

Appendix 5 Instructions for Filling in the Questionnaire



Labour Force Survey

Revised in April, 2009

Instruction : How to Fill in the Basic Questionnaire

(At the second month's survey, an enumerator distributes the questionnaire with "name" entered.)

Statistics Bureau of Ministry of Internal Affairs and Communications

This Labour Force Survey is conducted under the auspices of the Statistics Act (Act No.53 in 2007) . In order to produce correct statistics, this Act obliges not only people surveyed to report the facts, but also people engaged in the survey to maintain confidentiality.
Please fill out the form with the facts to the best of your knowledge.

Please answer for each of the household members **as of the end of the survey month** (as of the 26th for December).

A person who inhabits your house refers to a person who has lived for more than 3 months or is supposed to have lived for more than 3 months in your house **as of the end of the month** (as of 26th for December).

Persons to be reported are:

- Family members
- Domestic staff
- Those sharing a livelihood

(Note)

- For those who are temporarily absent due to trips or work away from home, if the absent period is less than 3 months, they should be reported as members of your household, but if it is more than 3 months, they should be reported at sites of travel or work.
- For those who are inpatients in a hospital, a clinic or the like, if they have stayed in such a hospital or clinic for less than 3 months, report them as members of your household, but if they have stayed for more than 3 months, they are surveyed there.

(Note) In the following cases, fill out each Basic Questionnaire separately.

Those sharing a livelihood

• Those who live in a rented room by themselves or live together paying a room charge or a food expense by themselves shall fill out each single Basic Questionnaire separately.

• Those who rent a room with their own family, each of family members shall fill out each single Basic Questionnaire separately.

Those who live a dormitory for singles or a boarding house

• Boarders or dormitory students who live a dormitory for singles or a boarding house of his/her company or school shall fill out each single Basic Questionnaire separately.

Subject of survey

Survey date and term

As of the last day of the surveyed month (as of the 26th for December), **if you are 15 years old or more, please fill in your actual status such as whether or not you worked even if only slightly, how many hours you worked, what kind of work you did, etc. during the last week of the month** (from 20th to 26th for December).

- During this week, if you did your usual work, please report the situation of this work of the week.
- In case you did not work normally but you did temporary work by chance this week even if only slightly, please report this work.
- In case you are normally an employee but you helped your family in doing agricultural work, being absent from the company during this week, please report this work.

Memorandum Column

[Use this space as memorandum for filling in **your working hours during the last week of month** (20th to 26th for December) at Column 8 of the second page of the questionnaire.]

Name		Hour	Minute	Hour	Minute	Hour	Minute	Hour	Minute	Hour	Minute
Daily working hours	1st day	Month	Day()	:	:	:	:	:	:	:	:
	2nd day	Month	Day()	:	:	:	:	:	:	:	:
	3rd day	Month	Day()	:	:	:	:	:	:	:	:
	4th day	Month	Day()	:	:	:	:	:	:	:	:
	5th day	Month	Day()	:	:	:	:	:	:	:	:
	6th day	Month	Day()	:	:	:	:	:	:	:	:
	7th day	Month	Day()	:	:	:	:	:	:	:	:
Weekly total		:	:	:	:	:	:	:	:	:	:

Please answer the questionnaire referring to the 2nd to the 4th pages.

2 Relationship to the head of the household

- **Other relative** This means great-grandparent, great-grandchild, uncle, aunt, nephew, niece, cousin, or child of relative (including each of their spouses).
- **Other** This means a cohabiter, etc. except a relative (including domestic staff).

5 Were you engaged in any work at all during the last seven days of the month (20th to 26th for December) ?

- "Work" means any work for pay or profit (salary, payroll, wage, business profit, etc.). In case of helping with a family business (unincorporated shop, factory or farm, etc.), even though not paid, it is considered as "Work". Piecework at home or temporary work is also included in the term "Work" here.
- **Mainly engaged in work** means that you mainly worked for a company in service or for one's own firm, etc.
- **Engaged in work besides attending school** means that you worked even if only a little besides mainly attending school.
- **Engaged in work besides doing housework** means that you worked even if only a little besides mainly doing housework and other tasks.
- **Absent from work** This indicates the following persons among those who did not work at all.

- an employee who is supposed to receive salary or wages even if he/she did not work at all due to illness or holiday/leave and is still employed. In addition, a person who is taking child-care (family-care) leave stipulated by employment regulations of his/her company is also considered as a person who was "**Absent from work**" insofar as he/she is supposed to receive salary or wages. (If one is not supposed to receive salary or wages from his/her company even though he/she receives child-care leave basic benefit or family-care leave benefit under the Employment Insurance Law, he/she is considered as a person who was "**Absent from work**".)
- a self-employed worker who did not work at all due to illness or holiday/leave, but was absent from work for less than 30 days and continues to have his/her own independent business.

- **Had no job and was seeking one** This indicates, among those who did not work at all, a person who has no job and requests others and a public employment security office to introduce a job, and applies for a job on classified advertisements on newspapers, or who is raising funds, resources, facilities, etc. in order to start one's own business. In addition, a person who is waiting for the result of past job hunting is also included. But he/she should be able to take a job up immediately when he/she finds a job.
- **Attending school** This means the case of mainly attending school without doing any work.
- **Did housework** This means the case of mainly doing housework such as cooking, or caring for one's children at home without doing any work.
- **Other (elderly persons, etc.)** This is applied when none of the cases mentioned above is applicable.

8 Hours worked during the survey week (20th to 26th for December)

- All hours related not only to main work, but also side businesses, piecework at home, housework help, part-time employment, temporary workers, etc. shall be included. Hours related to ones' own housework, unpaid voluntary services, etc. shall not be included.
- If you are employed by a company, include all hours related to overtime work or early attendance work. But commuting hours, meal time, break time, etc. shall not be included.
- If working hours are not clear as in the case of operating a store or a shop, calculate working hours by deducting hours which are not related to duties (meal time, break time, etc.) from the whole operation hours from opening to closing a business.
- For working hours for agricultural activities, all working hours that are related directly to farm management such as carrying fertilizer, maintenance of farm machinery and implements, etc. as well as land cultivation, weeding, and grain threshing, shall be included.

For daily working hours, please use the “**memorandum column**” on the 1st page.

9 Employment status

- “Self-employed worker” means a proprietor of a shop under private management, a factory proprietor, a farmer, a doctor in private practice, a lawyer, a writer, a domestic helper, etc.
- “Family worker” indicates a person who is a member of a self-employed worker's family, and helps without pay for a business that the self-employed worker runs. If he/she is paid, even if he/she is a family member, he/she is considered as an employee.

12 Total number of workers in the business enterprise to which the establishment or proprietor belongs

- In case of a proprietor of a shop under private management or a farmer, be sure to include self-employed workers in the number of employees.
- In case of a farm or a construction company, etc., if the number of employees changes according to season, etc., fill in the current number of employees.

13 Do you wish to change your present job, or wish to have another job in addition to the present one?

- “Wish to change your present job” indicates the case where an employee wishes to start one's own business or move to another company, or where a self-employed worker or a housework helper wishes to become an employee or to change one's own business.
- If one wishes to change his/her work location, office or type of job in the same company, this is not the case of “Wish to change your present job”.
- “Seeking a job” refers to the case where one is requesting others or a public employment security office to introduce a job, or applying for a job on classified advertisements on newspapers, or where one is raising funds, resources, facilities, etc. in order to start one's own business.

Instructions for Filling in “Name of establishment, proprietor, etc.”, “Type of business” and “Type of work”

[“Name of establishment, proprietor, etc.”]

- If you work at a factory or branch office, etc. that is away from headquarters or Head Office, give the name of such factory or branch office, too.
- If you work for government and other public offices, give the names of the department and section to which you belong.
- Even though you found a job through a public employment security office (Hello-work) or a private employment agency, give the name of the business establishment by which you are actually employed.
- If you are a dispatched worker from a temporary labour agency, describe the name of the business establishment of the temporary labour agency by which you are actually employed, instead of the name of the company to which you are dispatched.

[Type of business]

- If your work place is a regional office, branch office, sales office, etc., fill in the details of the business which such offices engage in.
- Fill in so as to make clear what the main products are, what kind of articles are handled, whether it is a manufacturing business or repair business, and whether it is wholesale or retail. Avoid giving vague descriptions such as “manufacturing business”, “repair industry”, “trade business”, “selling business”, etc.
- If you engage in more than two kinds of different business, fill in only one main business.

[Type of work]

- If you engage in more than two kinds of different work, fill in only one main work.
- If you engage in both technical work like manufacture or repair and sales work, fill in only the technical one.
(Example)
repair and selling shoes shoe-repair
dispensing and selling medicines pharmacist
- If you are a corporate manager and at the same time engage directly in some work besides business management, fill in the work in which you directly engage.
(Example)
manager and cook of a canteen cook
Hospital director and surgical practice surgeon
- If you are a dispatched worker from a temporary labour agency, fill in the work which you actually engage in at a work place to which you are dispatched.



Labour Force Survey

Revised in April, 2009

Instruction : How to Fill in the Special Questionnaire

(An enumerator distributes the questionnaire with "name" entered.)

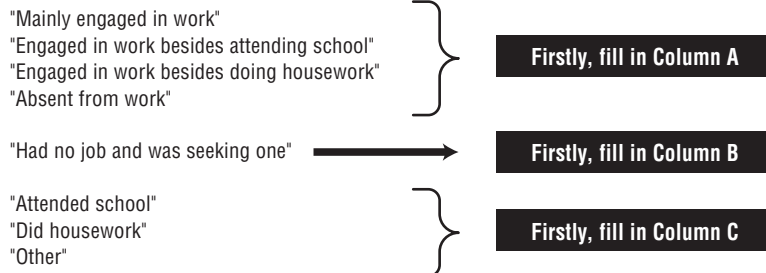
Statistics Bureau of Ministry of Internal Affairs and Communications

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Please fill out the form with the facts to the best of your knowledge.

Please answer for each of the household members aged 15 or older as of the end of the survey month (as of the 26th for December), **as of the end of the month** (as of the 26th for December) .

Firstly, answer the Basic Questionnaire.

Depending on your answers given in Column "5. Were you engaged in any work at all during the last seven days (20th to 26th for December)?" of the Basic Questionnaire, enter your answers starting from Column A, B or C according to the direction given below.



A person who inhabits your house refers to a person who has lived for more than 3 months or is supposed to have lived for more than 3 months in your house **as of the end of the surveyed month** (as of 26th for December).

Subject of survey

Persons to be reported:

- Family members
- Domestic staff
- Those sharing a livelihood

(Note)

- For those who are temporarily absent due to trips or works away from home, if the period of absence is less than 3 months, they should be reported as members of your household, but if it is more than 3 months, they are surveyed at sites of travel or work.
- For those who are inpatients in a hospital or a clinic, if they have stayed in the hospital or clinic for less than 3 months, they should be reported as members of your household, but if they have stayed for more than 3 months, they are surveyed there.

Please answer the questionnaire referring to the 2nd to the 4th page.

**Column A:
Persons who engaged in work or were absent from work**

A1 Why did you work less than 35 hours during survey week?

This part is for those who answered "Less than 35 hours" in Column 8 of the Basic Questionnaire.

- "Other" in "Reasons concerning the business or the employer" refers to reasons like an event which is not directly related to the economic activities of the business and so on.
- For reason of maternal leave or child-care leave, fill in "Maternity or taking care of children"
- For reason of nursing leave, fill in "Caring for aged or sick family members".

A3 When did you take up the present job?

- The time when you took up the present job should be reported. If you changed work owing to change of position or job relocation in the same company, indicate the time when you started to work for the company, but not the time of change of position or job relocation.
- In case you ran a different business from the present one in the past, indicate the time when you started the present business.

A4 Indicate your job designation at your work place, if you are employed

This part is for those who answered "Employee (regular employee, temporary employee, day laborer)" in Column 9, "Employment status", of the Basic Questionnaire.

- "Executive of company, etc./self-employed worker, etc." refers not only to an executive of a company or corporation or self-employed worker, but also a person who helps the family business or does piecework at home.
- "Your job designation at your workplace" shall be given according to how it is referred to at your workplace.
 - "Regular staff or employee" refers to a person who is called a regular employee or permanent employee at the workplace.
 - "Part-time worker" or "Arubaito" refers to a person who is called a "part-time worker", "arubaito" (temporary worker) or other similar designation at the workplace, regardless of working hours or days.
 - "Dispatched worker from temporary labour agency" refers to a person who is employed by a temporary labour agency under the Worker Dispatch Law, and dispatched from it. A dispatched worker from a temporary labour agency is defined as "dispatched worker from a temporary labour agency" even if some other categories are applicable.
 - "Contract employee" refers to a person who is employed on the basis of a contract for the purpose of being engaged in specialized work for a determined period.
 - "Entrusted employee" refers to a person who is called an "Entrusted employee" or something similar to this at the workplace regardless of working conditions or contract terms.

A5 Did you have a job before getting your present job?

- "Previous job" means a job in which you mainly engaged except the present job, therefore if you changed a job owing to change of position or job relocation in the same company, such a job is not included in "Previous job".

A6 Did your income increase when you started the present job in comparison with the previous job?

This part is for those who answered "Yes, I did work. But quitted" at A5.

- Indicate whether your monthly or yearly income increased or decreased when you started the present job compared to the previous job.
- Choose "Increased" or "Decreased" if the difference of income is more than 10% compared to that of the previous one. In case of less than 10%, chose "Almost the same".
- An income shall include salary, wages, various allowances like overtime pay, tips, etc. as well as bonuses.
- In case of a self-employed worker, an income refers to operating income (the amount after deduction of necessary expenses such as purchase amount, cost of raw materials, labor cost, supplies expenses, etc. from sales figures), but not the sales figure itself.

**Column B:
Persons who had no job and were seeking one**

B1 How were you looking for a job, or how were you preparing to start a business?

- "Public employment security office" (Hello-work) includes a public human resource bank, a part bank (satellite), a student job center and others.
- "Private employment office" refers to a fee-charging employment office, a free job placement office, etc. In addition, silver human resource centers are also included.
- "School" includes not only junior high school, senior high school, junior college, college and university, but also various professional schools or special technical schools such as a preparatory school, dressmaking school, cooking school and so on.
- If you have looked for a job through the Internet, fill in the address of such a reference.

B2 How long have you been looking for a job, or preparing to start a business?

- Fill in the period from the first day of requesting "Public employment security office" (Hello-work) or acquaintances to introduce a job.
- If you started looking for a job while doing the previous job, fill in the period from the day of quitting the previous job.

B3 Did you look for a job or prepare to start a business in the past month?

- The case where you asked for the result of past job hunting activities is also included here in "Looked for a job or prepared to start a business".
- "Not in the past month" falls under the situation in which you did not look for a job at all while waiting for the result of job hunting that had been conducted more than 1 month before the survey month.

B4 What kind of job do you wish to take?

- For work under employment, refer to the instruction of A4.
- "Doing piecework at home" means work at home with furnished materials without employing anybody, nor having any major installed equipment like a machine or a working space.

B5 What is the reason you do not get a job?

- Fill in the main reason why you cannot get a job.
- "Limited age" means the case where the requested age is younger than your age (or vice versa), or other reason.
- "Preferred kind of job is not available" means the case where you are not qualified for the job requirements, or that the requested technical level is higher than your skill or knowledge, and so on.

B6 Have you done any work before for pay or profit?

- "Work" refers to work for pay or profit, as is the case with Column 5 of the "Basic Questionnaire". The case of helping with a family business like a farmer, fisher or shop proprietor of a shop under private management, even if not paid, shall be considered as work.

**Column C:
Persons who attended school, did housework, or other work**

C1 Do you wish to do any work for pay or profit?

- Those who have already found a job but have not decided if they will start work within 4 weeks, should choose **"Will start work in 5 weeks or more"**.

C2 What is the reason for not looking for a job although you wish to work?

- Those who answered **"Yes, if there are any"** in C1 shall fill in here.

C3 How do you want to work or how are you going to work?

- For work under employment, refer to the instruction of A4.
- "Doing piecework at home"** means work at home with furnished materials without employing anybody, nor having any major installed equipment like a machine or a working space.

C4 Have you looked for a job or prepared to start a business during the past one year?

- Report whether or not you did any activity for looking for a job (job hunting) during the past one year (the past one year from the survey month).
- Seeking a job** refers to requesting "Public employment security office" (Hello-work) to introduce a job, applying for a job on classified advertisements on newspapers or job advertisement magazines, applying for a job at a business establishment, requesting acquaintances to introduce a job or preparing to start one's own business, etc.

C5 If you find a job now, can you take it up?

- "Yes, immediately"** refers to the case where you can take it up during the last week of the month (20th to 26th for December).
- Among those who answered **"Waiting to start a new job"** in C1, if they have to wait to start it by necessity although they want to start it right now due to reasons concerning the employer or preparation of installed equipment, the answer **"Yes, immediately"** is applicable here.
- Among those who have already found a job, if they cannot take it up immediately for one's own personal reason such as school work, housework, travel, hobby, illness, etc., one of the following answers **"Not right away but within 2 weeks"**, **"After two weeks or later, if not immediately"** or **"No or not decided"** is applicable.

C6 Have you done any work before?

- Please refer to the instruction of B6.

**Column D:
For the previous job**

D1 When did you leave the previous job?

- As for the previous job, **"Left during the past 3 years"** falls under your situation, fill in year and month.

D2 Did you work as an employee or were you self-employed before?

- Those who answered **"Left during the past 3 years"** in D1 shall fill in here.
- Please refer to the instructions of A4 and B4.
 - "Self-employed worker"** refers to a proprietor of a shop under private management or a farmer.
 - "Family worker"** refers to a person who is a family member of a self-employed individual, and helps with the business run by this self-employed individual without pay. If one is paid, although he/she is a family member, he/she is considered as an employee.

**D3 Type of business of previous job
D4 Your previous occupation**

- Please refer to the instruction and the samples on the page 4.

D5 Number of persons engaged in the enterprise as a whole where you worked before

- This refers to the total number of workers (including company executives or part-time workers) of the business enterprise including those of headquarters, Head Office, regional offices, branch offices, sales offices, factories, etc.
- If you are employed by government and other public offices, government or public managed business units, etc., fill in **"Government"**.

D6 Why did you leave the previous job?

- Fill in the main reason why you left the previous job.
- Personnel reduction or encouraged retirement owing to closing-down of office or bankruptcy of the company, etc. is included in **"Close down of office, bankruptcy of the company"**.
- In case of leaving the previous job for termination of a period of employment contract, choose **"Retiring age or the term of your employment agreement ended"**.

**Column E :
For all persons**

E1 Education

- If you are **"Graduated from school"**, fill in the type of your final school from which you graduated (in case of leaving school before graduation, fill in the prior school from which you graduated).
- Schools mentioned here like primary school, junior high school, senior high school, junior college, college or university, also include schools of which admission qualifications and years of attendance are the same, and from which one can acquire a qualification corresponding to the graduation of these schools.
- Among various professional schools or special technical schools, courses like an advanced course, of which the admission qualification is graduation from junior high school and of which the term is more than 3 years, shall be included in **"senior high school"**, and courses like a specialized course, of which the admission qualification is graduation from senior high school and of which the term is more than 2 years, shall be included in **"junior college, technical college"**.
- As for senior high school, junior college, college or university, their evening courses or correspondence courses in which one can be certified as graduates of these schools are also included.
- In case of schools in foreign countries, fill in a corresponding school category considering course terms, etc.

E2 How much (before tax) have you earned from all your jobs over the past year?

- Fill in your total income amount (before tax) from work performed over the past year including monthly salary, wages, overtime pay, tips, as well as term-end allowances and bonuses.
- In case of a self-employed worker, fill in operating income (the amount after deduction of necessary expenses from sales figures), but not the sales figure itself.
- In case you changed your job or found a new job over the past year, fill in an estimated income amount over the year on the basis of the performance since you started the present job until now. In this case, the amount shall not include income from the previous job, nor a retirement allowance.

Instruction for Filling in “Type of business” and “Type of work”

[Type of business]

- If your work place is a regional office, branch office, sales office, etc., fill in the details of the business which such offices engage in.
- Fill in so as to make clear what main products are, what kind of articles are handled, whether it is manufacturing business or repair business, whether it is wholesale or retail sales. Avoid writing rough descriptions such as “manufacturing business”, “repair business”, “trade business”, “selling business”, etc.
- If you engage in more than two kinds of different business, fill in only one main business.
- If you work in a department which conducts a public sector, a profit-making business, a direct control construction work, etc. at a government and other public offices; fill in such business so as to make it understandable.

[Type of work]

- If you engage in more than two kinds of different works, fill in only one main work.
- If you engage in both of a technical work like manufacture or repair and a sales work, fill in only the technical one.
(Example) repair and selling shoes shoe-repair
dispensing and selling medicines pharmacist
- If you are a corporate manager and at the same time engage directly in some works besides business management, fill in such work in which you directly engage.
(Example) manager and cook of a canteen cook
Hospital director and surgical practice surgeon
- If you are a dispatched worker from a temporary labour agency, fill in the work which you actually engage in at a work place to which you are dispatched.