



FIRM NUMBER	(IF ABOVE FIRM IS A REPLACEMENT, NUMBER OF FIRM BEING REPLACED)	Interview Date	Interviewer name:	ID Interview:

The term "workplace" in this questionnaire refers to the establishment. This refers to a distinct physical location at which an employer undertakes economic activity. It is not an office, department, building or assembly line, for example, within a larger, geographically contiguous ensemble.

S2	Exact name of workplace being surveyed:		S3
S3	Address of workplace being surveyed:		S4
S4	If this workplace is part of a larger firm, address of its headquarters:		

For a workplace with fewer than 20 employees, the respondent should be the owner/CEO/manager. For larger establishments, ideally the Human Resource Manager (HR). In the firms that have more than one workplace it would be ideal that the first respondent is manager of the workplace and that HR is contacted for all questions that manager can't answer (it may be required that you go to the central office for that). Module 5 – Background characters should be answered by the Chief accountant/ Financial director.

Names of person(s) interviewed, with phone number, email address, gender and age group for each. If multiple persons from the same firm have been interviewed, indicate which modules have been completed by each person.			
	GENDER	AGE GROUP	MODULE
Name: _____ Phone number: _____ Email: _____	Male Female	15 - 24 years 25 - 44 years 45 + years	
Name: _____ Phone number: _____ Email: _____	Male Female	15 - 24 years 25 - 44 years 45 + years	
Name: _____ Phone number: _____ Email: _____	Male Female	15 - 24 years 25 - 44 years 45 + years	

Start time of interview: _____

End time of interview: _____

SPACE FOR RANDOM NUMBER STICKER:

MODULE 1: BASIC INFORMATION & WORK FORCE						
<p>Hello, my name is [insert your name] I am collecting data for a study that is trying to understand the skills that are being used by employers in Bosnia and Herzegovina, what they look for when hiring and how skills affect training and compensation.</p> <p>Your workplace has been chosen randomly, along with several hundred others, to provide a representative sample of all employers. The information you provide is strictly confidential. Your firm/workplace's name and data will never be identifiable in any report or dataset. The information gathered here will help develop new policies and programs to improve firms' access to skills.</p> <p>I WOULD LIKE TO BEGIN BY ASKING A FEW BACKGROUND QUESTIONS.</p>						
1.01	<p>What is your job title (main responsibility)?</p> <p>INT ONE ANSWER</p>	<ol style="list-style-type: none"> Human Resource (HR) Manager Owner/Proprietor President/ Vice President/ Chief Executive Officer (CEO) Partner Director General Manager Finance Officer Manager Other (Please specify _____) 				1.02
1.02	<p>Is your workplace part of a larger company/ firm?</p>	1. Yes				1.03
		2. No				1.04
		9. Don't know				
1.03	<p>In what year did the company/firm begin operations in this country?</p> <p>INT IF DON'T KNOW, WRITE '9999'</p>	<div> <div></div> <div></div> <div></div> <div></div> </div>				1.04
1.04	<p>What year did your workplace begin operations in Federation of Bosnia and Herzegovina/Republic of Srpska?</p> <p>INT IF DON'T KNOW, WRITE '9999'</p>	<div> <div></div> <div></div> <div></div> <div></div> </div>				1.05
1.05	<p>What is the legal status of this workplace?</p> <p>INT ONE ANSWER</p>	<ol style="list-style-type: none"> Partnership (od) Limited liability corporation (doo) Limited partnership (kd) Shareholding company (dd/ad) Cooperative Other (specify _____) 				1.06
1.06	<p>Which of the following describes the largest shareholders in your firm?</p> <p>INT (USE SHOWCARD #1)</p> <p>ONE ANSWER</p>	<ol style="list-style-type: none"> Private domestic individuals, companies or organizations Private foreign individuals, companies or organizations Government or state Other 				1.07
1.07	<p>Use the following list to identify the broad sector of your economic activity:</p> <p>INT (USE SHOWCARD #2)</p> <p>ONE ANSWER</p>	<ol style="list-style-type: none"> Agriculture, forestry and fishing Mining and quarrying Manufacturing Electricity, gas, steam and air conditioning supply Water supply; sewerage, waste management and remediation activities Construction Wholesale and retail trade; repair of motor vehicles and motorcycles Transportation and storage Accommodation and food service activities Information and communication Financial and insurance activities Real estate activities Professional, scientific and technical activities Administrative and support service activities Public administration and defense; compulsory social security Education Human health and social work activities Arts, entertainment and recreation Other service activities Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use Activities of extraterritorial organizations and bodies 				1.08
<p>Now I would like to ask questions about the workforce at this workplace. Please think about all the workers currently working here even if not formally employed by your firm (i.e. include independent contractors, unpaid workers, etc). Exclude workers employed by another enterprise (outsourced from another firm) who are assigned to work at your workplace.</p>						
1.08	<p>How many workers does your workplace currently employ?</p>			TOTAL	Men	Women
		1. Permanent Workers (Including full-time – over 40 working hours and part-time – less than 40 working hours a week)				
		2. Temporary Workers (including Casual Workers)				
						1.09

MODULE 1: BASIC INFORMATION & WORK FORCE

In order for us to measure the use of skills, we would like to ask questions about the breakdown of total employment at this workplace by primary occupation. From now on we would like to know about permanent workers only that you mentioned in the question above.

INT GIVE SHOW CARD #3 TO THE RESPONDENT AND ASK RESPONDENT TO LOOK AT GROUPS 1, 2 AND 3 ONLY. FIRSTLY, ASK ALL QUESTIONS FOR ONE OCCUPATION, AND THEN MOVE TO THE NEXT OCCUPATION.

		OCCUPATION			
		(1) MANAGERS	(2) PROFESSIONALS	(3) TECHNICIANS AND ASSOCIATE PROFESSIONALS	
1.09	Do you have any [OCCUPATION] working in your workplace? <i>INT: FILL ALL COLUMNS IN THIS ROW THEN FOR THE 'YESES' ASK QUESTIONS 1.10-1.17</i>	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1.10
1.10	How many current [OCCUPATION] are there in the workplace?	_____	_____	_____	1.11
1.11	How many [OCCUPATION] did the workplace have 12 months ago?	_____	_____	_____	1.12
1.12	How many total [OCCUPATION] do you expect to have in 6 months' time? (including present workers)	_____	_____	_____	1.13
1.13	How many total [OCCUPATION] do you expect to have in 12 months' time? (including present workers)	_____	_____	_____	1.14
1.14	From this total number of positions you expect to have in 12 months' time (including present workers), how many require specific skills or degree in Science, Technology, Engineering or Math (STEM)?	_____	_____	_____	1.15
1.15	What proportion of current [OCCUPATION] are female?	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1.16
1.16	What proportion of current [OCCUPATION] have worked for less than one year for the workplace?	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1.17
1.17	How many current [OCCUPATION] are foreign?	_____	_____	_____	1.18

MODULE 1: BASIC INFORMATION & WORK FORCE

And for these positions could you please tell me which apply to your workplace?

INT ASK RESPONDENT TO LOOK AT GROUPS 4-10 ON SHOW CARD #3.

		OCCUPATION							
		(4) CLERICAL SUPPORT WORKERS	(5) SERVICE WORKERS	(6) SALES WORKERS	(7) Skilled AGRICULTURE, FORESTRY AND FISHERY workers	(8) CONSTRUCTION, CRAFTS & RELATED TRADES WORKERS	(9) DRIVERS, PLANT & MACHINE OPERATORS, & ASSEMBLERS	(10) ELEMENTARY OCCUPATIONS	
1.18	Do you have any [OCCUPATION] working in your workplace? <i>INT: FILL ALL COLUMNS IN THIS ROW THEN FOR THE 'YESES' ASK QUESTIONS 1.19-1.25</i>	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1.19
1.19	How many current [OCCUPATION] are there in the workplace?	_____	_____	_____	_____	_____	_____	_____	1.20
1.20	How many [OCCUPATION] did the workplace have 12 months ago?	_____	_____	_____	_____	_____	_____	_____	1.21
1.21	How many total [OCCUPATION] do you expect to have in 6 months' time? (including present workers)								1.22
1.22	How many total [OCCUPATION] do you expect to have in 12 months' time? (including present workers)	_____	_____	_____	_____	_____	_____	_____	1.23
1.23	From this total number of positions you expect to have in 12 months' time (including present workers), how many require specific skills or degree in Science, Technology, Engineering or Math (STEM)?								1.24
1.24	What proportion of current [OCCUPATION] are female?	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1. Less than half 2. About half 3. More than half	1.25
1.25	How many current	_____	_____	_____	_____	_____	_____	_____	1.26

	[OCCUPATION] are foreign?							
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[INT] IMPORTANT! CHECK IF NUMBER OF PERMANENTLY EMPLOYED IN 1.08 MATCHES THE TOTAL NUMBER OF EMPLOYEES IN 1.10 AND 1.19. IF IT DOESN'T MATCH, GO BACK TO GIVEN DATA AND CORRECT IT.

MODULE 1: BASIC INFORMATION & WORK FORCE

Now we would like to ask questions about any hiring that your workplace has attempted over the past 3 years or since the firm began operations. Please respond even if you did not finally hire a person.

		OCCUPATION			
		(1) MANAGERS	(2) PROFESSIONALS	(3) TECHNICIANS AND ASSOCIATE PROFESSIONALS	
1.26	In the past 3 years [or since the firm began operations if less than 3 years ago], have you TRIED to hire any [OCCUPATION] (even if you did not finally hire a person)? INT: FILL ALL COLUMNS IN THIS ROW THEN FOR THE 'YESSES' ASK QUESTIONS 1.27-1.28	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1.27
1.27	Did you receive female applicants when TRYING to hire [OCCUPATION]?	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1.28
1.28	Did you encounter any of these problems when TRYING to hire [OCCUPATION]? INT: SHOWCARD #4				1.29
		(1) MANAGERS	(2) PROFESSIONALS	(3) TECHNICIANS AND ASSOCIATE PROFESSIONALS	
1	There were no or few applicants	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
2	Applicants lacked required skills	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
3	Applicants expected wages higher than we can offer	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
4	Applicants did not like working conditions	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
5	Applicants lacked required work experience	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6a	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6b	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6c	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	

MODULE 1: BASIC INFORMATION & WORK FORCE

		OCCUPATION							
		(4) CLERICAL SUPPORT WORKERS	(5) SERVICE WORKERS	(6) SALES WORKERS	(7) Skilled AGRICULTURE, FORESTRY AND FISHERY workers	(8) CONSTRUCTION, CRAFTS & RELATED TRADES WORKERS	(9) DRIVERS, PLANT & MACHINE OPERATORS, & ASSEMBLERS	(10) ELEMENTARY OCCUPATIONS	
1.29	In the past 3 years [or since the firm began operations if less than 3 years ago], have you TRIED to hire any [OCCUPATION] (even if you did not finally hire a person)? <i>INT: FILL ALL COLUMNS IN THIS ROW THEN FOR THE 'YESES' ASK QUESTIONS 1.30-1.31</i>	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1.30
1.30	Did you receive female applicants when TRYING to hire [OCCUPATION]?	1.Yes 2.No	1.Yes 2.No	1.Yes 2.No	1.Yes 2.No	1.Yes 2.No	1.Yes 2.No	1.Yes 2.No	1.31
1.31	Did you encounter any of these problems when TRYING to hire [OCCUPATION]? <i>INT: SHOWCARD #4</i>								
		(4) CLERICAL SUPPORT WORKERS	(5) SERVICE WORKERS	(6) SALES WORKERS	(7) Skilled AGRICULTURE, FORESTRY AND FISHERY workers	(8) CONSTRUCTION, CRAFTS & RELATED TRADES WORKERS	(9) DRIVERS, PLANT & MACHINE OPERATORS, & ASSEMBLERS	(10) ELEMENTARY OCCUPATIONS	
1	There were no or few applicants	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
2	Applicants lacked required skills	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
3	Applicants expected wages higher than we can offer	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
4	Applicants did not like working conditions	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
5	Applicants lacked required work experience	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6a	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6b	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	
6c	Other specify_____)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	2.01

MODULE 2: INFORMATION ON NEW HIRES

INTERVIEWER: Look at the responses to Q.1.09 in the table on Page 3. For each type of occupation, check if the workplace had that type of occupation, and indicate yes or no.

2.01	<u>Occupation Number</u>	Occupation Name		2.02
	1	Managers	1 Yes 2 No	
	2	Professionals	1 Yes 2 No	
	3	Technicians and associate professionals	1 Yes 2 No	

INTERVIEWER: You will now choose ONE of the above three occupation types to ask the workplace additional questions about workers in this type of occupation. Follow these steps: (1) Look at the left hand column (for A occupations) on the sticker on the cover page of the questionnaire. (2) Look at the first line, with the number and corresponding occupation in that left column. (3) Check if the firm has workers in this occupation, by looking above. (4) If so, write the occupation number and occupation name below. If not, go to the next number and occupation in the left hand column, and repeat until you have an occupation Type A for which the workplace has workers.

(Example, if the first line of the left hand column of the sticker says (2) Professionals, see if the workplace reported Professionals in Module 1 (circled Yes above), If so, then Professionals is the Occupation Type A, and you write the Occupation number and Occupation Name below. If there were no Professionals, go to the next line of the left hand column and check if the workplace had that Occupation Type.)

2.02	<u>Occupation Number Type A:</u>	_____	<u>Occupation Type A:</u>	_____	2.03
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INTERVIEWER: Now you are going to choose Occupation Type B. Look at the responses to Q.1.18 in the table on page 4. For each type of occupation below, check if the workplace had that type of occupation, and circle yes or no.

2.03	<u>Occupation Number</u>	Occupation Name		
	4	Clerical support workers	1 Yes 2 No	
	5	Service workers	1 Yes 2 No	
	6	Sales workers	1 Yes 2 No	
	7	Skilled agricultural, forestry and fishery workers	1 Yes 2 No	
	8	Craft and related trades workers	1 Yes 2 No	
	9	Plant and machine operators, and assemblers	1 Yes 2 No	
	10	Elementary occupations	1 Yes 2 No	

INTERVIEWER: You will now choose ONE of these occupation types above to ask the workplace about as Occupation Type B. [1] Look at the right hand column of the sticker, which has the B type occupations. [2] Follow the same steps as above to determine the Occupation Type B. [3] Write the Occupation Number and Occupation Name below.

2.04	<u>Occupation Number Type B:</u>	_____	<u>Occupation Type B:</u>	_____	2.05
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MODULE 2: INFORMATION ON NEW HIRES

2.05	<p>Now we would like to ask some questions about the importance of certain worker characteristics to your workplace. We would like to know this for each occupation group, separately. Please think of the selected occupation types when responding.</p> <p>[WRITE THE OCCUPATION TYPE A] _____</p> <p>[WRITE THE OCCUPATION TYPE B] _____</p> <p>The next question asks about the importance of certain characteristics when making hiring decisions. <i>INT: FIRST ASK QUESTIONS 2.06 – 2.15 FOR OCCUPATION TYPE A, AND THEN GO BACK TO ASK THESE QUESTIONS FOR OCCUPATION TYPE B</i></p>	2.06
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2.06	Do you recruit [OCCUPATION TYPE _] from the following sources...?				
			Type A	Type B	
	(A)	Employment Service of Republic of Srpska/ Federal Employment Service	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(B)	Private Employment Services	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(C)	Job Fairs	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(D)	Offers to experienced people in other firms	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(E)	Direct contact with educational institutions, schools, training centers, universities, etc.	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(F)	Internet postings	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(G)	Other media advertisements/postings (not including internet)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
	(H)	Informal channels (personal contacts, people recommended by others)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
(I)	Other specify_____)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	2.07	
2.07	Did you hire [OCCUPATION TYPE _] in the past 3 years?	Type A	Type B		
		1 Yes 2 No →2.10	1 Yes 2 No →2.10		2.08
2.08	What proportion of the applicants for [OCCUPATION TYPE _] were male and female?	Type A	Type B		
		1 ____% - M 2 ____% - F	1 ____% - M 2 ____% - F		2.09
2.09	Over the past 3 years [or since the firm began operations if less than 3 years ago], on average for [OCCUPATION TYPE _] how many days does it take to fill a position from the time the position becomes open or is created? INTERVIEWER IF NO POSITIONS WERE OPEN/ CREATED IN THE PAST 3 YEARS, WRITE '999' AND →2.14	Type A	Type B		
		____days	____days		2.10

2.10	What is the education level of the most recent person hired as a [OCCUPATION TYPE _]? INTERVIEWER: SHOW CARD #5 ONE ANSWER	Type A 1. No formal education or 1 - 3 grades of Elementary School of eight-year program or 1-4 grades of nine-year program (ISCED 0) → 2.12 2. 4 - 7 grades of Elementary School of eight-year program or 5-8 of nine-year program (ISCED 1) → 2.12 3. Finished Elementary School (ISCED 2) → 2.12 4. High Vocational School (2 – 4 years), Gymnasium-General Education High School (ISCED 3) → 2.12 5. Higher School, Specialization after High School, School for Highly Qualified Workers (ISCED 4) 6. Basic Academic Studies, Basic Professional Studies, Specialist Academic Studies, Specialist Professional Studies, Graduate Academic Studies - Master, Integrated Studies (Medicine, Pharmacy, Stomatology, Veterinary Medicine) (Bologna program), Faculty, Academy, Magister (previous program) (ISCED 5) 7. PhD (ISCED 6) 9. Don't know → 2.12		Type B 1. No formal education or 1 - 3 grades of Elementary School of eight-year program or 1-4 grades of nine-year program (ISCED 0) → 2.12 2. 4 - 7 grades of Elementary School of eight-year program or 5-8 of nine-year program (ISCED 1) → 2.12 3. Finished Elementary School (ISCED 2) → 2.12 4. High Vocational School (2 – 4 years), Gymnasium-General Education High School (ISCED 3) → 2.12 5. Higher School, Specialization after High School, School for Highly Qualified Workers (ISCED 4) 6. Basic Academic Studies, Basic Professional Studies, Specialist Academic Studies, Specialist Professional Studies, Graduate Academic Studies - Master, Integrated Studies (Medicine, Pharmacy, Stomatology, Veterinary Medicine) (Bologna program), Faculty, Academy, Magister (previous program) (ISCED 5) 7. PhD (ISCED 6) 9. Don't know → 2.12		2.11
2.11	Was the field of study (training) of the most recent person hired in Science, Technology, Engineering or Math?	Type A 1 Yes 2 No 9. Don't know		Type B 1 Yes 2 No 9. Don't know		2.12
2.12	What is the gender of the most recent person hired for [OCCUPATION TYPE _] ?	Type A 1 Male 2 Female		Type B 1 Male 2 Female		2.13
2.13	What is the average monthly gross compensation over the past 6 months (or the months since hiring) of the most recent person your firm hired as a [OCCUPATION TYPE _]? INTERVIEWER: Write '888' if the respondent refuses to answer.	Type A _____ KM		Type B _____ KM		2.13 a
2.13a	Is the compensation noted above for a part-time position? INT: IF REFUSES TO ANSWER DO NOT CIRCLE	1. Full time position 2. Part time position		1. Full time position 2. Part time position		2.14
2.14	Is the salary for a [OCCUPATION TYPE _] negotiable at the moment of hiring?	Type A 1 Yes 2 No 9 Don't know		Type B 1 Yes 2 No 9 Don't know		2.15
Please look at this card and tell me what is the most important of these personal characteristics when deciding which [OCCUPATION TYPE _] employees should be hired. And the second most important? And the third most important? INTERVIEWER: SHOW CARD #6 Use '1', '2' and '3' to indicate most important personal characteristics. If the respondent chooses 'Age' or 'Gender', use check/tick marks to indicate which category within age or gender is selected by the respondent.						
2.15		[Type A] RANG	[Type A]	[Type B] RANG	[Type B]	
	1. Age		1. 15 - 24 years 2. 25 - 44 years 3. 45 + years		1. 15 - 24 years 2. 25 - 44 years 3. 45 + years	
	2. Gender		1 Male 2 Female		1 Male 2 Female	
	3. Family relations/ personal ties					
	4. Ethnicity/Religion					
	5. Eligible for a wage subsidy					
	6. None of these personal characteristics matter					3.01
INTERVIEWER: NOW REPEAT FROM QUESTION 2.06 FOR OCCUPATION TYPE B						

MODULE 2B: EMPLOYMENT FINANCIAL INCENTIVES				
<p>INT: WRITE BELOW THE TWO TYPES OF OCCUPATIONS THAT YOU HAVE IDENTIFIED AND REFER TO THEM WHEN YOU NEED TO REMIND THE RESPONDENT.</p> <p>Now we would like to ask some questions about the importance of employment incentives in hiring decision. We would like to know this for each occupation group, separately. Please think of the selected occupation types when responding.</p> <p>[WRITE THE OCCUPATION TYPE A] _____</p> <p>[WRITE THE OCCUPATION TYPE B] _____</p> <p>The next question asks about the importance of certain characteristics when making hiring decisions.</p> <p>INT: FIRST ASK QUESTIONS 2.16-2.24 FOR OCCUPATION TYPE A, AND THEN GO BACK TO ASK THESE QUESTIONS FOR OCCUPATION TYPE B</p>				2.06
NOW THINK OF A TYPICAL WORKER IN EACH OF THESE OCCUPATIONS. LET'S TALK ABOUT THE TYPICAL WORKER IN [OCCUPATION TYPE A] FIRST, THEN WE'LL TALK ABOUT THE TYPICAL WORKER IN [OCCUPATION TYPE B].				
2.16	Have you hired or considered hiring any person 18-29 as a [OCCUPATION_TYPE_] in the past 5 years?	Type A 1. Yes, hired 2. Yes, considered hiring but did not hire 7. No, did not hire or considered hiring	Type B 1. Yes, hired 2. Yes, considered hiring but did not hire 7. No, did not hire or considered hiring	2.17
2.17	What is the average monthly gross compensation you would offer a new hire 18 to 29 years old full-time as a [OCCUPATION]? (INCLUDE OVERTIME, BONUSES, COMMISSIONS, PER DIEMS, ETC.)	Type A _____ KM per MONTH	Type B _____ KM per MONTH	2.18
2.18	Assume you have a formal job opening for a young worker, ages 18 to 29. You have two options to hire a qualified applicant: (1) you hire a person ages 18 to 29, who is a registered as unemployed in the Public Employment Services and has been out of work for at least 6 months, who has at least the minimum expected qualifications for your job, and you have to retain this employee for at least 3 months; OR (2) you hire any person aged 18-29 you want. Which option would you take - the jobseeker with Public Employment Services or another worker 18-29 for [OCCUPATION_TYPE_] ?	Type A 1. Prefer to hire the person 18-29, unemployed at least 6 months and retain at least 3 months 2. Hire any 18-29 person you want 3. Might choose the registered unemployed 18-29-year-old or another; depends on qualifications/suitability for job 9. Don't know	Type B 1. Prefer to hire the person 18-29, unemployed at least 6 months and retain at least 3 months 2. Hire any 18-29 person you want 3. Might choose the registered unemployed 18-29-year-old or another; depends on qualifications/suitability for job 9. Don't know	2.19
2.19	If the Entity Public Employment Services offered you a monthly subsidy for 3 months to hire a person 18-29 years of age who is registered unemployed with PES and has been unemployed for 6 months, what is the minimum amount of subsidy per month (for the three months) you would need to select this unemployed 18-29-year-old as a [OCCUPATION TYPE], rather than select any 18-29-year-old you want? [AMOUNT OF TRANSFER SHOULD BE POSITIVE AND BETWEEN (0; KM\$10,000)] INT: IF WILL NOT HIRE FROM PES NO MATTER HOW MUCH THE SUBSIDY, WRITE 8888	Type A _____ KM per MONTH	Type B _____ KM per MONTH	2.20
2.20	Now, if the Public Employment Services offered you a monthly subsidy for 12 months to hire an 18-29 unemployed jobseeker, what is the minimum amount of subsidy per month for you to select the 18-29 year old unemployed jobseeker, rather than select any 18-29 year old you want? [AMOUNT OF TRANSFER SHOULD BE POSITIVE AND BETWEEN (0;KM\$10,000)] INT: IF WILL NOT HIRE FROM PES NO MATTER HOW MUCH THE SUBSIDY, WRITE 8888 AND >>2.24	Type A _____ KM per MONTH	Type B _____ KM per MONTH	2.21
2.21	If the Public Employment Services offers you a monthly subsidy for 12 months on condition of <u>retaining the employee for an additional 12 months</u> (after the completion of 12 months of subsidy, that is a total of 24 months of employment) to hire an 18-29-year-old unemployed jobseeker, what is the minimum amount of subsidy per month for 12 months for you to select the 18-29 year old unemployed jobseeker as a [OCCUPATION TYPE], rather than select any 18-29 year old you want? [AMOUNT OF TRANSFER SHOULD BE POSITIVE AND BETWEEN (0;KM\$10,000)] IF WOULD NOT HIRE UNDER THESE CONDITIONS FROM PES NO MATTER WHAT THE SUBSIDY, WRITE 8888 AND >>2.24	Type A _____ KM per MONTH	Type B _____ KM per MONTH	2.22

2.22	So far, it has been assumed that there was a job opening (vacancy). If your firm does not have a job opening, would a subsidy of KMs 200 per month for 12 months [THIS IS A SUBSIDY THAT WOULD COVER A LITTLE OVER THE CONTRIBUTIONS AND HEALTH INSURANCE OF A MINIMUM WAGE OF KMs 406] be enough for you to consider creating a new job for an 18-29 year old registered unemployed jobseeker as a [OCCUPATION TYPE_]?	Type A 1. Yes	Type B 1. Yes	2.16 TO BEGIN OCCUPATION TYPE B, OR IF DOING TYPE B >>Q2.25	
		2. No	2. No		2.23
2.23	What would be the minimum subsidy amount you would require to create a new job for an 18-29 year old registered unemployed job seeker for [OCCUPATION TYPE_] for 12 months? <i>INT: IF WOULD NOT CREATE A POSITION WITH A SUBSIDY FROM PES NO MATTER WHAT THE SUBSIDY, WRITE 8888 AND >>2.24</i>	Type A KM per MONTH → 2.16, TO START WORKER TYPE B	Type B KM per MONTH → 2.25	2.24	
2.24	Why would you not be willing to use the subsidy program for [OCCUPATION TYPE] no matter what the terms of the subsidy are? INT: MARK YES FOR ALL THAT THE APPLICANT MENTIONS. (DO NOT READ RESPONSES)			2.16, TO START OCCUPATION TYPE B or 2.25	
		Type A	Type B		
(A)	Do not trust that the PES applicants are qualified	1 Yes 2 No	1 Yes 2 No		
(B)	Think it will take too long to get a PES-subsidized worker	1 Yes 2 No	1 Yes 2 No		
(C)	Think that the PES paperwork will be too burdensome	1 Yes 2 No	1 Yes 2 No		
(D)	Not sure about my firm's future	1 Yes 2 No	1 Yes 2 No		
(E)	Other (Specify _____)	1 Yes 2 No	1 Yes 2 No		
2.25	Have you/ your firm ever heard about the PES subsidy programs?	1. Yes		2.26	
		2. No		3.01	
2.26	Have you/ your firm ever used a PES subsidy program?	1. Yes, have already used		2.27	
		2. Yes, have an application in now for a new program			
		3. No		.01	
2.27	Have you already used or applied to the following subsidy program(s)?			3.01	
(A)	Opportunity for all	1 Yes 2 No			
(B)	First work experience	1 Yes 2 No			
(C)	Job voucher	1 Yes 2 No			
(D)	Seasonal employment	1 Yes 2 No			
(E)	Self-employment start-up	1 Yes 2 No			
(F)	Roma employment	1 Yes 2 No			

MODULE 3: SKILLS USED BY THE CURRENT WORKFORCE

INTERVIEWER: WRITE BELOW THE TWO TYPES OF OCCUPATIONS THAT YOU HAVE IDENTIFIED AND REFER TO THEM WHEN NEEDED TO REMIND THE RESPONDENT.

Next, we would like to ask you about the skills that your employees may be using in their jobs. For this purpose, let's talk about two occupations. These are the two types:

[OCCUPATION TYPE A] _____

[OCCUPATION TYPE B] _____

INTERVIEWER: FIRST ASK QUESTIONS 3.01 – 3.08 FOR OCCUPATION TYPE A, AND THEN GO BACK TO ASK THESE QUESTIONS FOR OCCUPATION TYPE B

3.01-3.07	For each question below, please think of the selected occupation when answering the following questions. Let's start with Occupation Type A --		
		Type A	Type B
3.01	Does the job regularly involve reading?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.02	Does the job regularly involve writing using correct spelling and grammar?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.03	Does the job regularly involve math, that is, adding, subtracting, multiplying or dividing numbers - using a calculator or computer if necessary?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.04	Does the job regularly involve solving problems that take 30 minutes or more to come up with a good solution?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.05	Does the job regularly involve speaking a language other than Bosnian/ Croatian/ Serbian?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.06	Does the job regularly require making formal presentations to clients or colleagues to persuade them of a point of view?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
3.07	Does the job regularly involve interacting with a team of co-workers?	1 Yes 2 No 8 Refuse to answer 9 Don't know	1 Yes 2 No 8 Refuse to answer 9 Don't know
			3.08
3.08	What is the highest level of computer use involved in this job? INTERVIEWER: SHOW CARD #7 INT ONE ANSWER	Type A 1. NONE 2. STRAIGHTFORWARD (Examples: data entry; sending and receiving emails; printing out an invoice in a shop, posting items in accounting software) 3. MODERATE (Examples: using Word or other word processing, or Excel or other spreadsheet, making PowerPoint presentations) 4. COMPLEX (Examples: analyzing information or design, including aided design, or analysis with accounting software; using statistical analysis package, writing macros in Excel, etc.) 5. SPECIALIZED (Examples: software programming; managing computer networks) 8. REFUSED 9. DON'T KNOW	Type B 1. NONE 2. STRAIGHTFORWARD (Examples: data entry; sending and receiving emails; printing out an invoice in a shop, posting items in accounting software) 3. MODERATE (Examples: using Word or other word processing, or Excel or other spreadsheet, making PowerPoint presentations) 5. COMPLEX (Examples: analyzing information or design, including aided design, or analysis with accounting software; using statistical analysis package, writing macros in Excel, etc.) 5. SPECIALIZED (Examples: software programming; managing computer networks) 8. REFUSED 9. DON'T KNOW
			3.09
INTERVIEWER: GO BACK TO Q3.01 AND REPEAT FOR OCCUPATION TYPE B.			

NOW THINK OF A TYPICAL WORKER IN EACH OF THESE OCCUPATIONS. LET'S TALK ABOUT THE TYPICAL WORKER IN [OCCUPATION TYPE A] FIRST, THEN WE'LL TALK ABOUT THE TYPICAL WORKER IN [OCCUPATION TYPE B].

3.09	Thinking of the last month, how frequently did this typical worker arrive at work on time (within 15 minutes)?	<div>Type A</div> <div>1. LESS THAN HALF THE TIME</div> <div>2. ABOUT HALF OF THE TIME</div> <div>3. MORE THAN HALF OF THE TIME</div>		<div>Type B</div> <div>1. LESS THAN HALF THE TIME</div> <div>2. ABOUT HALF OF THE TIME</div> <div>3. MORE THAN HALF OF THE TIME</div>		3.10
3.10	What is the <u>average monthly gross compensation</u> over the last 12 months for this worker? (or since hiring, if less than 12 months). INCLUDE OVERTIME, BONUSES, COMMISSIONS, PER DIEMS, ETC. INTERVIEWER: Write '888' if the respondent refuses to answer.	<div>Type A</div> <div>_____KM</div>		<div>Type B</div> <div>_____KM</div>		3.10 a
3.10a	Is the noted compensation for a part-time position? INT: IF REFUSES TO ANSWER DO NOT CIRCLE	<div>1. Full time position</div> <div>2. Part time position</div>		<div>1. Full time position</div> <div>2. Part time position</div>		3.11
3.11	How long has it been since the last promotion (increase in job responsibility, change in job title, salary increase) for this worker? WRITE ANSWER IN MONTHS. INTERVIEWER IF THIS WORKER HAS NOT HAD A PROMOTION, WRITE 999.	<div>Type A</div> <div>_____MONTHS</div>		<div>Type B</div> <div>_____MONTHS</div>		3.12
3.12	What is the highest education level this typical [OCCUPATION TYPE] worker has completed? INT ONE ANSWER	<div>Type A</div> <div>1. No formal education or 1 - 3 grades of Elementary School of eight-year program or 1-4 grades of nine-year program (ISCED 0)</div> <div>2. 4 - 7 grades of Elementary School of eight-year program or 5-8 of nine-year program (ISCED 1)</div> <div>3. Finished Elementary School (ISCED 2)</div> <div>4. High Vocational School (2 – 4 years), Gymnasium-General Education High School (ISCED 3)</div> <div>5. Higher School, Specialization after High School, School for Highly Qualified Workers (ISCED 4)</div> <div>6. Basic Academic Studies, Basic Professional Studies, Specialist Academic Studies, Specialist Professional Studies, Graduate Academic Studies - Master, Integrated Studies (Medicine, Pharmacy, Stomatology, Veterinary Medicine) (Bologna program), Faculty, Academy, Magister (previous program) (ISCED 5)</div> <div>7. PhD (ISCED 6)</div> <div>9. Don't know</div>		<div>Type B</div> <div>1. No formal education or 1 - 3 grades of Elementary School of eight-year program or 1-4 grades of nine-year program (ISCED 0)</div> <div>2. 4 - 7 grades of Elementary School of eight-year program or 5-8 of nine-year program (ISCED 1)</div> <div>3. Finished Elementary School (ISCED 2)</div> <div>4. High Vocational School (2 – 4 years), Gymnasium-General Education High School (ISCED 3)</div> <div>5. Higher School, Specialization after High School, School for Highly Qualified Workers (ISCED 4)</div> <div>6. Basic Academic Studies, Basic Professional Studies, Specialist Academic Studies, Specialist Professional Studies, Graduate Academic Studies - Master, Integrated Studies (Medicine, Pharmacy, Stomatology, Veterinary Medicine) (Bologna program), Faculty, Academy, Magister (previous program) (ISCED 5)</div> <div>7. PhD (ISCED 6)</div> <div>9. Don't know</div>		3.13
3.13	Does this typical [OCCUPATION TYPE] worker have a technical or vocational post-secondary diploma or certificate? This includes both higher vocational schools and courses that take at least one month to finish, organized by state or private institutions. Examples are language courses, CISCO or Microsoft Certifications, accounting course, and also higher schools such as Higher business school, Higher catering school...	<div>Type A</div> <div>1 Yes</div> <div>2 No</div> <div>9 Don't know</div>		<div>Type B</div> <div>1 Yes</div> <div>2 No</div> <div>9 Don't know</div>		3.14
3.14	Are you satisfied with the education level of this worker (typical [OCCUPATION TYPE _] ?	<div>Type A</div> <div>1 Yes</div> <div>2 No</div> <div>9 Don't know</div>		<div>Type B</div> <div>1 Yes</div> <div>2 No</div> <div>9 Don't know</div>		3.15
3.15	What is the average age of this worker(typical [OCCUPATION TYPE _] ?	<div>Type A</div> <div>_____ (In years)</div>		<div>Type B</div> <div>_____ (In years)</div>		3.16
3.16	What is the gender of this worker(typical [OCCUPATION TYPE _] ?	<div>Type A</div> <div>1. Male</div> <div>2. Female</div>		<div>Type B</div> <div>1. Male</div> <div>2. Female</div>		3.17

INTERVIEWER: : IF YOU HAVE FINISHED ASKING QUESTIONS FOR OCCUPATION TYPE A, GO BACK TO QUESTION 3.09 AND ASK

FOR OCCUPATION TYPE A	(3.17)	(3.18)	(3.19)
USE SHOW CARD # 8A3.17 FOR QUESTION 3.17, # 8A3.18 FOR QUESTION 3.18 I # 8A3.19 FOR QUESTION 3.19	<p>For each of the skills [READ TO THE RESPONDENT] indicate if there is a difference between what is required for the job and the current level of this skill in a typical [OCCUPATION TYPE A] worker. INT IF THERE IS A DIFFERENCE, GO TO 3.18 BEFORE MOVING ON TO THE NEXT SKILL. USE SHOW CARD # 8A3.17</p>	<p>IF A YES WAS REPORTED IN Q 3.17: How large is the difference between the current skills and the required skills in a typical [OCCUPATION TYPE A] worker? USE SHOW CARD # 8A3.18</p>	<p>Of these skills [on SHOW CARD #8A3.19], which ones do you think are important when making decisions regarding hiring or retaining [OCCUPATION TYPE A] after a period of probation. Select the 3 most important skills you consider when making retention decisions for [Occupation Type A]. USE SHOW CARD #8A3.19</p>
	Yes, there is a difference - 1	Small difference - 1	Most Important - 1
	No, there is no difference - 2	Medium difference - 2	2nd most important - 2
	This skill is not required for the job - 3	Large difference - 3	3rd most important - 3
SKILLS	[Type A]	[Type A]	[Type A]
1. Can do calculations and work with numbers	1 2 3	1 2 3	
2. Can read and write in English	1 2 3	1 2 3	
3. Can read and write in another foreign language (For example, French, Turkish, German, etc.)	1 2 3	1 2 3	
4. Can find new and better ways to do things	1 2 3	1 2 3	
5. Can stay on a long and difficult task until it is finished	1 2 3	1 2 3	
6. Can be relied on to get things done	1 2 3	1 2 3	
7. Can work well with others and listens to others' views	1 2 3	1 2 3	
8. Can work well in very busy or difficult situations	1 2 3	1 2 3	
9. Can continue in the face of challenging situations at work	1 2 3	1 2 3	
10. Can easily adapt to new tasks or changes in the workplace	1 2 3	1 2 3	
11. Can use a computer for making presentations and/or other advanced purposes like creating and managing databases, or using specialized computer programs, etc.	1 2 3	1 2 3	
12. Can demonstrate specific technical skills relevant to the job.	1 2 3	1 2 3	

FOR OCCUPATION TYPE B	(3.20)	(3.21)	(3.22)
USE SHOW CARD # 8B3.20 FOR QUESTION 3.20, # 8B3.21 FOR QUESTION 3.21 AND # 8B3.22 FOR QUESTION 3.22	<p>For each of the skills [READ THEM TO THE RESPONDENT] indicate if there is a difference between what is required for the job and the current level of this skill in a typical [OCCUPATION TYPE B] worker.</p> <p>IF THERE IS A DIFFERENCE, GO TO 3.21 BEFORE MOVING ON TO THE NEXT SKILL.</p> <p>USE SHOW CARD #8B3.20</p>	<p>IF A YES WAS REPORTED IN Q 3.20: How large is the difference between the current skills and the required skills in a typical [OCCUPATION TYPE B] worker?</p> <p>USE SHOW CARD #8B3.21</p>	<p>Of these skills [ON SHOWCARD #8B3.22], which ones do you think are important when making decisions regarding hiring or retaining [OCCUPATION TYPE B] after a period of probation. Select the 3 most important skills you consider when making retention decisions for [Occupation Type B].</p> <p>USE SHOW CARD #8B3.22</p>
	Yes, there is a difference - 1	Small difference - 1	Most Important - 1
	No, there is no difference - 2	Medium difference - 2	2nd most important - 2
	This skill is not required for the job - 3	Large difference - 3	3rd most important - 3
SKILLS	[Type B]	[Type B]	[Type B]
1. Can read and write in Bosnian/ Croatian/ Serbian	1 2 3	1 2 3	
2. Can do calculations and work with numbers	1 2 3	1 2 3	
3. Can read and write in English	1 2 3	1 2 3	
4. Can read and write in another foreign language (For example: French, Turkish, German etc.)	1 2 3	1 2 3	
5. Can find new and better ways to do things	1 2 3	1 2 3	
6. Can be relied on to get things done	1 2 3	1 2 3	
7. Can work well with others and listens to others' views	1 2 3	1 2 3	
8. Can work well in very busy times or difficult situations	1 2 3	1 2 3	
9. Can continue in the face of challenging situations at work	1 2 3	1 2 3	
10. Can easily adapt to new tasks or changes in the workplace	1 2 3	1 2 3	
11. Can use a computer for basic word processing tasks, email and internet searches	1 2 3	1 2 3	
12. Can demonstrate specific technical skills that are job-relevant.	1 2 3	1 2 3	

MODULE 4: TRAINING AND OPINIONS

Now think about the occupations that have been selected - Type A and Type B. Not the typical worker in these occupations but the occupation itself. INT: ASK ALL THE QUESTIONS 4.01 TO 4.16 FIRST FOR Occupation Type A, THEN COME BACK to 4.01 TO ASK FOR Occupation Type B.

4.01	Does your workplace have regular contacts with educational or training institutions regarding [OCCUPATION TYPE _] positions, for recruitment, training, work placement, or another reason?	Type A	Type B	4.02
		1 Yes 2 No →4.03 9 Don't know→4.03	1 Yes 2 No →4.03 9 Don't know →4.03	

4.02 For what purpose does your workplace have these contacts, for [OCCUPATION TYPE _] positions? INT :USE SHOW CARD # 9

		Type A	Type B	
01	You use for Recruitment of staff	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	4.03
02	Your firm participates in testing of students	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
03	Your firm gives feedback to the institution for their Curriculum development	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
04	Your firm uses the institution for further training	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
05	Your firm provides work experience for students (internships and apprenticeships)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
06a	Other (Specify_____)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
06b	Other (Specify_____)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	
06c	Other (Specify_____)	1 Yes 2 No 9 Don't know	1 Yes 2 No 9 Don't know	

Now we will ask you a couple of questions on On-The-Job training. This type of training is provided to employees during the initial stages of employment. It is training provided to the employee while he/she is doing the actual job. The training can be "hands-on" and is delivered by an experienced employee.

4.03	Did the [OCCUPATION TYPE _] employees in your workplace receive any on-the-job training last year? (Do not include any training mandated by law like managing fire hazard situations or first -aid training)	Type A	Type B	4.04
		1 Yes 2 No →4.05 9 Don't know→4.05	1 Yes 2 No →4.05 9 Don't know→4.05	

4.04	What percentage [OCCUPATION TYPE _] received on-the-job training last year?	_____%	_____%	4.05
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4.05	Did the [OCCUPATION TYPE _] employees in your workplace receive any other training on the premises of the firm in the last year? [Do not include any training mandated by law].	Type A	Type B	4.06
		1 Yes 2 No →4.11 9 Don't know→4.11	1 Yes 2 No →4.11 9 Don't know→4.11	

MODULE 4: TRAINING AND OPINIONS

4.06	For each training option below, indicate if the [OCCUPATION TYPE_] employees received this training in the past year. INTERVIEWER SHOWCARD #10			
		Type A	Type B	
01	Training by the firm's managers, technical persons, peers, etc.	1 Yes 2 No	1 Yes 2 No	4.07
02	Training by the firm's dedicated trainers	1 Yes 2 No	1 Yes 2 No	
03	Training on the firm's premises with external trainers (consultants, private training companies, government institutions, etc.)	1 Yes 2 No	1 Yes 2 No	
04a	Other (Specify_____)	1 Yes 2 No	1 Yes 2 No	
04b	Other (Specify_____)	1 Yes 2 No	1 Yes 2 No	

	04c	Other (Specify_____)	1 Yes 2 No	1 Yes 2 No		
4.07	For the 'yeses' in Q 4.06, provide the percentage of employees that received training on the firm's premises and the average number of days a trainee received training.					
			Type A		Type B	
			%	AVG # DAYS	% AVG # DAYS	
	01	Training by the firm's managers, technical persons, peers, etc.				
	02	Training by the firm's dedicated trainers				
	03	Training on the firm's premises with external trainers (consultants, private training companies, government institutions, etc.)				
	04a	Other (Specify_____)				
	04b	Other (Specify_____)				
	04c	Other (Specify_____)				
						4.08
4.08	Thinking about the training conducted on the firm's premises in the last year, what was the content of the longest training received for workers [OCCUPATION TYPE _]? INTERVIEWER: SHOWCARD #11 ONE ANSWER	Type A	Type B			
		1. ICT SKILLS TRAINING (INCLUDING USE OF COMPUTERS, INTERNET AND BASIC SOFTWARE SUCH AS A WORD PROCESSOR) 2. BASIC SKILLS TRAINING (reading/writing/math) 3. LANGUAGE TRAINING 4. OCCUPATION-SPECIFIC TRAINING 5. PERSONAL DEVELOPMENT TRAINING (including working in a team, time-use, leadership, handling stress, etc.) 6. OTHER [Specify_____]	1. ICT SKILLS TRAINING (INCLUDING USE OF COMPUTERS, INTERNET AND BASIC SOFTWARE SUCH AS A WORD PROCESSOR) 2. BASIC SKILLS TRAINING (reading/writing/math) 3. LANGUAGE TRAINING 4. OCCUPATION-SPECIFIC TRAINING 5. PERSONAL DEVELOPMENT TRAINING (including working in a team, time-use, leadership, handling stress, etc.) 6. OTHER [Specify_____]			4.09
4.09	What was the duration in days of that longest training? INTERVIEWER [If less than 1 day write '1']	Type A	Type B			
		_____days	_____days		4.10	
4.10	How much did your workplace spend paying outside providers for training conducted on the firm's premises last year for all [OCCUPATION TYPE _] employees? INTERVIEWER IF DID NOT SPEND ANYTHING, WRITE '0'	Type A	Type B			
		_____KM	_____KM		4.11	
4.11	Did the [OCCUPATION TYPE _] employees in your workplace receive training organized by the firm outside the firm's premises last year? [Do not include training mandated by law]	Type A	Type B			
		1 Yes 2 No →4.15 9 Don't know→4.15	1 Yes 2 No →4.15 9 Don't know→4.15		4.12	
MODULE 4: TRAINING AND OPINIONS						
4.12	For each training option below, Indicate if the [OCCUPATION TYPE_] employees received this training in the past year.					
			Type A		Type B	
	01	Through public training providers	1 Yes 2 No		1 Yes 2 No	
	02	Through private training providers	1 Yes 2 No		1 Yes 2 No	
	03	Through equipment suppliers (for example, a company selling computers providing training on software)	1 Yes 2 No		1 Yes 2 No	
	04	NGO's or international organizations	1 Yes 2 No		1 Yes 2 No	
	05	Other (specify_____)	1 Yes 2 No		1 Yes 2 No	
						4.13
4.13	For the 'yeses' above in Q 4.12, indicate the percentage of [OCCUPATION TYPE _] employees that received the following types of training outside the firm and the average number of days a trainee received training:					
			Type A		Type B	
			%	AVG # DAYS	% AVG # DAYS	
	01	Through public training providers				
	02	Through private training providers				
						4.14

03	Through equipment suppliers (for example, a company selling computers providing training on software)				
04	NGO's or international organizations				
05	Other (specify _____)				

4.14	How much did your workplace spend paying outside providers for training outside the firm last year for [OCCUPATION TYPE _] employees? <i>INTERVIEWER IF DID NOT SPEND ANYTHING, WRITE '0'</i>	Type A _____ KM	Type B _____ KM	4.15
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4.15	INTERVIEWER: LOOK AT QUESTIONS 4.03, 4.05 AND 4.11: IS ANY OF THESE ANSWERS YES, INDICATING TRAINING FOR [OCCUPATION TYPE_]?	Type A 1. AT LEAST ONE YES 2. ALL NO'S→ 4.01 TO BEGIN OCCUPATION TYPE B	Type B 1 AT LEAST ONE YES 2 ALL NO'S→ 4.17	4.16
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4.16	Thinking of the [OCCUPATION TYPE _] employees in your workplace: in the last year, did male employees receive more training, or did female employees receive more training, or did they have approximately equal training?	Type A 1. MALES RECEIVED MORE 2. FEMALES RECEIVED MORE 3. THEY RECEIVED EQUAL TRAINING 4. THERE IS ONLY ONE GENDER	Type B 1. MALES RECEIVED MORE 2. FEMALES RECEIVED MORE 3. THEY RECEIVED EQUAL TRAINING 4. THERE IS ONLY ONE GENDER	4.17
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INTERVIEWER: IF YOU HAVE FINISHED ASKING QUESTIONS FOR Occupation Type A, GO BACK TO QUESTION 4.01 TO ASK THE QUESTIONS 4.01-4.16 FOR Occupation Type B.

IF YOU HAVE FINISHED ASKING FOR Occupation Type B, CONTINUE TO Q 4.17

4.17	In your opinion, do you agree or disagree with the following statements describing the general educational system (including higher education) in [Federation of Bosnia and Herzegovina]/ [Republic of Srpska]? Rate each statement on a scale of 1 to 5 using the categories on this scorecard. <i>INTERVIEWER: USE SHOW CARD # 12</i>						
		STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE	
	1.Meets the skill needs of your business adequately	1	2	3	4	5	
	2.Produces people with the skills you ranked as important	1	2	3	4	5	
	3.Produces people with the up-to-date knowledge of methods, materials and technology	1	2	3	4	5	
	4.Produces people with practical experience that can be applied to their work	1	2	3	4	5	
	5.Produces people with personal skills like time-management, reliability, ability to work with others, etc.	1	2	3	4	5	4.18

4.18	Does the workplace have any experience recruiting workers that have some technical or vocational post-secondary diploma or certificate? This includes both higher vocational schools and courses that take at least one month to finish, organized by state or private institutions. Examples are language courses, CISCO or Microsoft Certifications, accounting course, also higher schools such as Higher business school, Higher catering school...	1. Yes	4.19
		2. No	4.20

4.19	In your opinion, do you agree or disagree with the following statements describing these kinds of trainings in Federation of Bosnia and Herzegovina / Republic of Srpska? Rate each statement on a scale of 1 to 5 using the categories on this scorecard. <i>INTERVIEWER: USE SHOW CARD # 12</i>						
		STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE	
	1.Meets the skill needs of your business adequately	1	2	3	4	5	
	2.Produces people with the skills you ranked as important	1	2	3	4	5	
	3.Produces people with the up-to-date knowledge of methods, materials and technology	1	2	3	4	5	4.20

	4.Produces people with practical experience that can be applied to their work	1	2	3	4	5	
	5.Produces people with personal skills like time-management, reliability, ability to work with others, etc.	1	2	3	4	5	

.20	Does the workplace have any experience recruiting workers that have post-secondary diploma or university degree of Science, Technology, Engineering or Math?	1. Yes				4.21		
		2. No				4.22		
4.21	In your opinion, do you agree or disagree with the following statements describing the education system in the specific fields of Science, Technology, Engineering and Math in Federation of Bosnia and Herzegovina / Republic of Srpska? Rate each statement on a scale of 1 to 5 using the categories on this scorecard. <i>INTERVIEWER: USE SHOW CARD # 12</i>					4.22		
		STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE		STRONGLY AGREE	
	1.Meets the skill needs of your business adequately	1	2	3	4		5	
	2.Produces people with the skills you ranked as important	1	2	3	4		5	
	3.Produces people with the up-to-date knowledge of methods, materials and technology	1	2	3	4		5	
	4.Produces people with practical experience that can be applied to their work	1	2	3	4		5	
	5.Produces people with personal skills like time-management, reliability, ability to work with others, etc.	1	2	3	4	5		
4.22	In your opinion, do you agree or disagree with the following statements regarding hiring decisions for female applicants (compared with male ones)? <i>INTERVIEWER: USE SHOW CARD # 12</i>					4.23		
		STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE		STRONGLY AGREE	DON'T KNOW
	1. Women expect higher benefits than firms can offer (such as flexible hours)	1	2	3	4		5	9
	2. Women lack the required work experience	1	2	3	4		5	9
	3. Women lack the required skills	1	2	3	4		5	9
	4. Women are costlier to hire than men given labor regulations (such as maternity leave provisions)	1	2	3	4		5	9
	5. Women have competing time demands given family responsibilities	1	2	3	4	5	9	
MODULE 4: TRAINING AND OPINIONS								
4.23	In your opinion, is there usually a difference in the following skills between a female and a male employee? <i>INTERVIEWER: USE SHOW CARD #13</i>					5.01		
		YES, MEN ARE BETTER EQUIPPED	YES, WOMEN ARE BETTER EQUIPPED	NO, THERE IS NO DIFFERENCE				
	1. Doing calculations and working with numbers	1	2	3				
	2. Reading and writing in English	1	2	3				
	3. Reading and writing in (other) foreign language (For example, French, Turkish, German etc.)	1	2	3				
	4. Finding new and better ways to do things	1	2	3				
	5. Staying on a long and difficult task until it is finished	1	2	3				
	6. Being relied on to get things done	1	2	3				
	7. Working well with others and listening to others' views	1	2	3				
	8. Working well in very busy or difficult situations	1	2	3				
	9. Continuing in the face of challenging situations at work	1	2	3				
	10. Easily adapting to new tasks or changes in the workplace	1	2	3				
	11. Using a computer for email, internet, word processing tasks and/or other advanced purposes like creating and managing databases, or using specialized computer programs, etc.	1	2	3				
	12. Demonstrating specific technical skills that are job-relevant	1	2	3				

MODULE 5: FIRM BACKGROUND			
5.01	How would you describe the financial performance of your company in the last fiscal year?	1. Very poor (large losses over the last year) 2. Poor (some losses over the last year) 3. Stable (breaking even last year) 4. Good (some profits over the last year) 5. Very good (large profits over the last year) 8. Refuse to answer 9. Don't know	5.02
5.02	How would you describe the growth prospects for your company in the coming three years?	1. Very poor (strong contraction expected) 2. Poor (mild contraction expected) 3. Stable 4. Good (mild expansion expected) 5. Very good (strong expansion expected) 8. Refuse to answer 9. Don't know	5.03
5.03	Who is the main buyer of your products or services?	1. Individuals/end users/end consumers 2. Other companies 3. Government 4. NGO's or international organizations 5. Other (specify _____) 9. Don't know	5.04
MODULE 5: FIRM BACKGROUND <u>MOST OF QUESTIONS IN THIS MODULE REFER TO BUSINESS OF THE WHOLE COMPADNY (EXCEPT Q 5,06 AND 5,09)!</u> <u>CHANGE RESPONDENT IF NEEDED IN ORDER TO GET ANSWERS ON ALL QUESTIONS.</u>			
5.04	Does your company have business contacts with entities in other countries?	1. Yes 2. No 9. Don't know	5.05

MODULE 5: BACKGROUND CHARACTERISTICS										
5.05	In the past 3 years, has your firm introduced any...									5.06
		YES	NO	DON'T KNOW						
	1. New or significantly improved products or services	1	2	9						
	2. New or significantly improved methods of manufacturing or producing goods or services	1	2	9						
	3. New or significantly improved procedures (logistics, delivery or distribution methods) or supporting activities for your processes (accounting, maintenance, or computing systems, etc.)	1	2	9						
	4. New or significantly improved organizational structures or management practices	1	2	9						
5.06	During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies?		1. Yes 2. No 9. Don't know						5.07	
5.07	Can you please indicate the extent to which each of the following factors presents a constraint to doing business? Please answer on a scale of 1 to 5, where 1 means 'no problem' and 5 means 'severe problem'. INTERVIEWER: SHOWCARD # 14 & 15									5.08
		No problem				Severe problem	NOT APPLICABLE	DON'T KNOW		
	1. Electricity	1	2	3	4	5	8	9		
	2. Telecommunications, Transportation	1	2	3	4	5	8	9		
	3. Access to Land	1	2	3	4	5	8	9		
	4. Tax rates, Tax administration	1	2	3	4	5	8	9		
	5. Customs and Trade Regulations	1	2	3	4	5	8	9		
	6. Business Licensing and Operating Permits	1	2	3	4	5	8	9		
	7. Access to Financing (e.g. collateral), Cost of Financing (e.g. interest rates)	1	2	3	4	5	8	9		
	8. Political Uncertainty; Economic and Financial Instability (inflation, exchange rate)	1	2	3	4	5	8	9		
	9. Corruption; Crime, theft and disorder	1	2	3	4	5	8	9		
	10. Anti-competitive or informal practices ; Legal system/conflict resolution	1	2	3	4	5	8	9		
	11. Labor Factors (for example, availability of labor, labor laws, high turnover, training, wage levels, etc.).	1	2	3	4	5	8	9		
5.08	Can you please indicate how problematic each of the following labor factors is for the operation and growth of your business? Please answer on a scale of 1 to 5, where 1 means 'no problem' and 5 means 'severe problem' [INTERVIEWER - USE SHOWCARD #16 & #17]									5.09
		No problem				Severe problem	NOT APPLICABLE	DON'T KNOW		
	1. Employment protection legislation/ labor code laws	1	2	3	4	5	8	9		
	2. Labor availability	1	2	3	4	5	8	9		
	3. General education of workers	1	2	3	4	5	8	9		
	4. Technical and vocational education and training of workers	1	2	3	4	5	8	9		
	5. Finding workers with previous experience	1	2	3	4	5	8	9		
	6. High job turnover	1	2	3	4	5	8	9		
	7. Payroll taxes and social security contributions	1	2	3	4	5	8	9		
	8. Overall wage level	1	2	3	4	5	8	9		
	9. Minimum wage	1	2	3	4	5	8	9		
5.09	Does your workplace/ firm have a personnel department (H/R		1. Yes						5.10	

DEPARTMENT)?		2. No	
		9. Don't know	
5.10	Finally, we have a few questions about the recent results at your firm. All information that you give in this survey is completely confidential. If necessary, these may be answered by the accounting department:	1.Name of the respondent (if different): _____ 2.Position: _____ 3. Phone number and email address: _____	5.11
5.11	Please tell us the following for the two most recent year-end reports for this firm (that is: the annual financial report for an enterprise) :IF REFUSE TO ANSWER/ DON'T KNOW, ASK WHO ELSE YOU CAN SPEAK WITH TO GET THIS INFORMATION		
		Year-end report from one year ago (2014)	Most recent year-end report (2015)
	1. Date of the year ending: day/month/year		
	2.Average number of employees in the year		
		KM:	KM:
	3.Wage bill and compensation fund for workers(652, 653, 654, 656)		
	4.Operating expenses (rent, electricity, inventory maintenance) and Cost of goods sold and inputs (651, 657, 658, 661 - 669)		
	5.Sales		5.12
5.12	What is the statistical code (or codes) of the firm?	Registration number _____ Tax number (PIB) _____	5.13
5.13	What percentage of currently employed permanent workers have social security?	_____ Percentage of permanent workers with social security	6.01

MODULE 6: INTERVIEWER IMPRESSIONS

INTERVIEWER: Please complete these questions yourself after you have completed the interview. The questions below are designed to gather your impressions on the interview you have just completed.

6.01	What is your impression of how well the respondent understood the questions being asked?	1. VERY WELL 2. QUITE WELL 3. NOT SO WELL 4. POORLY 5. A LOT OF DIFFICULTY UNDERSTANDING	6.02
6.02	What is your impression of how serious and candid the respondent was when answering questions?	1. VERY SERIOUS 2. SERIOUS 3. NOT VERY SERIOUS 4. NOT SERIOUS AT ALL	6.03
6.03	There can be many distractions during an interview: noise, people interrupting, phone calls, respondent feeling pressed for time, etc. What is your impression of how much distraction there was for the respondent when answering the questionnaire?	1. VERY LITTLE OR NO DISTRACTION 2. SOME DISTRACTION, NOT SERIOUS 3. SOME DISTRACTION, BOTHERING TO THE RESPONDENT 4. A GREAT DEAL OF DISTRACTION	6.04
6.04	How often did the respondent ask you (the interviewer) for assistance, clarification or examples?	1. VERY OFTEN - IN MANY QUESTIONS 2. FAIRLY OFTEN 3. SOMETIMES 4. RARELY	END
6.05	Was supervisor present during the interview?	1. Yes 2. No	6.06 End
6.06	Name and surname of supervisor		6.07
6.07	Supervisor ID		End