

Part1: **Questionnaire of Manpower Survey**

Serial #. _____ for this form; Eligible interviewees : persons aged
 totally , _____ identical forms 15 years or over in each sampled household
 filled for this household

Hsiang/Chen

	Region	Stratum	County/City	Hsin/Ch'u	Tsun/Li	Household
Sample code	_____	_____	_____	_____	_____	_____

Address : _____ Phone # : _____

Serial no. of interviewees in household : _____

(there are 21 questions in each interviewee column)

Name : _____

0. Are questions answered by interviewees himself/herself ?

(1) Yes , self (2) Equivalent (3) No , proxy

1. Relationship to householder :

- | | |
|---|---|
| (1) <input type="checkbox"/> Householder | (8) <input type="checkbox"/> Child's spouse |
| (2) <input type="checkbox"/> Spouse | (9) <input type="checkbox"/> Grandchild's spouse |
| (3) <input type="checkbox"/> Child | (10) <input type="checkbox"/> Brother'/Sister' spouse |
| (4) <input type="checkbox"/> Grandchild | (11) <input type="checkbox"/> Spouse's parent |
| (5) <input type="checkbox"/> Parent | (12) <input type="checkbox"/> Spouse's brother/sister |
| (6) <input type="checkbox"/> Grandparent | (13) <input type="checkbox"/> Other relatives |
| (7) <input type="checkbox"/> Brother/Sister | (14) <input type="checkbox"/> Others |

2. Sex : (1) Male (2) Female

3. Date of birth : year _____ month _____ day _____;

Current age in full years : _____

(first , fill year/month/day; then calculate age associated with that date)

4. Marital status :

- | | |
|--|--|
| (1) <input type="checkbox"/> Never married | (3) <input type="checkbox"/> Divorced or separated |
| (2) <input type="checkbox"/> Married and cohabited | (4) <input type="checkbox"/> Widowed |

5. Educational attainment (highest) :

- | | |
|---|--|
| (1) <input type="checkbox"/> Illiterate | (6) <input type="checkbox"/> Vocational school |
| (2) <input type="checkbox"/> Self-educated | (7) <input type="checkbox"/> Junior college |
| (3) <input type="checkbox"/> Primary school | (8) <input type="checkbox"/> University |
| (4) <input type="checkbox"/> Junior high school | (9) <input type="checkbox"/> Master's |
| (5) <input type="checkbox"/> Senior high school | (10) <input type="checkbox"/> Ph.D's |

(go to Q.6 if choose (6),(7),(8),(9) or (10) ; otherwise, skip to Q.7)

6. Academic or professional specialty :

- (1) Literature (6) Agriculture
 (2) Law (7) Medical
 (3) Business ,management (8) Military and police
 (4) Science (9) Education
 (5) Engineering (10) Others (specify) _____

(all go to Q.7)

7. What was you doing during most of last week ?

- at work [(1) undertaking a kind of work
 (2) undertaking works after school hours
 (3) undertaking works after housekeeping] (go to Q.8)
- not at work [(4) having a job but not at work (skip to Q.11)
 (5) jobless but seeking one or waiting for an offer after seeking (skip to Q.14)
 (6) intend to work but not seeking (skip to Q.13)
 (7) attending schools or rebrushing to take entrance exams (mark (2), if worked part-time)
 (8) housekeeping (mark (3), if worked part-time) (skip to part2Q13)
 (9) old age (elders aged 65 or over) or disable (stop) (skip to part2Q17)
 (10) in armed force, prison or missing (stop)
 (11) others (specify) _____]

8. How many hours did you work last week ? _____ hours

A. full-time job _____ hrs.

B. part-time job _____ hrs.

(go to Q.9 if total hours less than 40; otherwise , skip to Q.19)

9. Why did you work less than 40 hours last week ?

- (1) busy in housekeeping
 (2) busy in studying/attending school] (skip to Q.19)
 (3) unwilling to work longer
 (4) wound or illness
 (5) official holidays , personal leaves (sick leaves excluded), and special days off
 (6) seasonal reasons
 (7) work itself only need less than 40 hours' efforts] (go to Q.10)
 (8) unfavorable conditions of business
 (9) bad weather or natural calamities
 (10) others (specify) _____]

10. Do you expect an increase of working hours ?

- (1) Yes (2) No
(all skip to Q.19)

11. Why were you absent from work last week ?

- (1) wound of illness
 (2) seasonal reasons
 (3) official holidays, personal leaves (sick leaves excluded),
 and special days off
 (4) decide to work shortly but no pay for that currently
 (skip to Q.16)
 (5) not at work resulted from accidents even though
 having employed and paid
 (6) waiting for a recall (go to Q.12)
 (7) others (specify) _____
 (all except (4) and (6) skip to Q.19)

12. Did you earn any pay from work last week ?

- (1) Yes (skip to Q.19) (2) No (skip to Q.16)

13. If there is a job offer , can you take it at once ?

- (1) can (~~stop~~) (skip to part2Q.13)
 (2) cannot,
 because of (3)-(6):
 (3) attending school or rebrushing _____
 to taking entrance exams (skip to part2Q.13)
 (4) housekeeping (skip to part2Q.13)
 (5) old age (elders aged 65 or _____) (~~stop~~)
 over) or disable(skip to part2Q.17)
 (6) others (specify) _____ (skip to part2Q.13)

14. How did you seeking a job ? (multiple choices)

- (1) referenced by relatives , friends or teachers
 (2) through private employment agencies
 (3) referring recruiting advertisements or posters
 (4) through public employment offices
 (5) through civil service exams and placement
 (6) others (specify) _____
 (all go to Q.15)

15. Do you expect a full-time job (weekly work hours are 40 or more)
 or a part-time job (weekly work hours are less than 40) ?

- (1) a full-time job
 (2) a part-time job
 (all go to Q.16)

16. How long did you take to seeking a job or wait for a recall if you
 were jobless ? _____ weeks (all go to Q.17)

17. Did you have a job before ? (skip to part2Q.10)

- (1) Yes (go to Q.18) (2) No (~~stop~~)

18. What was the main reason you left the last job mentioned in Q.17 ?

- (1) establishment closed or business shrunk
 (2) not satisfied to that job
 (3) ill health
 (4) seasonal or temporary work of that job finished
 (5) got married or gave birth (if interviewee is female)
 (6) retired
 (7) busy in housekeeping
 (8) others (specify) _____

(all go to Q.19)

19. What is the main workplace you are/were in ?

- (1) location of this workplace : _____
 (2) name of workplace and its
 major products or services : _____
 (3) number of employees : _____

- ① 1 person
 ② 2- 9 persons
 ③ 10- 29 persons
 ④ 30- 49 persons
 ⑤ 50- 99 persons
 ⑥ 100-199 persons
 ⑦ 200-499 persons
 ⑧ 500 persons or more
 ⑨ government organs

(all go to Q.20)

20. What is/was your duty in the main workplace mentioned in Q.19 ?

- (1) branch/department : _____
 (2) job title : _____
 (3) job description : _____

(all go to Q.21)

21. What is/was the class of workers you are/were in for the undertaken work ?

- (1) employer
 (2) own-account worker
 (3) government employee
 (4) private-sector employee
 (5) unpaid family worker

Note: County /City where interviewee actually reside, if different form the one of this household: _____

Remark : _____

Supervisor : _____ reviewer : _____ interviewer : _____

Date of interview : month _____ day _____ (AM / PM)

(If Q.18 was filled (skip to part Q.10) ; if mark (5) in this column, and total working time of Q.8 is less than 15 hours (skip to part Q.13) ; Others (go to Part Q.1)

Part2: **Questionnaire and its key phrases
for Manpower Utilization Survey**

In the reference week (15-21, May 2005) , as interviewee's labor force status based on Manpower Survey result is classified, this interview should be continued in one of the following branches : (I) at Q.1 for a gainful employed person; (II) at Q.2 for an unpaid family worker who weekly worked not less than 15 hours; (III) at Q.10 for one who was unemployed; (IV) at Q.13 for one who was a not-in-labor-force or an unpaid family worker who weekly worked less than 15 hours.

1. [Q] How much monthly income you earned from your major job ? (the income of secondary job is excluded.)

The term "income" means the profits earned through industrial or commercial activities; net income of farm works; or employee's regular earning such as salary, bonus, commission, overtime, pay, and tip etc. It implies irregular earnings such as birthgiving compensation or kid's education subsidy are excluded. Logically, one with stable monthly income should enter his/her last month's work income. Thus , an employee should fill this blank with his/her work income of April 2005 On May 2005 one who was newly hired or just transferred to this present job should enter the estimate of his/her income based on the negotiation with employer or the payroll system of this establishment. Meanwhile, the yearly average of work income should be entered if his/her monthly income is unstable or seasonally fluctuated. Unpaid family workers skip this question.

[A] Monthly income : NT \$ _____

(go to Q.2)

2. [Q] How long have you working at the present place?

The feasible answers must pinpoint the length of interviewee's current employment in this major job. The possible working period is the length since one aged at least 15 years in full years and started to work for this job until the last day of reference week mentioned. It means the duration of one's working before he/she was 15 years old are not counted. Meanwhile; if such employment duration is less than one month, it is then regarded as one month.

[A] Duration of present employment : _____ years _____ months.

(If the length of working period is less than 1 year and 5 months, go to Q.3 ; otherwise, skip to Q.7).

3. [Q] Before working at the present place, had you ever taken a gainful job or an unpaid family work for at least three months?

It is to probe if interviewee, presently at work, had undertaken a job (or jobs in similar) consecutively or cumulatively for at least three months, before working at the present place.

[A] (1) yes, ever (2) no, never
(skip to Q.7, if mark (2); otherwise, go to Q.4)

4. [Q] How many times have your working places been changed during the year 2004 ?

Only those who has been employed in current working places for less than 1 year and 5 months are required to answer this question.

[A] (1) Once (2) Twice (3) Three times or more (4) None
(skip to Q.7, if mark (4) ; otherwise, go to Q.5)

5. [Q] Where was the place you previously worked and what sort of work did you mainly do up there ?

This question is to probe the following characteristics of the place where interviewee previously worked :

[A] i. Major working site

- (1) Name : _____
(2) Location : _____
(3) Major product or business : _____
(4) Number of employees : _____

- a. 1
b. 2-9
c. 10-29
d. 30-49
e. 50-99
f. 100-199
g. 200-499
h. 500 or more

i. Government organization

ii. Description of this major job

- (1) Branch/department : _____
(2) Job title : _____
(3) Work contents : _____

(go to Q.6)

6. [Q] Why did you leave the place where you previously worked ?

Only those who have employed in current working places less than 1 year and 5 months are required to answer this question.

[A]a.(1)Own account worker (or employer) transfers to another job :

It means that interviewee's class of worker with last job was an own account worker (or employer), but he/she closed down his/her own business and transferred to present job.

- b.(2) Unpaid family worker transfers to another job : it means that interviewee's class of worker with last job was an unpaid family worker but he/she gave up this family work and then transferred to present job.
- c. Employee who willingly left his/her last job : it means that interviewee's class of worker with last job was an employee but he/she quitted the job at his/her own will. The reasons why he/she left the mentioned position are itemized below :
- (3) Low pay.
 - (4) Expect to change working place : because the working place of interviewee's last job was too remote or inconvenient to commute, he/she left there at his/her own will.
 - (5) Inadequate working time : long working hours or no flexibility in working schedule.
 - (6) No job security : an employee in private-sector or a temporary employee in a government employee believed that he/she could be laid off at any time because of employers' prejudice/preference or a downturn of business cycle.
 - (7) Poor working environment : a referred working place where was (or is) inadequately / insufficiently equipped for environment safety and sanitation threatened the health condition or life of employees over there.
 - (8) Knowledge not met the job's need : the knowledge or skill previously learned by interviewee did not meet the need of last job.
 - (9) Dim prospect : few opportunity to be promoted to a higher position.
 - (10) Ill health : interviewee willingly left his/her job because of wounds, illness, bad health, and so on.
 - (11) Female employee getting married or giving birth : a female Interviewee willingly left her last job because she married or gave birth at that time.
 - (12) Voluntarily retired : before the stipulated age limit in personnel regulations, interviewee eligibly retired at his/her own will.
 - (13) Establish self own business/enterprise : interviewee expected to be the owner of a business/enterprise so that he/she left the last job voluntarily.
 - (14) Others : the other reasons beyond those described among (3)- (13).
- d. Employee who unwillingly left his/her last job : interviewee's class of worker with last job was an employee and he/she left the last job not at his/her own will but under the regulations of the mentioned working place.
- (15) Workplace shutout or business downsize : economic depression or business downturn resulted in interviewee's last employer stopped operating the workplace or downsized the business so that interviewee had to quit the job.
 - (16) Seasonal or temporary job completed.
 - (17) Layoff because of personnel reorganization in last workplace : Interviewee unwillingly left the last workplace because of the

rearrangement of personnel structure over there.

- (18) Female employee getting married or giving birth : employer enforce unfavorable layoff policies toward a female employee like interviewee as long as she become married or pregnant.
- (19) Relocated across workplaces but within enterprise : it implies interviewee was transferred branch-to-branch or establishment-to-establishment inside the same enterprise. It frequently occurs in financial institutes or national enterprises. For example, one was relocated among regional branches within Taiwan Bank, either from Chai-I Branch to Taipei Branch or from Taipei Headquarter to Son-San Branch, or some other ways similar. If such job relocation within the same enterprise was requested by employee himself/herself, this event should be classified into (4) 'expect to change working place'.
- (20) Mandatorily retired : interviewee's age reached the limit stipulated by establishment's personnel regulation, so that he/she had to retire.
- (21) Others : the reasons beyond those among (15)-(20).

(go to Q.7)

7. [Q] How did you get the present job ?

[A](1) Introduced by relatives/friends or teachers.

(2) Through employment service offices in schools.

(3) Through public employment service agencies.

(4) Through private placement agencies.

(5) Through labor unions.

(6) Referring advertisements or posters.

(7) Passed government exams and joined placements for civil service.

(8) Relocated across workplaces but within enterprise.

(9) Self/family own business: interviewee operated a solely-owned, partnership, or company type of business/enterprise or worked in a business/enterprise operated by his/her family.

(10) Others : other reasons beyond those described among (1)-(9).

(go to Q.8)

8. [Q] Do you expect to change job or add an additional job in the meantime ?

[A](1) Expect to change job : interviewee expect to change working place because of his/her ill health or dissatisfaction with the present job.

(2) Expect to add an additional job : besides the job present working for, interviewee expect an additional job to have more income or to fully utilize his/her time.

(3) Not expected to seek another job : no intention either to change job or to add an additional job.

(skip to Q.17, if mark (3) ; otherwise, go to Q.9)

9. [Q] Have you begun to seek a job ?

It is to probe if those who expect to change job or add another job have taken actions to seek jobs.

[A] (1) yes, I have (2) no, I have not

(skip to Q.17,if married/cohabited woman;otherwise,stop)

10. [Q] Which kind of job do you wish to seek ? How much monthly pay do you expect ?

[A]Job title : _____

Expected pay :\$_____

The job title referred here is a position which interviewee expect in the reference week either through new jobseeking or employers' response he/she await after previous jobseeking when he/she was jobless or through a recall after layoff.

(go to Q.11)

11. [Q] Did you encounter any job opportunity while you were seeking ?

It is to probe if interviewee has encountered any opportunity to work while he/she were seeking a job.

[A] a. 'Yes'. Why did not go for it ?

(Mark 3 answers at most, according to the precedence in interviewee's mind.)

- (1) Pay too low.
- (2) Unpreferable working location.
- (3) Poor working environment.
- (4) Inadequate working hours.
- (5) Knowledge not met the job's need.
- (6) Dim prospect.
- (7) Others.

b. 'No'. What were the major difficulty that you faced in job seeking ?

(Mark 3 answers at most, according to the precedence in interviewee's mind.)

- (1) Interviewee's expertise unfitted to job openings : employers expected to hire someone who were knowledgable in other field or capable with higher level of skill rather than interviewee's.
- (2) Interviewee's educational attainment unfitted to job openings : employers expected to hire someone who had achieved higher educational attainment rather than that interviewee did.
- (3) Age limit imposed on job openings : interviewee was not a qualified candidate because of his/her age.
- (4) Sex status restricted on job openings : interviewee was not a qualified candidate because of his/her sex status.
- (5) Language barrier : the language that employers preferred for job openings was different from the one interviewee fluently spoke.

- (6) Marital status restricted on job openings : interviewee was not a qualified candidate because of his/her marital status.
 - (7) Job feature unfitted : job openings were not the kinds, in terms of industrial characteristics or categories, of works which interviewee used to take.
 - (8) Others : other kinds of difficulties rather than those as (1) to (7) itemized.
- (go to Q.12)

12. [Q] What did you depend on for living while seeking a job ?

- [A](1) Personal savings : savings previously cumulated by interviewee himself/herself were his/her living resource before he/she left the last job.
- (2) Family supports : interviewee's living expenses were provided by someone else in his/her family.
 - (3) Layoff settlement or pension : interviewee made his/her living on a layoff settlement or retiree's payments disbursed by the employer of his/her last job while he/she were seeking another job at that time. Logically , This answer was chosen by elders rather than youngers.
 - (4) Loans or other sources : it means interviewee's living expenses were borrowed from others or gotten from other sources, instead of those itemized as (1) to (3).

(skip to Q.17,if married/cohabited woman; otherwise, stop)

13. [Q] Were you employed in the year 2004?

It is to probe if interviewee worked consecutively/discretely but, in either way, totally more than 3 months within the year 2004. Interviewee referred here is one who were not-in-labor-force or an unpaid family worker worked less than 15 hours in the reference week.

[A] (1) 'Yes'. What kind of work did you do ? Job title : _____
(If more than 2 jobs were taken at that time, enter the one last worked).

(2) 'No'.

(skip to Q.15, if mark (2); otherwise, go to Q.14)

14. [Q] Why did you quit your job ?

- [A](1) Attending schools or rebrushing to take entrance exams.
- (2) Housekeeping : it refers to doing houseworks such as raising children, taking care of family members (elders/youths or those who were sick), cooking, laundry, garden arrangement and so on.
 - (3) Female employee getting married or giving birth.
 - (4) Family finance getting better.
 - (5) Wound or illness.
 - (6) Retired.
 - (7) Seasonal or temporary job completed.
 - (8) Workplace shutout or business downsize.

- (9) Others : the reasons beyond those described among (1)-(8).
 (10) Not quit but weekly take unpaid family work less than 15 hours.

(go to Q.15)

15. [Q] Had you sought for a job in the year 2004?

[A] a. 'Yes'. Why did you stop seeking?

It means interviewee had sought for a job in the year 2004 (but in the reference week -- 15-21 May 2005, he/she did not seek a job or await responses resulted from the actions of previous seeking).

The reason why is :

- (1) No job sought for a long time, so stop seeking.
 (2) Other reasons, so stop seeking.
 b. (3) 'No'. Not sought yet in the year 2004.

(go to Q.16)

16.[Q] If the work condition (pay, working site, working hours, working environment and so on) of a job ideally meet your requirement, are you willing to work ?

[A] a. 'Yes'. What is the work condition of expected job ?

Job title : _____

Working location : _____

(Please fill the location of your anticipated working place in Hsien (City) and Hsiang (Chen or Shih)).

Monthly pay : NT \$ _____

Job type : (1) Full-time job.

(2) Part-time job.

b. 'No'. Why not to work ?

It means that interviewee are not willing to work even though an available job has been good enough, in term of his/her expectation.

- (1) Female employee getting married or giving birth.
 (2) Family finance good enough, no need to work.
 (3) Responsibility in taking care of family members : interviewee is to take care of family dependents such as infants/ kids, members wounded/ill or aged/disabled, so that he/she is not willing to work even though the job has been good enough.
 (4) Ill health, wound or illness.
 (5) Attending schools or rebrushing to take entrance exams.
 (6) Waiting for conscription.
 (7) Helping hands given to family business : interviewee not willing to work in another place because he/she is working as an unpaid family worker in a family own business.
 (8) Others : the reasons beyond those described among (1)-(7).

(go to Q.17,if married/cohabited woman ;otherwise ,stop)

17. [Q] How many children do you have? (a female interviewee who is married or cohabited is eligible to response; otherwise skip it).

The children defined here include kids borne by her own, brought by re-marriage (currently raised by interviewee herself) or adopted. Those kids married are also included. However; those children who were either dead or adopted by other families are excluded. Kids nominally raised through personal donation to charity organization are also excluded.

[A]a. 'Have children' : it means a married (or cohabited) female does have children with different ages categorized below could enter multiple answers into the following blanks, according to her children's age in full years.

'Children aged under 3 years' : _____persons

'Children aged 3 - 6 years' : _____persons

'Children aged 6 - 15 years' : _____persons

'Children aged 15 - 18 years' : _____persons

'Children aged over 18 years' : _____persons

b. 'No children yet': it means a married or cohabited female doesn't have any children yet.