

Australian Bureau of Statistics INFORMATION PAPER

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QUESTIONNAIRES USED IN THE LABOUR FORCE SURVEY

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State offices.

Introduction

This paper discusses recent changes made to the labour force questionnaire used in the ABS Population Survey. Copies of the old and new questionnaires are attached.

- 2. ABS has been conducting population surveys since 1960 to collect labour force and other characteristics of the population. The surveys were undertaken on a quarterly basis prior to February 1978 and monthly since then. Details of estimates derived from the survey and descriptions of the methodology of the survey and its sample of dwellings are published in *Unemployment (Preliminary Estimates)* (6201.0), The Labour Force (Preliminary) (6202.0) and The Labour Force (6203.0).
- The labour force survey questionnaire is a document used by interviewers, who are required to ask questions exactly as they appear on the questionnaire in order to ensure consistency of approach in all interviews. Interviewers are trained in the manner of their approaches to households, the significance of the questions in relation to the objectives of the survey, and to assist respondents to appreciate the relevance of the questions to their particular circumstances in order to obtain accurate responses. While the questionnaire may appear formidable if simply read through from beginning to end, in practice a trained interviewer, by following the sequencing of the questionnaire, puts questions appropriate to each person's labour force experience in a manner easily understood by respondents. In addition to initial training, all interviewers are regularly supervised and retrained.
- 4. Until November 1977, the questionnaire used in the survey for the collection of labour force data had undergone the following minor changes:
 - (a) the inclusion in August 1966 of some additional questions on the steps taken to find a job by persons looking for work;
 - (b) the introduction in November 1972 of questions seeking information on country of birth and period of arrival in Australia; and
 - (c) in February 1975 persons who were not employed were asked whether they were looking for work during the previous four weeks instead of during the previous week only. Those who were looking during this period were asked whether they would have been able to take a job in the survey week had one become available.

- 5. The questionnaire was substantially redesigned in November 1977 to provide more accurate information on the labour force, to improve the structure of the questions asked and to make them easier to understand and less likely to be misinterpreted. Details of the changes made to the questionnaire and the reasons for the changes were published in March 1978 in *Information Paper: Questionnaires Used In The Labour Force Survey* (6232.0).
- 6. In November 1981 a number of minor amendments have been made to the questionnaire, mainly to take account of new administrative arrangements within the Commonwealth Employment Service.

Amendments to the questionnaire, November 1981

- 7. Question 57. Persons who are registered with the Commonwealth Employment Service and seeking unemployment benefits are no longer required to contact the Commonwealth Employment Service on a regular fortnightly basis. Question 57, which seeks to determine whether or not persons reporting that they are looking for work have taken an active step to find a job during the previous four weeks, has been re-ordered and some categories re-worded to take account of these changes in administrative procedures.
- 8. Question 26. A minor wording change to this question has been made to ensure respondents refer to the job or jobs held during the survey week.

Definitions

- 9. To understand the objectives of the labour force questionnaire it is necessary to relate the questions asked to the various labour force categories used in the survey. The labour force classification used in the survey conforms closely to that recommended by the Eighth International Conference of Labour Statisticians, 1954. The labour force category to which a person is assigned depends on his actual activity (i.e. whether working, looking for work, etc.) during a specified week, known as survey week, which is the week immediately preceding that in which the interview takes place. The principal categories of the labour force recorded by the labour force questionnaire are defined in the following paragraphs.
- 10. The survey includes all persons aged 15 years and over except:
 - (a) members of the permanent defence forces;

- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas visitors holidaying in Australia; and
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia.
- 11. The following definitions relate only to those persons within the scope of the survey.
- 12. The *labour force* comprises all persons who, during the survey week, were *employed* or *unemployed* as defined below.
- 13. Employed persons comprise all those aged 15 years and over who, during the survey week:
 - (a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (including employees, employers and self-employed persons); or
 - (b) worked for 15 hours or more without pay in a family business or on a farm (i.e. unpaid family helpers); or
 - (c) were employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the survey week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the survey week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
 - (d) were employers or self-employed persons who had a job, business or farm, but were not at work.
- 14. Unemployed persons are those aged 15 years and over who were not employed during the survey week, and
 - (a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the survey week and:
 - (i) were available for work in the survey week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the survey week);
 - (ii) were waiting to start a new job within four weeks from the end of the survey week and would have started in the survey week if the job had been available then;

- or (b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the survey week (including the whole of the survey week) for reasons other than bad weather or plant breakdown.
- 15. Persons not in the labour force are those who, during the survey week, were not in the categories employed or unemployed, as defined in paragraphs 13 and 14. They include persons who were keeping house (unpaid), attending an educational institution (school, university, etc.), retired, voluntarily inactive, permanently unable to work, inmates of institutions (hospitals, gaols, sanatoria, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the survey week was jury service or unpaid voluntary work for a charitable organisation.

Guidelines for following the questionnaires

General

- 16. The questionnaires attached relate to the February, May, August and November surveys. For the remaining months of the year a slightly modified questionnaire (not attached) which does not ask for occupation, employer and industry details of those who are employed is generally used.
- 17. The questionnaires are structured so that details are collected as follows:
 - Page 2 Persons who actually worked during the survey week
 - Page 3 Persons who had a job but were not at work during the survey week
 - Page 4 Persons looking for work and final determination of persons not in the labour force.

Identifying Unemployed Persons from the Questionnaire 18. In order for a person to be classified to the looking for work sub-category of the unemployed, the following three conditions must be fulfilled in the following order:

- (a) persons have to answer 'Yes' to a question which asks whether they have looked for work at any time during the last four weeks, that is:
- Answer 'Yes' to question 55 or question 56.

 (b) persons must have taken an active step during the last four weeks to find work, that is:

Old questionnaire—Answer categories 01 to 07 to question 57.

New questionnaire—Answer categories 01 to 07 to question 57.

It should be noted that comparability between old and new questionnaires has been maintained even though question 57 has been re-ordered and some categories re-worded.

(c) persons must fulfil the availability for work conditions specified in the definition given above (see paragraph 14(a)). Availability is determined by:

Ouestions 59 to 64.

19. In order to be classified to the *stood down* subcategory of the unemployed (normally very few in number), persons must fulfil the conditions as specified in the definition given above (see paragraph 14(b)). The questions that determine if these conditions are fulfilled are:

Question 44 and questions 47 to 52.

Questionnaire Conventions

20. The reasons for different type faces on the questionnaire are:

CAPITALS:

This is used for all the questions that need to be fully read out by the interviewer. For some questions (e.g. questions 20 and 57) the interviewer must also read out the categories down the page until a positive response is given.

Lower case:

This is reserved for the coding of answers given by respondents. These words are not read out by the interviewer.

Italics:

This is used for all instructions to interviewers.

21. The labour force survey is conducted on the basis that any responsible adult member of the dwelling should usually be able to answer the questions pertaining to all the residents. In the design of the questionnaire, use has been made of '___ ' when someone's name or a pronoun is to be inserted in the sentence, e.g. sometimes 'you' will be inserted and sometimes 'your husband' etc.

R. J. CAMERON Australian Statistician

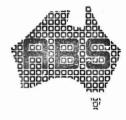
OLD POPULATION SURVEY QUESTIONNAIRE USED UP TO NOVEMBER 1981

	1.	SURVEY			
		PSU			
		BLOCK			
		DWELLING	harring		
		HOUSEHOLD		-	
		PERSON			
	2.	SEX	Mal	le	
			Fer	nale	\bigcap_{2}
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	3.	AGE			\sqcap
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Ì	4.	MARITAL STA	TUS	are removed the	
į		Married	3 3		
		Separated			
		1.000		• •	五
		Divorced	••	• •	H 3
		Widowed	• •	••	4
		Never married	••	••	<u></u>
	5.	S.D. ONLY - IN PERSON (No m			-
	6.	COUNTRY OF	BIRTH		
		Australia			O1
		U.K. and Ireland	ı		02
		Italy			03
		Greece			04
		Yugoslavia			05
1	26	Holland			06
9)/0	Word Germany	••	••	07
	7	y on Gernany			7
		Other	175	5	
	7.	YEAR OF ARR	IVAL		
	8.	SCHOOL ATTE (If age 15 to 20)			
		Date of leaving s (month and year	chool [month	year
		Still attending		[1111

GONFIDENTIAL

INTRODUCTORY STATEMENT

I WOULD LIKE TO ASK YOU ABOUT THE WEEK STARTING MONDAY THE AND ENDING LAST SUNDAY THE THAT IS, LAST WEEK.



AUSTRALIAN BUREAU OF STATISTICS
POPULATION SURVEY

10. LAST WEEK, DID DO ANY WORK WITHOUT PAY IN A FAMILY BUSINESS? Ves 1			LAST WEEK, DID DO ANY WORK AT ALL IN A JOB, BUSINESS OR FARM? Yes (Go to Q.11) 1 No 2 Permanently unable to work (No more questions) 3	20.	DID WORK – FOR AN EMPLOYER FOR WAGES OR SALARY? (Go to Q.22) IN OWN BUSINESS WITH EMPLOYEES? WITH NO EMPLOYEES? WITHOUT PAY IN A FAMILY BUSINESS? (Go to Q.22) WHAT ARE WORKING	25.	Sequence Guide If worked "without pay in a family business" (i.e. code '4' in Q.20), Go to Q.55 1 Otherwise ask Q.26 2 DOES USUALLY WORK LESS THAN 35 HOURS A	
11. DID HAVE MORE THAN ONE JOB LAST WEEK? Yes (Go to Q.14) No 1 No 2 B. WHAT IS THE FULL NAME AND ADDRESS OF BUSINESS! No (Go to Q.14) Don't know (No more questions) Don't know (No more questions		10.	WORK WITHOUT PAY IN A FAMILY BUSINESS? Yes 1	21.A	Payment in kind (Go to Q.22) Unpaid voluntary work (Go to Q.55) 1S BUSINESS A LIMITED		Yes 1	
12. WHAT KIND OF WORK DIDDO? C. Go to Q.23 22. WHO DID WORK FOR? (Name/Full address) 13. Go to Q.20 14. WAS THAT BECAUSE CHANGED JOBS DURING THE WEEK? Yes DISPANCE		11.	ONE JOB LAST WEEK? Yes (Go to Q.14) 1	B.	Yes 1 No 2 WHAT IS THE FULL NAME AND	27.	IN WHICH WORKED MORE HOURS A WEEK?	
13. Go to Q.20 14. WAS THAT BECAUSECHANGED JOBS DURING THE WEEK? Yes		12.			Go to Q.23		Don't know (No more questions) 3	
BUSINESS, OR SERVICE IS CARRIED OUT AT THAT ADDRESS? Yes		13.	Go to Q.20		(Name/Full address)	28.	THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57) 1	
24. A. ON WHICH DAYS DID WORK LAST WEEK (IN ALL JOBS)? Yes No Yes No MON O—O SAT O—O TUE O—O SUN O—O WED O—O THU O—O FRI O—O SIN EACH OF JOBS? Job 1: O DIN EACH OF JOBS? Job 2: O OTHER STROMM, JOBS SON THOSE DAYS? O OTHOSE DAYS? C. DID WORK ANY PAID OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes 1 No 0 2 Other 3 D. HOW MANY HOURS DID ACTUALLY WORK THE MOST HOURS? Job 1 in Q.17 Job 2 in Q.17 IN WOULD NOW LIKE TO ASK YOU ACTUALLY WORK IN TOWN TOWN TOWN TOWN TOWN TOWN TOWN TOW			JOBS DURING THE WEEK? Yes	23.	BUSINESS, OR SERVICE IS CARRIED OUT AT THAT	29.	WHY DID WORK LESS THAN 35 HOURS LAST WEEK?	-
FRI O—O 17. WHAT KIND OF WORK DOES DO IN EACH OF JOBS? Job 1: C. DID WORK ANY PAID OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes 1 No 2 Other USUALLY WORK THE MOST HOURS? Job 1 in Q.17 Job 2 in Q.17 Job 2 in Q.17 19. I WOULD NOW LIKE TO ASK YOU FRI O—O B. DID HAVE ANY TIME OFF FROM JOB(S) ON THOSE DAYS? C. DID WORK ANY PAID OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes 1 No 2 Other ACTUALLY WORK LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE OVERTIME)? 35 hours or more (No more questions) 15-34 hours (Go to Q.26) 1-14 hours Less than 1 hour (Go to Q.44) 98	-	13.		24. A.	HAST WEEK (IN ALL JOBS)? Yes No Yes No MON O—O SAT O—O TUE O—O SUN O—O		Began job during week 2 Left/lost job during week 4	
C. DID WORK ANY PAID OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes 1 No 2 Other 3 D. HOW MANY HOURS DID ACTUALLY WORK LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE OVERTIME)? 35 hours or more (No more questions) 15-34 hours (Go to Q.26) 1-14 hours 19. I WOULD NOW LIKE TO ASK YOU Less than 1 hour (Go to Q.44) 98			WHAT KIND OF WORK DOES DO IN EACH OF JOBS?	E	FRI O—O DID HAVE ANY TIME OFF FROM JOB(S)		Stood down/on short time/insufficient work	7
18. IN WHICH JOB DOES USUALLY WORK THE MOST HOURS? Job 1 in Q.17 . Q Job 2 in Q.17 . Q 19. I WOULD NOW LIKE TO ASK YOU ACTUALLY WORK LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE OVERTIME)? 35 hours or more (No more questions)	20	\$20	Job 2: Jan		OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes	30.		8
Table 1			USUALLY WORK THE MOST HOURS? Job 1 in Q.17 . Job 2 in Q.17 . I WOULD NOW LIKE TO ASK YOU		ACTUALLY WORK LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE OVERTIME)? 35 hours or more (No more questions) 15-34 hours (Go to Q.26) 1-14 hours Less than 1 hour (Go to Q.44) 98			

31. DID HAVE A JOB, BUSINESS, OR FARM THAT WAS AWAY FROM BECAUSE OF HOLIDAYS, SICKNESS OR ANY OTHER REASON? Yes	40. DOESWORK — FOR AN EMPLOYER FOR WAGES OR SALARY? (Go to Q.44) 1 INOWN BUSINESS WITH EMPLOYEES? 2 WITH NO EMPLOYEES? 3 WITHOUT PAY IN A FAMILY BUSINESS (Go to Q.55) 4 WHAT AREWORKING ARRANGEMENTS? Payment in kind (Go to Q.44) 5 Unpaid voluntary work (Go to Q.55) 6	46. WILL BE RETURNING TO WORK FOR EMPLOYER? Yes (Go to Q.52) 1 No (Go to Q.55) 2 Don't know (Go to Q.55) 3 47. WHY WAS STOOD DOWN? Bad weather/breakdown (Go to Q.50) 1 Other 2 48. WAS PAID FOR ANY OF LAST WEEK? Yes (Go to Q.52) 1
DOESDO?	41. IS BUSINESS A LIMITED LIABILITY COMPANY? Yes (Go to Q.44) 1 No 2	49. HOW LONG HAS BEEN AWAY FROM WORK WITHOUT PAY? One week (Go to Q.52) 1
34. Go to Q.38	42. WHY WAS AWAY FROM WORK LAST WEEK? Own illness or injury 1	Two weeks (Go to Q.52) 2 Three weeks (Go to Q.52) 3 Four weeks or more (Go to Q.55) 4
35. WHAT KIND OF WORK DOES DO IN EACH OF JOBS? Job 1:	No work available 3 Bad weather/breakdown 4 On strike/locked out 5	50. UP UNTIL THE END OF LAST WEEK, HOW LONG HAD BEEN AWAY FROM WORK? Less than 4 weeks (Go to Q.52) 1 4 weeks or more 2
Job 2:	Other 6	51. WAS PAID FOR ANY PART OF THE LAST FOUR WEEKS? Yes 1 No (Go to Q.55) 2
36. IN WHICH JOB DOES USUALLY WORK THE MOST HOURS? Job 1 in Q.35 Job 2 in Q.35 37. I WOULD NOW LIKE TO ASK YOU ABOUT THAT JOB? 38. WHO DOES WORK FOR? (Name/Full address) 39. WHAT KIND OF INDUSTRY BUSINESS, OR SERVICE IS CARRIED OUT AT THAT ADDRESS?	44. WHY WAS AWAY FROM WORK LAST WEEK? Own illness or injury 1 Leave, holiday or flextime (Go to Q.50) 2 Bad weather/breakdown (Go to Q.50) 3 Stood down (Go to Q.47) 4 No work/insufficient work (Go to Q.48) 5 On strike/locked out (Go to Q.52) 6 Usually works less than 1 hr a week/began job/lost job (Go to Q.55) 7 Other (Go to Q.50) 8	52. HOW MANY HOURS A WEEK DOES USUALLY WORK IN (ALL) JOB(S)? 35 hours or more (No more questions) 1 1 - 34 hours 2 No hours (Go to Q.55) 3 53. WOULD PREFER A JOB IN WHICH WORKED MORE HOURS A WEEK? Yes 1 No (No more questions) 2 Don't know (No more questions) 3 54. AT ANY TIME DURING THE LAST 4 WEEKS HAS
	45. WAS ON WORKERS' COMPENSATION LAST WEEK? Yes 1 No (Go to Q.50) 2	THE LAST 4 WEEKS HASBEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57)

	1			
55. AT ANY TIME DURING THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57) 1	59.	IF HAD FOUND A (PART-TIME) JOB WERE THERE ANY REASONS COULD NOT HAVE STARTED WORK LAST WEEK?	66.	HOW LONG AGO IS IT SINCELAST WORKED FULL- TIME FOR TWO WEEKS OR MORE?
No 2		Yes 1		
56. HAS BEEN LOOKING FOR PART-TIME WORK AT ANY TIME DURING THE LAST 4 WEEKS?		No (Go to Q.65) 2 Don't know (Go to Q.65) 3		Under 2 years (no. of weeks) 2 years or more (No more questions)
Yes 1	60.	WHAT WERE THE REASONSCOULD NOT HAVE		Never worked (No
No (No more questions) 2	PARTITION	STARTED WORK LAST WEEK?		more questions) 999
57. AT ANY TIME IN THE LAST 4	-	Own illness or injury (Go to Q.64) 1	67.	WHAT KIND OF WORK
WEEKS HAS	- Charles	Going to school (No more		DID DO?
CHECKED OR REGISTERED WITH THE COMMONWEALTH		questions) \ \ 2	C C C C C C C C C C C C C C C C C C C	
EMPLOYMENT SERVICE? 01		Going to a tertiary institution (No more questions) 3	The second secon	
CHECKED OR REGISTERED WITH A PRIVATE		Personal reasons, family responsibilities (No more		
EMPLOYMENT AGENCY? 02		questions)4		
WRITTEN, PHONED OR APPLIED IN PERSON TO AN		Waiting to start job 5		
EMPLOYER FOR WORK? 03		Other (No more questions)	68.	WHO DID WORK FOR?
ANSWERED A NEWSPAPER ADVERTISEMENT FOR		6	1	(Name/Full address)
A JOB? 04	61.	WHEN WILLBE STARTING WORK IN THAT JOB?		
LOOKED IN NEWSPAPERS?				
Yes O		Less than 4 weeks 1 4 weeks or more (No	-	
No O		more questions) 2	69.	WHAT KIND OF INDUSTRY, BUSINESS OR SERVICE WAS
DONE ANYTHING ELSE TO FIND A JOB?	62.	IF THE JOB HAD BEEN AVAILABLE LAST WEEK,		CARRIED OUT AT THAT ADDRESS?
Advertised or tendered for work 05		WOULD HAVE STARTED THEN?		
Contacted friends/relatives 06		Yes (Go to Q.65) 1		
Looked on factory or employment service		No 2		
notice boards 07	-		70.	DID WORK -
Other (No more questions)	63.	WHY WOULD NOT HAVE STARTED WORK LAST WEEK?	10.	FOR AN EMPLOYER
		Own illness or injury		FOR WAGES OR SALARY? (No more questions) 1
08	Apprecia Caracteristica	Going to school (No more questions)		IN OWN BUSINESS – WITH EMPLOYEES? 2
Only looked in newspapers (No more questions) 09		Going to a tertiary		WITH NO EMPLOYEES? 3
None of these (No		institution (No more questions) Personal reasons, family		WITHOUT PAY IN A FAMILY BUSINESS? (No
more questions) 10		responsibilities (No more		more questions) 4
88. Seldience Guide		Other (No more questions)		WHAT WERE WORKING ARRANGEMENTS?
We while this would				Payment in kind (No
prefer to work more hours (i.e. '1' in 0.92 or 11' 90' 0.53)			5	more questions) \ 5
No more questions 7/1/7 1	64.	UP UNTIL THE END OF		Unpaid voluntary work (No more questions) 6
. Otherwise, ask Q.59 2		LAST WEEK, HOW LONG HADBEEN ILL?	-	
		Less than 4 weeks	71.	WAS BUSINESS A LIMITED LIABILITY COMPANY?
		4 weeks or more (No more questions)	5	Yes (No more questions) 1
	-	(170 more questional)	7	No (No more questions) 2
	65.	WHEN DID BEGIN LOOKING FOR WORK?	-	
			72.	Office A B C D Use
		Less than 2 weeks 00	1	Only
		No. of weeks		

NEW POPULATION SURVEY QUESTIONNAIRE
USED FROM NOVEMBER 1981

<u> </u>	
1. SURVEY	IN CONFIDE
PSU	IIN COINI IDE
BLOCK	
DWELLING	
HOUSEHOLD	
PERSON	INTRODUCTOR Y STATEMENT
2. SEX Male 1	I WOULD LIKE TO ASK YOU ABOUT THE WEEK STARTING
Female 2	MONDAY THE AND ENDING LAST SUNDAY THE
1,000	THAT IS, LAST WEEK.
3. AGE	
YEARS	2
4. MARITAL STATUS	
Married 1	
Separated 2	
Divorced 3	, *
Widowed 4	0
Never married 5	4666 67
5. S.D. ONLY – INSTITUTIONALISED	10000000000000000000000000000000000000
PERSON (No more questions) 1	187 187
6. COUNTRY OF BIRTH	-
Australia 01	
U.K. and Ireland 02	
Italy 03	AUSTRALIAN BUREAU OF STA
Greece 04	DODAN A TYON GUDANTA
Yugoslavia 05	POPULATION SURVEY
Holland 06	
West Germany 07	
Other	
1. NEAR OF ARRIVAL	
8. SCHOOL ATTENDANCE	
(If age 15 to 201)	
Date of leaving school Date	
(month and year)	
Still attending 1111	

CONFIDENCE

INTRODUCTORY STATEMENT



AUSTRALIAN BUREAU OF STATISTICS

10. L W F Y N	AST WEEK, DID DO ANY WORK AT ALL IN A JOB, BUSINESS OR FARM? (es (Go to Q.11) 1 No 2 Permanently unable to work (No more questions) 3 AST WEEK, DID DO ANY WORK WITHOUT PAY IN A FAMILY BUSINESS? (es 1 No (Go to Q.31) 2 DID HAVE MORE THAN DNE JOB LAST WEEK?	20.	DID WORK — FOR AN EMPLOYER FOR WAGES OR SALARY? (Go to Q.22) IN OWN BUSINESS WITH EMPLOYEES? WITH NO EMPLOYEES? WITHOUT PAY IN A FAMILY BUSINESS? (Go to Q.22) 4 WHAT ARE WORKING ARRANGEMENTS? Payment in kind (Go to Q.22) 5 Unpaid voluntary work (Go to Q.55) 6	at 1	Sequence Guide If worked "without pay in a family business" (i.e. code '4' in Q.20), go to Q.55
Y	Yes (Go to Q.14) 1 No 2	21A	IS BUSINESS A LIMITED LIABILITY COMPANY? Yes 1 No 2	27.	WOULD PREFER A JOB IN WHICH WORKED MORE HOURS A WEEK?
	WHAT KIND OF WORK DIDDO?		WHAT IS THE FULL NAME AND ADDRESS OF BUSINESS?		Yes
14. W	WAS THAT BECAUSE CHANGED OBS DURING THE WEEK?	22.	WHO DID WORK FOR? (Name/Full address)	28.	AT ANY TIME DURING THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57) 1
15. W	Yes 1 No (Go to Q.17) 2 WHAT KIND OF WORK DOES DO NOW?	23. 24 A.	WHAT KIND OF INDUSTRY, BUSINESS, OR SERVICE IS CARRIED OUT AT THAT ADDRESS? ON WHICH DAYS DID WORK	29.	WHY DID WORK LESS THAN 35 HOURS LAST WEEK? Own illness or injury
16. (Go to Q.19		LAST WEEK (IN ALL JOBS)? Yes No Yes No MON O SAT O O		Began job during week
	WHAT KIND OF WORK DOES DO IN EACH OF JOBS? Job 1:	В.	TUE O—O SUN O—O WED O—O THU O—O FRI O—O DID HAVE ANY TIME OFF FROM JOB(S) ON THOSE DAYS?		On strike/locked out
		C.	DID WORK ANY PAID OR UNPAID OVERTIME ON ANY DAY LAST WEEK? Yes	30.	No more questions
19. I	IN WHICH JOB DOES!	D.	Other		
	ABOUT THAT JOB.		Less than 1 hour (Go to Q.44) 98 No hours (Go to Q.44) 99		

31. DID HAVE A JOB, BUSINESS, OR FARM THAT WAS AWAY FROM BECAUSE OF HOLIDAYS, SICKNESS OR ANY OTHER REASON? Yes	FOR AN EMPLOYER FOR WAGES OR SALARY? (Go to Q.44)	46. WILLBE RETURNING TO WORK FOR EMPLOYER? Yes (Go to Q.52)
DOES DO?	41. IS BUSINESS A LIMITED LIABILITY COMPANY? Yes (Go to Q.44) 1 No 2 42. WHY WAS AWAY	LAST WEEK? Yes (Go to Q.52)
34. Go to Q.38 35. WHAT KIND OF WORK DOES DO IN EACH OF JOBS? Job 1: Job 2:	FROM WORK LAST WEEK? Own illness or injury	Two weeks (Go to Q.52)
36. IN WHICH JOB DOES USUALLY WORK THE MOST HOURS? Job 1 in Q.35 O Job 2 in Q.35 O 37. I WOULD NOW LIKE TO ASK YOU ABOUT THAT JOB. 38. WHO DOES WORK FOR? (Name/Full address) 39. WHAT KIND OF INDUSTRY, BUSINESS, OR SERVICE IS CARRIED OUT AT THAT ADDRESS?	43. Go to Q.52 44. WHY WAS AWAY FROM WORK LAST WEEK? Own illness or injury 1 Leave, holiday or flextime (Go to Q.50) 2 Bad weather/breakdown (Go to Q.50) 3 Stood down (Go to Q.47) 4 No work/insufficient work (Go to Q.48) 5 On strike/locked out (Go to Q.52) 6 Usually works less than 1 hr a week/ began job/lost job (Go to Q.55) 7 Other (Go to Q.50) 7	51. WAS PAID FOR ANY PART OF THE LAST FOUR WEEKS? Yes
	45. WAS ON WORKERS' COMPENSATION LAST WEEK? Yes 1 No (Go to Q.50) 2	54. AT ANY TIME DURING THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57)

55.	AT ANY TIME DURING THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK? Yes (Go to Q.57)	59.	IF HAD FOUND A (PART-TIME) JOB WERE T ANY REASONS COUL HAVE STARTED WORK LAST WEEK? Yes	THERE LD NOT	66.	HOW LONG AGO IS IT SINCE LAST WORKED FULL- TIME FOR TWO WEEKS OR MORE?
56.	HAS BEEN LOOKING FOR PART-TIME WORK AT ANY TIME DURING THE LAST 4 WEEKS? Yes 1 No (No more questions) 2	60.	No (Go to Q.65) Don't know (Go to Q.65) WHAT WERE THE REASON COULD NOT HAVE STARTED WORK LAST WE Own illness or			Under 2 years (no. of weeks) 2 years or more (No more questions) Never worked (No more questions) 999
57.	AT ANY TIME IN THE LAST 4 WEEKS HAS	1	injury (Go to Q.64) Going to school (No more questions)	\bigcap_{2}^{1}	67.	WHAT KIND OF WORK DID DO?
	WRITTEN, PHONED OR APPLIED IN PERSON TO AN EMPLOYER FOR WORK? 01		Going to a tertiary institution (No more questions)]3		
	ANSWERED A NEWSPAPER ADVERTISEMENT FOR A JOB? 02		Personal reasons, family responsibilities (No more questions)	4		
C. C	LOOKED IN NEWSPAPERS? Yes		Waiting to start job	5	68.	WHO DID WORK FOR?
	No O		Other (No more questions)	T	*	(Name/Full address)
0	CHECKED FACTORY OR			6	- 1	
	COMMONWEALTH EMPLOYMENT SERVICE	61.	WHEN WILL BE STAR	TING		
	NOTICE BOARDS? 03		WORK IN THAT JOB?			
	AT ANY TIME IN THE LAST 4 WEEKS HAS		Less than 4 weeks 4 weeks or more (No more questions)	\bigcap_{2}^{1}	69.	WHAT KIND OF INDUSTRY, BUSINESS OR SERVICE WAS
	BEEN REGISTERED WITH THE COMMONWEALTH EMPLOYMENT SERVICE? 04	62.	IF THE JOB HAD BEEN AVAILABLE LAST WEEK,			CARRIED OUT AT THAT ADDRESS?
	CHECKED OR REGISTERED WITH ANY OTHER EMPLOYMENT AGENCY? 05		WOULD HAVE STARTED THEN?			
	DONE ANYTHING ELSE TO FIND A JOB?		Yes (Go to Q.65)	\bigcap_2 1		
TO COLLEGE	Advertised or tendered for work 06	63.	WHY WOULD NOT HA		70	
	Contacted friends/relatives 07		STARTED WORK LAST WE	EEK?	70.	DID WORK – FOR AN EMPLOYER
	Other (No more questions)		Own illness or injury			FOR WAGES OR
			Going to school (No more questions)	2		SALARY? (No more questions) 1 IN OWN BUSINESS –
	08	1	Going to a tertiary			WITH EMPLOYEES? 2
	T		institution (No more questions)	3		WITH NO EMPLOYEES? 3
Da	Only looked in newspapers (No more questions) 09		Personal reasons, family			WITHOUT PAY IN A FAMILY BUSINESS? (No
(0)	None of these (No		responsibilities (No more questions)	4		WHAT WERE WORKING
(5)	more questions) 10		Other (No more questions)			ARRANGEMENTS?
58.	Sequence guide			5		Payment in kind (No more questions) 5
	. If works but would	64.	UP UNTIL THE END OF			Unpaid voluntary work (No more questions) 6
	prefer to work place hours (i.e. '1' in Q.27 or '1' in Q.53)	01.	LAST WEEK HOW LONG			
	no more questions 1		HAD BEEN ILL?	\bigcap	71.	WASBUSINESS A LIMITED LIABILITY COMPANY?
	Otherwise as to 0.50		Less than 4 weeks 4 weeks or more	Ψ'		
	Otherwise, go to Q.59 2		(No more questions)	2		Yes (No more questions) 1 No (No more questions) 2
		65.	WHEN DID BEGIN			
			LOOKING FOR WORK?		72.	Office A B C D
			Less than 2 weeks			Only
				-		
			Less than 2 weeks	001		Only
			No. of weeks			