

CONFIDENTIAL

EMPLOYMENT AND JOB VACANCY SURVEY IN ENTERPRISES 2018 - 1st QUARTER

INFORMATION OF THE ENTERPRISE:

Business Name:.....

Street and Number:..... Post Code:.....

Municipality:..... Quarter:.....

District:.....

Telephone:..... Fax:.....

Website:..... E-mail address:.....

FOR OFFICIAL USE

- | |
|---|
| 1. Business Register number:.....
2. Economic Activity (NACE Rev.2):.....
3. Legal Form:.....
4. Size of the enterprise:.....
5. Total number of branches:..... |
|---|

GENERAL INFORMATION:

1. The purpose of the survey is to collect monthly data on the number of employees by economic activity sector and status in employment (**PART A**) as well as the collection of data on job vacancies by economic activity sector (**PART B**). Additionally, general information about the person who provides information are collected in **PART C**. These data are essential for monitoring short-term developments in the labor market and the correlation with other financial figures.
2. An authorised employee of the Statistical Service will contact the enterprise by phone for the completion of the questionnaire. Furthermore, the questionnaire could be completed and submitted electronically to the following email address:
ccharalambous@cystat.mof.gov.cy
3. The collection of data is carried out in accordance with the Statistics Law 15(I)/2000. The Statistical Service is bound by the Statistics Law to treat all information obtained as **CONFIDENTIAL**. Your responses will be used solely for statistical purposes.

S. Karagiorgis
Director
Statistical Service

PART A: EMPLOYMENT SURVEY**A1. Please indicate the normal hours worked per week in your enterprise:****A2. Please complete the table below that refers to the workers of your enterprise for January, February, March of 2018.**

Month	January				February				March			
Employment Status	Total persons	No of persons who worked:		Total hours worked by persons who worked less than 30 hours per week	Total persons	No of persons who worked:		Total hours worked by persons who worked less than 30 hours per week	Total persons	No of persons who worked:		Total hours worked by persons who worked less than 30 hours per week
		more than 30 hours per week	less than 30 hours per week			more than 30 hours per week	less than 30 hours per week			more than 30 hours per week	less than 30 hours per week	
Working proprietors												
Unpaid family workers												
Employees												
TOTAL												

PART B: JOB VACANCIES SURVEY

B1. Were there any job vacancies at your enterprise on the 28th of February 2018? <i>(please select Yes or No with the v, accordingly)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> → End of questionnaire
B2. Have these job vacancies been published outside the enterprise? <i>(please select Yes or No with the v, accordingly)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> → End of questionnaire
B3. What steps have been taken to find a suitable candidate; <i>(please select Yes or No with the X, accordingly)</i>	Yes	No
a) Notify to the District Labour Offices		
b) Notify to private Employment Service Office		
c) Advertise it in the Newspapers		
d) Other action (describe)		
B4. How many job vacancies in total were there at your enterprise on the 28th of February 2018? (A job vacancy has to be announced as vacant outside the enterprise concerned, has to be filled in the near future and the employer must have taken active steps to find a suitable candidate.)	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>	
B5. Please give the occupational breakdown and number of these job vacancies in the following table:		
	Occupation description	Number of job vacancies
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

PART C: General Information	
C1. If you have any comments about the survey, please write down below:	
C2.	Name of the person who answered the questionnaire:
	Position in the enterprise:
	Telephone:
	Fax:
	E-mail: