

**CONFIDENTIAL**

## EMPLOYMENT AND JOB VACANCY SURVEY IN ENTERPRISES 2024 - 1st QUARTER

<b>INFORMATION OF THE ENTERPRISE:</b>
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Business Name:.....

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

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

District:.....

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

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

<b>FOR OFFICIAL USE</b>
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|---|
| <ol style="list-style-type: none"> <li>1. Business Register number:.....</li> <li>2. Economic Activity (NACE Rev.2):.....</li> <li>3. Legal Form:.....</li> <li>4. Size of the enterprise:.....</li> <li>5. Total number of branches:.....</li> </ol> |
|---|

**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:  
[mkkoushi@cystat.mof.gov.cy](mailto:mkkoushi@cystat.mof.gov.cy)
3. The collection of data is carried out in accordance with the Official Statistics Law 25(I)/2021. The Statistical Service is bound by the Official Statistics Law to treat all information obtained as **CONFIDENTIAL**. Your responses will be used solely for statistical purposes.

S. Karagiorgis  
Director  
Statistical Service

April, 2024

## 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 the months January, February and March of 2024.**

[illegible]

PART B: JOB VACANCIES SURVEY		
<b>B1. Were there any job vacancies at your enterprise in the first quarter of 2024?</b> <i>(please select Yes or No with the √, accordingly)</i>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/> → End of questionnaire
<b>B2. Have these job vacancies been published outside the enterprise?</b> <i>(please select Yes or No with the √, accordingly)</i>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/> → End of questionnaire
<b>B3. What steps have been taken to find a suitable candidate?</b> <i>(please select Yes or No with the √, accordingly)</i>	<b>Yes</b>	<b>No</b>
a) Notify to the District Labour Offices		
b) Notify to private Employment Service Office		
c) Advertise it in the Newspapers		
d) Other action (Please describe) .....		
<b>B4. How many job vacancies in total were there at your enterprise in the first quarter of 2024?</b> (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; height: 30px; width: 100%;"></div>	
<b>B5. Please give the occupational breakdown and number of these job vacancies in the following table:</b>		
	<b>Occupation description</b>	<b>Number of job vacancies</b>
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:		
<div></div> <div></div> <div></div> <div></div>		
C2.	Name of the person who answered the questionnaire:	
	Position in the enterprise:	
	Telephone:	
	Fax:	
	E-mail:	