	4	5	-1
Length of service	1	2	3	4	5	-1
Formal educational or professional qualification	1	2	3	4	5	-1
Individual professional experience	1	2	3	4	5	-1
Social criteria, e.g. number of children, place of residence	1	2	3	4	5	-1

- 33:elb0168 estab2022 elb0168 Remuneration according to: Individual performance
- 33:elb0169 estab2022 elb0169 Remuneration according to: Team performance
- 33:elb0170 estab2022 elb0170 Remuneration according to: Success of the establishment
- 33:elb0171 estab2022 elb0171 Remuneration according to: Length of service
- 33:elb0172 estab2022 elb0172 Remuneration according to: Training/professional qualification
- 33:elb0173 estab2022 elb0173 Remuneration according to: Individual professional experience
- 33:elb0174 estab2022 elb0174 Remuneration according to: Social criteria

34 Which of the following performance incentives does your establishment / public body offer employees?

Please indicate all that apply.

Equity participation	<input checked="" type="checkbox"/>
Profit-sharing	<input checked="" type="checkbox"/>
Bonus payments	<input checked="" type="checkbox"/>
Share options	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

34:elb0175	estab2022	elb0175	Performance incentives: Equity participation
34:elb0176	estab2022	elb0176	Performance incentives: Profit sharing
34:elb0177	estab2022	elb0177	Performance incentives: Bonus payments
34:elb0178	estab2022	elb0178	Performance incentives: Share options
34:elb0179	estab2022	elb0179	Performance incentives: Other

[Other] namely:

34:eab0005	estab2022	eab0005	Incentives: Other free-form text	34:elb0179=1
34:eab0005	estab2022	eab0005_cat	Incentives: Other free-form text filled in	34:elb0179=1

Nothing applies

34:elb0180	estab2022	elb0180	Performance incentives: Nothing applies
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35 Which of the following benefits does your establishment/public body offer in addition to the legally mandated social benefits?

Please indicate all that apply.

Kindergarten places	<input checked="" type="checkbox"/>
Career break/sabbatical programs	<input checked="" type="checkbox"/>
Company pension scheme/company pension that exceeds the statutory entitlement	<input checked="" type="checkbox"/>
Release from work and/or covering of costs for further training measures	<input checked="" type="checkbox"/>
Health management/establishment sports	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

35:elb0181	estab2022	elb0181	Company benefits: Kindergarten places
35:elb0182	estab2022	elb0182	Company benefits: Career breaks/sabbaticals
35:elb0183	estab2022	elb0183	Company benefits: Company pension scheme above statutory entitlement
35:elb0184	estab2022	elb0184	Company benefits: Release from work/covering of costs for training
35:elb0185	estab2022	elb0185	Company benefits: Health management/company sports
35:elb0186	estab2022	elb0186	Company benefits: Other

[Other] namely:

35:eab0006	estab2022	eab0006	Company benefits: Other free-form text	35:elb0186=1
35:eab0006	estab2022	eab0006_cat	Company benefits: Other free-form text filled in	35:elb0186=1

Nothing applies

35:elb0187	estab2022	elb0187	Company benefits: Nothing applies
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E Digitization

36 Please indicate the total number of employees and the approximate share of women who use PCs, laptops, tablets/iPads or other digital devices, e.g. for machine control, to perform their daily tasks in your establishment/public body.

This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.

Total number of employees who use PCs, laptops, tablets/iPads or other digital devices, e.g. for machine control:

Of which share of women [...] %

36:elb0188	estab2022	elb0188	Number of employees who use PCs/laptops/tablets/digital devices
36:elb0188	estab2022	elb0188_cat2	Number of employees who use PCs/laptops/tablets/digital devices [categories]
36:elb0189	estab2022	elb0189	Share of women in employees who use PCs/laptops/tablets/digit. devices in %

37 Please indicate the approximate share per employee group who use PCs, laptops, tablets/iPads or other digital devices (e.g. for machine control) to perform their daily tasks in your establishment/public body.

If exact details are not possible, please estimate.

Share of employees who use PCs, laptops, tablets / iPads or other digital devices (e.g. for machine control) among the...

Employees in jobs that do not require vocational training: [...] %

Employees in jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience: [...] %

Employees in jobs that require a technical or university degree: [...] %

37:elb0190	estab2022	elb0190	Share of employees who use PC/laptop/tablets/digit. devices in group 1 in %
37:elb0191	estab2022	elb0191	Share of employees who use PC/laptop/tablets/digit. devices in group 2 in %
37:elb0192	estab2022	elb0192	Share of employees who use PC/laptop/tablets/digit. devices in group 3 in %

38 How has the use of the following technologies changed in your establishment/public body in the last three years?

	Strongly increased	Increased	Remained roughly the same	Decreased	Strongly decreased	Technology is not used	Can not / Prefer not to answer
Customized software	1	2	3	4	5	6	-1
Data analytics	1	2	3	4	5	6	-1
Big Data	1	2	3	4	5	6	-1
Robots	1	2	3	4	5	6	-1
Virtual or augmented reality	1	2	3	4	5	6	-1
Artificial intelligence	1	2	3	4	5	6	-1
3D printing	1	2	3	4	5	6	-1
Internet of Things	1	2	3	4	5	6	-1

- 38:elb0193 estab2022 elb0193 Usage last 3 years: Customized software
- 38:elb0194 estab2022 elb0194 Usage last 3 years: Data analytics
- 38:elb0195 estab2022 elb0195 Usage last 3 years: Big Data
- 38:elb0196 estab2022 elb0196 Usage last 3 years: Robots
- 38:elb0197 estab2022 elb0197 Usage last 3 years: Virtual or augmented reality
- 38:elb0198 estab2022 elb0198 Usage last 3 years: Artificial intelligence
- 38:elb0199 estab2022 elb0199 Usage last 3 years: 3D printing
- 38:elb0200 estab2022 elb0200 Usage last 3 years: Internet of things

39 Think about the digitalization technologies that are used in your establishment/public body. These can include computers as well as robots and artificial intelligence. To what extent do you agree with the following statements?

	Fully agree	Tend to agree	Partly agree / partly disagree	Rather disagree	Disagree	Don't know	Can not / Prefer not to answer
Our establishment / public body is well equipped with digitalization technologies compared to other companies / public bodies in our industry	1	2	3	4	5	6	-1
The use of digitalization technologies has led to additional personnel requirements, i.e. new hires	1	2	3	4	5	6	-1
The use of digitalization technologies has led to a high demand for further training for employees	1	2	3	4	5	6	-1
Employees tend to be critical of the use of digitalization technologies	1	2	3	4	5	6	-1
The use of digitalization technologies has led to problems with data security or cyberattacks	1	2	3	4	5	6	-1
The use of digitalization technologies leads to a strong dependence on external service providers	1	2	3	4	5	6	-1
Digitalization technologies are used in my establishment / public body to monitor employee performance	1	2	3	4	5	6	-1
I am very familiar with the digitalization technologies in my establishment / public body	1	2	3	4	5	6	-1

39:elb0201	estab2022	elb0201_v1	Digitization technology: Well equipped with digitization technology
39:elb0202	estab2022	elb0202_v1	Digitization technology: Additional personnel requirements and new hires
39:elb0203	estab2022	elb0203_v1	Digitization technology: High demand for further training
39:elb0204	estab2022	elb0204_v1	Digitization technology: Employees are critical
39:elb0205	estab2022	elb0205_v1	Digitization technology: Problems with data security or cyber attacks
39:elb0206	estab2022	elb0206_v1	Digitization technology: Strong dependence on external service providers
39:elb0207	estab2022	elb0207_v1	Digitalization technology: Used to control employees
39:elb0208	estab2022	elb0208_v1	Digitalization technology: I am very familiar with its use in the company

F Effects of the corona pandemic

40 What impact did the coronavirus pandemic have on your establishment / public body up to June 30, 2021?

Very positive effects	1
Positive effects	2
Partly positive / partly negative effects	3
Negative effects	4
Very negative effects	5
No effects	6
Can not / Prefer not to answer	-1

40:elb0209 estab2022 elb0209 Corona impact for establishment/public body until 30.06.

41 Compared to the headcount immediately before the coronavirus pandemic, how has the headcount in your establishment / public body changed by June 30, 2021?

Strongly increased	1
Slightly increased	2
Remained the same	3
Slightly decreased	4
Strongly decreased	5
Don't know	6
Can not / Prefer not to answer	-1

41:elb0210 estab2022 elb0210_v1 Change in headcount since the start of the coronavirus pandemic until 30.06.

42 Which of the following personnel policy measures have you implemented in your establishment/public body in response to the coronavirus pandemic in the first half of 2021, i.e. by June 30, 2021?

Please indicate all that apply.

Reduction of temporary staff				1
No retention of apprentices				1
Vacancies not filled				1
Postponement of a planned increase in personnel				1
Cancellation of planned hiring of apprenticeship positions				1
None of this				1
42:elb0211	estab2022	elb0211	Reaction to Corona: Reduction of temporary staff in 1st half of year	
42:elb0212	estab2022	elb0212	Reaction to Corona: No retention of apprentices in 1st half of year	
42:elb0213	estab2022	elb0213	Reaction to Corona: Vacancies not filled in 1st half of year	
42:elb0214	estab2022	elb0214	Reaction to Corona: Postponement of planned staff increase in 1st half of year	
42:elb0215	estab2022	elb0215	Reaction to corona: Cancel. of planned hiring of apprent. pos. in 1st half of y.	
42:elb0216	estab2022	elb0216	Reaction to Corona: None of the above	

43 Further personnel policy measures are listed below. Please indicate for which employment groups in your establishment / public body measures were implemented in response to the corona pandemic in the first half of 2021, i.e. up to June 30, 2021. Please indicate all that apply.

Group 1: For employees in simple jobs that do not require vocational training				
[Group 1] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts				1
[Group 1] Ordered use of leave				1
[Group 1] Temporary reduction in working hours (this does not refer to Kurzarbeit)				1
[Group 1] Arrangement of short-time work				1
[Group 1] Reduction in temporary employment				1
[Group 1] Dismissals for operational reasons				1
[Group 1] Reduction in vocational education and training				1
43:elb0217	estab2022	elb0217	Reaction to Corona: Reduction of working time surplus/incr. of deficit group 1	
43:elb0221	estab2022	elb0221	Reaction to Corona: Mandatory use of holidays group 1	
43:elb0225	estab2022	elb0225	Reaction to Corona: Reduction in working hours group 1	
43:elb0229	estab2022	elb0229	Reaction to Corona: Mandatory short-time work group 1	
43:elb0233	estab2022	elb0233	Reaction to Corona: Reduction of fixed-term employment group 1	
43:elb0237	estab2022	elb0237	Reaction to Corona: Layoffs for operational reasons Group 1	
43:elb0241	estab2022	elb0241	Reaction to Corona: Reduction in vocational training/further training group 1	

[Group 2] For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience

[Group 2] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts	1
[Group 2] Ordered use of leave	1
[Group 2] Temporary reduction in working hours (this does not refer to Kurzarbeit)	1
[Group 2] Arrangement of short-time work	1
[Group 2] Reduction in temporary employment	1
[Group 2] Dismissals for operational reasons	1
[Group 2] Reduction in vocational education and training	1
43:elb0218 estab2022 elb0218 Reaction to Corona: Reduction of working time surplus/incr. of deficit group 2	
43:elb0222 estab2022 elb0222 Reaction to Corona: Mandatory use of holidays group 2	
43:elb0226 estab2022 elb0226 Reaction to Corona: Reduction in working hours group 2	
43:elb0230 estab2022 elb0230 Reaction to Corona: Mandatory short-time work group 2	
43:elb0234 estab2022 elb0234 Reaction to Corona: Reduction of fixed-term employment group 2	
43:elb0238 estab2022 elb0238 Reaction to Corona: Layoffs for operational reasons Group 2	
43:elb0242 estab2022 elb0242 Reaction to Corona: Reduction in vocational training/further training group 2	
[Group 3] For employees in qualified jobs that require a technical or university degree	
[Group 3] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts	1
[Group 3] Ordered use of leave	1
[Group 3] Temporary reduction in working hours (this does not refer to Kurzarbeit)	1
[Group 3] Arrangement of short-time work	1
[Group 3] Reduction in temporary employment	1
[Group 3] Dismissals for operational reasons	1
[Group 3] Reduction in vocational education and training	1
[Action not taken] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts	1
[Measure was not implemented] Ordered use of leave	1
[Measure was not implemented] Temporary reduction in working hours (this does not refer to Kurzarbeit)	1
[Measure was not implemented] Order of short-time work	1
[Measure was not implemented] Reduction in temporary employment	1
[Measure was not implemented] Dismissals for operational reasons	1
[Measure was not implemented] Reduction in vocational education and training	1

43:elb0219	estab2022	elb0219	Reaction to Corona: Reduction of working time surplus/incr. of deficit group 3
43:elb0223	estab2022	elb0223	Reaction to Corona: Mandatory use of holidays group 3
43:elb0227	estab2022	elb0227	Reaction to Corona: Reduction in working hours group 3
43:elb0231	estab2022	elb0231	Reaction to Corona: Mandatory short-time work group 3
43:elb0235	estab2022	elb0235	Reaction to Corona: Reduction of fixed-term employment group 3
43:elb0239	estab2022	elb0239	Reaction to Corona: Layoffs for operational reasons Group 3
43:elb0243	estab2022	elb0243	Reaction to Corona: Reduction in vocational training/further training group 3
43:elb0220	estab2022	elb0220	Reaction to Corona: Reduction of working time surplus/incr. of deficit not done
43:elb0224	estab2022	elb0224	Reaction to Corona: Mandatory use of holidays not carried out
43:elb0228	estab2022	elb0228	Reaction to Corona: Reduction in working hours not carried out
43:elb0232	estab2022	elb0232	Reaction to Corona: Mandatory short-time work not carried out
43:elb0236	estab2022	elb0236	Reaction to Corona: Reduction of fixed-term employment not carried out
43:elb0240	estab2022	elb0240	Reaction to Corona: Layoffs for operational reasons not carried out
43:elb0244	estab2022	elb0244	Reaction to Corona: Reduction in vocational training/further train. not done

Other, namely:

43:eab0007	estab2022	eab0007	Reaction to Corona: Other free-form text
43:eab0007	estab2022	eab0007_cat	Reaction to Corona: Other free-form text filled in

44a What was the total number of employees who worked from home on June 30, 2021 (home office)?

This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.

44a:elb0245	estab2022	elb0245	Number of employees working from home on 30.06.	0@51
44a:elb0245	estab2022	elb0245_cat2	Number of employees working from home on 30.06. [categories]	0@51

44a:elb0245>0

44b What was the share of women who worked from home (home office) on June 30, 2021?

This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.

44b:elb0246	estab2022	elb0246	Share of women working from home on 30.06. in %.
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44a;elb0245>0

45 What was the share per employee group that worked from home (home office) on June 30, 2021?

If exact figures are not known, please estimate.

Group 1: Employees in jobs that do not require vocational training [...] % 0:100

Group 2: Employees in jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience [...] % 0:100

Group 3: Employees in jobs that require a technical or university degree [...] % 0:100

45:elb0247 estab2022 elb0247 Share of employees working from home in group 1 on 30.06. in %

45:elb0248 estab2022 elb0248 Share of employees working from home in group 2 on 30.06. in %

45:elb0249 estab2022 elb0249 Share of employees working from home in group 3 on 30.06. in %

44a;elb0245>0

46 Think back to the time immediately before the coronavirus pandemic. How has the share of employees working from home (home office) changed by June 30, 2021?

Strongly increased 1

Slightly increased 2

Remained the same 3

Slightly decreased 4

Strongly decreased 5

Don't know 6

Can not / Prefer not to answer -1

46:elb0250 estab2022 elb0250_v1 Share of empl. working from home: Change since the corona pandemic to 30.06.

44a;elb0245>0

47 How did the number of working hours that employees worked from home (home office) change by June 30, 2021?

Strongly increased 1

Slightly increased 2

Remained the same 3

Slightly decreased 4

Strongly decreased 5

Don't know 6

Can not / Prefer not to answer -1

47:elb0251 estab2022 elb0251_v1 Working hours in home office: Change since corona pandemic until 30.06.

44a;elb0245>0

48 Have you introduced binding regulations for working from home (home office) in your establishment / public body for all employees or individual employment groups during the coronavirus pandemic?

This does not refer to the Corona Occupational Health and Safety Ordinance.

- Yes, for all employees 1
- Yes, for individual employment groups 2
- No 3
- Can not / Prefer not to answer -1

48:elb0252 estab2022 elb0252 Rules introduced for working from home during the coronavirus pandemic 3@50

44a;elb0245>0 & 48;elb0252=1,2

49 Which actors in your establishment / public body were involved in developing the regulations for working from home (home office)?

Please indicate all that apply.

- Senior management / Executive Board 1
- Personnel department 1
- Works Council / Staff Council 1
- Alternative employee participation bodies such as employee spokespersons, employee representatives or similar 1
- External consultant 1
- Other persons 1

- 49:elb0253 estab2022 elb0253 Development of work from home rules: Upper management/executive board involved
- 49:elb0254 estab2022 elb0254 Development of work from home rules: HR department involved
- 49:elb0255 estab2022 elb0255 Development of work from home rules: Works council/staff council involved
- 49:elb0256 estab2022 elb0256 Development of work from home rules: Alternat. Committees Empl. particip. inv.
- 49:elb0257 estab2022 elb0257 Development of work from home rules: External consultant involved
- 49:elb0258 estab2022 elb0258 Development of work from home rules: Other persons involved

[Other persons] namely:

- 49:eab0008 estab2022 eab0008 Development of work from home rules: Other persons involved free text 49;elb0258=1
- 49:eab0008 estab2022 eab0008_cat Development of work from home rules: Other persons involved free text filled in 49;elb0258=1

50 Who decides when the employee works at home (in the home office)?

Exclusively the employer	1
Especially the employer	2
Employer and employee together	3
Especially the employee	4
Exclusively the employee	5
Can not / Prefer not to answer	-1

50:elb0259 estab2022 elb0259 Who decides on work from home hours

51 Has your establishment / public body used or considered using coworking spaces within the last three years?

A coworking space is a workspace outside the establishment that can be booked flexibly by the employer for employees.

Coworking space used	1
Coworking space considered	2
Coworking space neither used nor considered	3
Can not / Prefer not to answer	-1

51:elb0260 estab2022 elb0260 Use of coworking office spaces last 3 years

G Further information on organization**52 In which economic sector / industry / public body is your establishment / public body mainly active?**

Please state the exact designation, e.g. not "industry" but "electrical industry"; not "trade" but "retail"; not "public service" but "hospital". If your establishment is active in several sectors, please indicate the sector in which the establishment's activities are focused. Please enter your details in the field provided.

52:eab0009 estab2022 eab0009 Industry of establishment/public body

52:eab0009 estab2022 eab0009_cat Industry of establishment/public body filled in

53 What is the legal form of your establishment / public body?

Sole proprietorship with full liability of one person	1
Partnership, i.e. KG, OHG or GbR	2
Limited liability company as GmbH, UG or Ltd.	3
Public limited company, i.e. AG, SE	4
Mixed forms, i.e. GmbH & Co. KG, KGaA	5
Corporation under public law, excluding foundations under public law	6
Foundation, i.e. foundation under public law, ecclesiastical, private or corporate foundation, family or community foundation	7
Other legal form	8
Can not / Prefer not to answer	-1

53:elb0261 estab2022 elb0261 Legal form of the establishment/public body 6@56

53;elb0261!=6

54 What was the earnings situation of your establishment/public body in the 2019 and 2020 financial years?

		Very good	Good	Satisfactory	Sufficient	Unsatisfactory	Don't know	Can not / Prefer not to answer
2019		1	2	3	4	5	6	-1
2020		1	2	3	4	5	6	-1
54:elb0262	estab2022	elb0262_v1	Profit situation of the establishment/public body 2019					
54:elb0263	estab2022	elb0263_v1	Profit situation of the establishment/public body 2020					

53;elb0261!=6

55 What was your turnover in the 2019 and 2020 financial years?

Please provide information only for the operating unit surveyed (i.e. not, for example, for a larger unit together with other locations).

If exact information is not possible, please estimate.

[Amount approximately] 2019 [...] Euro -100000000000:100000000000

55:elb0264	estab2022	elb0264	Turnover of the establishment in 2019 in euros					
55:elb0264	estab2022	elb0264_cat2	Turnover of the establishment 2019 in euros [categories]					

Not specified 1

55:elb0265 estab2022 elb0265 Turnover 2019 not specified

[Amount approximately] 2020 [...] Euro -100000000000:100000000000

55:elb0266	estab2022	elb0266	Turnover of the establishment 2020 in euros					ALL@57
55:elb0266	estab2022	elb0266_cat2	Turnover of the establishment 2020 in euros [categories]					ALL@57

Not specified 1

55:elb0267 estab2022 elb0267 Turnover 2020 not specified

53;elb0261=6

56 How was the staffing of your public body in 2019 and 2020 measured against the tasks to be performed?

	Very well equipped	Well equipped	Adequately equipped	Under-equipped	Severely under-equipped	Don't know	I cannot / do not want to answer
The staffing level in 2019 measured against the tasks was...	1	2	3	4	5	6	7
Staffing levels in 2020 in relation to the tasks were...	1	2	3	4	5	6	7

56:elb0268	estab2022	elb0268	Staffing of public bodies 2019				
56:elb0269	estab2022	elb0269	Staffing of public bodies 2020				

57 What was the percentage share of personnel costs in total operating costs in 2020?*If exact details are not possible, please estimate.*

Percentage of operating costs [...] % 0:100

57:elb0270 estab2022 elb0270 Share of staff costs in operating costs 2020 in %

57:elb0270 estab2022 elb0270_cat Share of staff costs in operating costs 2020 in %
[categories]

Does not apply 1

Don't know 1

57:elb0271 estab2022 elb0271 Share of staff costs in operating costs 2020 does not apply

57:elb0272 estab2022 elb0272 Share of staff costs in operating costs 2020 don't know

58 How has the percentage share of personnel costs in total operating costs changed in 2020 compared to 2019?

Share has decreased in 2020 1

Share remained the same in 2020 2

Share increased in 2020 3

Does not apply 4

Don't know 5

Can not / Prefer not to answer -1

58:elb0273 estab2022 elb0273_v1 Change in staff costs compared to 2019

59 Did you receive financial support from the federal government, the federal states or local authorities in 2020 due to economic difficulties caused by the coronavirus pandemic?*This refers to subsidies, one-off payments, tax deferrals or loans. It does not refer to the short-time working allowance from the Federal Employment Agency.*

Yes 1

No 2

Can not / Prefer not to answer -1

59:elb0274 estab2022 elb0274 Financial support claimed due to corona

H Personal details

60 Were several people or departments involved in answering the questionnaire?

Yes	1
No	2
Can not / Prefer not to answer	-1

60:elb0275 estab2022 elb0275 Several people involved in answering the questionnaire

61 In which area or areas are you active?

Please indicate all that apply.

In the management	1
In the personnel area	1
In the area of public relations, i.e. PR	1
In the field of accounting and/or controlling	1
In another area, namely:	1

61:elb0276 estab2022 elb0276 Interviewee works in management
 61:elb0277 estab2022 elb0277 Interviewee works in human resources
 61:elb0278 estab2022 elb0278 Interviewee works in public relations
 61:elb0279 estab2022 elb0279 Interviewee works in accounting/controlling
 61:elb0280 estab2022 elb0280 Interviewee works in another field

[Other area] namely:

61:eab0010 estab2022 eab0010 Interviewee works in another field free-form text 61:elb0280=1

62 Are you the most senior HR manager in your establishment / public body?

Yes	1
No	2
Can not / Prefer not to answer	-1

62:elb0281 estab2022 elb0281 Interviewee is a high-ranking HR manager in the establishment/public body

63 What is your highest educational qualification?

Secondary school certificate	1
Secondary school leaving certificate (e.g. Realschule)	2
Entrance qualification for universities of applied sciences (graduation from technical college)	3
Abitur (university entrance qualification)	4
Professional or university degree	5
Promotion	6
Other educational qualification:	7
Can not / Prefer not to answer	-1

63:elb0282 estab2022 elb0282 Highest educational qualification of interviewee

[Other educational qualification] namely:

63:eab0011 estab2022 eab0011 Highest educational qualification: Other educational qualification free text 63:elb0282=7

64 Does your establishment / public body or the establishment or organization to which it belongs have a website?

Yes	1
No	2
Can not / Prefer not to answer	-1

64:elb0283 estab2022 elb0283 Establishment/organization has website

[Yes] Please enter the website:

64:eab0012 estab2022 eab0012_cat Domain of website [categories] 64:elb0283=1

65 Thank you very much for answering our questions about the current situation of your establishments/public body. We have just one more request.

In addition to the current situation of the surveyed establishments/public bodies, we would also like to include the development of the past years in our later analyses. To take these factors into account, we would like to use statistical data that is available for your establishment/public body at the IAB, the Institute for Employment Research of the Federal Employment Agency, for some analyses. This information is based on the social security reports that your establishment/public body submits annually for its employees. We are interested in data such as the number of employees and the employee structure for the past years. We kindly ask for your consent to link this data with the survey data. The linkage of this statistical data will be carried out by the IAB. The linked data will then be fully anonymized and will remain exclusively with the Research Data Centre at the IAB. The analysis will be conducted according to strict data protection regulations under the supervision of the IAB.

The linkage of this data requires your consent. We kindly ask you for this consent. Your agreement is, of course, voluntary and can be revoked by you at any time.

Can not / Prefer not to answer	-1
Yes, I agree to the data linkage	1
No, I do not agree to the data linkage	2

65:zuspiel estab2022 zuspiel Record linkage consent IAB

66 If you have any further comments or suggestions regarding the survey, you can share them with us here.

66:eab0013 estab2022 eab0013_cat Comments [categories]

67 As a thank you for your participation, we would like to offer you an exclusive insight into the results of our study once it is completed and send you a brief summary of the findings via email. Are you interested in receiving these results?

Your contact information will be stored separately from the survey data. It will only be used for the described purpose of sending the results and will be deleted afterward.

Yes	1
No	2
Can not / Prefer not to answer	-1

67:elb0284 estab2022 elb0284 Interest in study results

67;elb0284=1

68 Please fill out the address fields clearly, preferably in capital letters.

[de] Bitte füllen Sie die Adressfelder gut leserlich aus, am besten in Großbuchstaben.

Title	<input type="text"/>
Family name	<input type="text"/>
Email address	<input type="text"/>