

THE REVISED LABOUR FORCE SURVEY
DOCUMENTS

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*The version
des questionnaires de la
nouvelle enquête sur la
population active*

THE REVISED LABOUR FORCE SURVEY
DOCUMENTS

I
OVERVIEW

A. BACKGROUND

The Labour Force Survey (LFS) Questionnaire has remained virtually unchanged since 1952. Through a research and development program initiated in 1972, Statistics Canada has now developed a revised LFS Questionnaire which will enable the survey to generate a far wider range of data than is presently available and to produce this data with greater precision.

The design of this questionnaire and the related LFS documents reflect the extensive programs of data user consultation and field testing undertaken over the past three years. It is expected that these documents will remain in use in their present form for some years to come. However, as an integral part of the revision of the survey, Statistics Canada will be initiating a program of regular supplementary surveys, (as opposed to the largely ad hoc program of the past) which will provide additional labour market information at fixed intervals over time.

B. DESIGN OF THE REVISED LFS

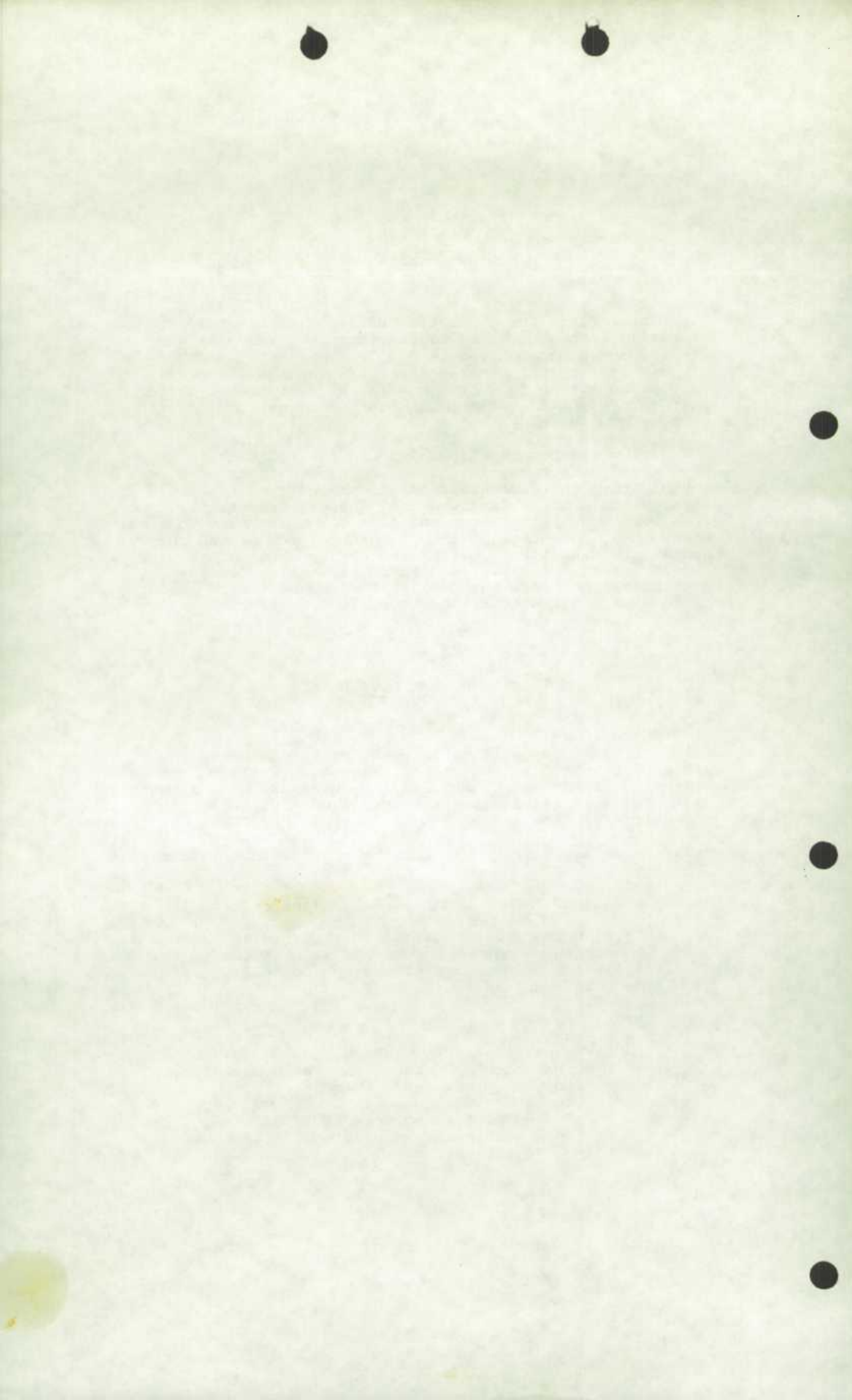
The revised survey will replace the existing survey in January of 1976. At that time, the sample will consist of approximately 30,000 households spread across Canada, and an increase in sample size to some 55,000 households is scheduled for late 1976.

Three documents will be used in the collection of the revised LFS data:

(i) HOUSEHOLD RECORD DOCKET (HRD): (see Section II)

This document, in addition to its role as an interview management document, gathers the following information about each household member (regardless of age):

- age
- sex
- marital status (4 categories)
- the "economic" family in the household to which individual belongs
- the individual's relationship to the "head" of his/her economic family
- the individual's educational attainment (10 categories)



(ii) LABOUR FORCE SURVEY QUESTIONNAIRE (see Section II)

This document which applies to all household members 14 years of age or over (excluding full-time members of the Canadian Armed Forces) collects a variety of information on the respondents labour force characteristics and activities.

(iii) SUPPLEMENTARY SURVEY QUESTIONNAIRE:

This questionnaire, which will have the same physical dimensions as the LFS Questionnaire, will generally be completed for all or some portion of the household members receiving the LFS Questionnaire. However, if a given topic required it, the supplementary survey coverage could be extended to include all household members.

The greater information capacity of the revised LFS supplementaries is in marked contrast with the existing LFS where the supplementary surveys contain less than half the amount of information that is gathered in the smaller LFS Questionnaire. (see Section III)

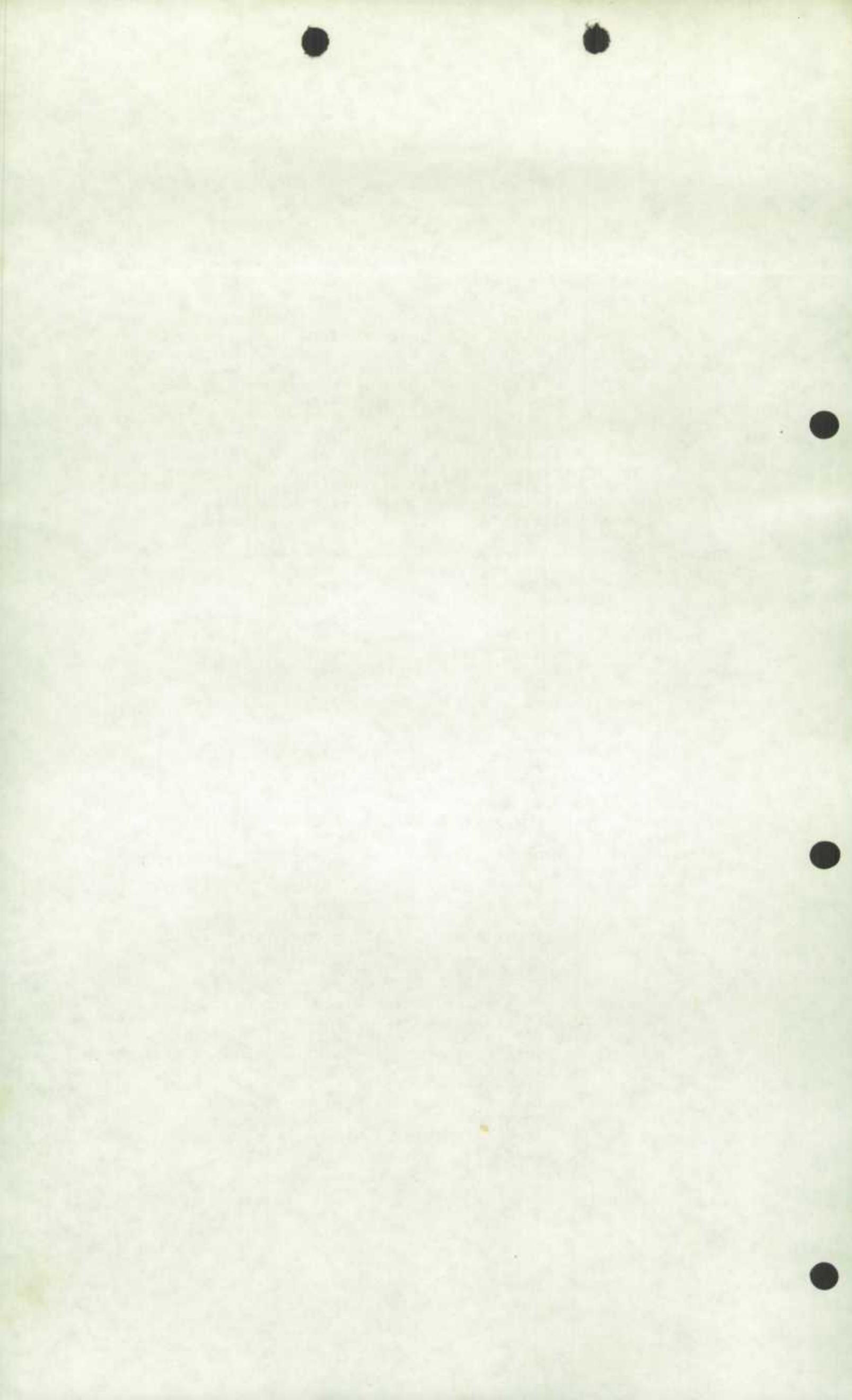
The information pertaining to respondents, gathered on each of these three documents, can be linked together to form an extensive and detailed cross-sectional file, and since households remain in the sample for 6 consecutive months, the survey will be capable of linking records, including the supplementary survey data, over the six month period to form a detailed longitudinal file. The development of such longitudinal files was one of the main objectives of the LFS revision and the resulting data will contribute significantly to the measurement and analysis of labour market dynamics.

C. DEVELOPMENT OF THE REVISED LABOUR
FORCE SURVEY QUESTIONNAIRE

Three primary objectives were pursued in developing the revised LFS Questionnaire. One, to an extent consistent with the other objectives, the document must meet the information requirements of the data users. Two, the document would have to be operationally feasible in the field, and three, it would have to allow the maximum flexibility in tabulation in order to permit individual users to specify the exact combinations of questionnaire entries best suited to their particular applications.

(i) User data requirements

The extensive user consultation exercise conducted in 1973 and 1974 enabled Statistics Canada to obtain a current, detailed, and comprehensive reading on the labour market information requirements of the LFS data users. Knowing that all of the requirements of any one user, let alone the total requirements of all the users, could not be accommodated in the monthly questionnaire, Statistics Canada requested that the users specify their data requirements both in terms of the priority which they attached to



individual items of data and the frequency with which they would like to see the data collected and published.

These statements from the users were then combined to form a hierarchical list reflecting the generally desired priorities and periodicities. This list was then modified according to the feasibility constraints and the "monthly" portion of the modified list then constituted the content of the questionnaire as it now appears.

The user requests for additions to the existing LFS data set can be summarized as follows:

- (a) Additional information leading to the identification of the so-called "active margins" that is, persons who frequently move into or out of the labour force
- (b) Greater detail on the job search activities of the unemployed
- (c) Additional information on activities and work experience prior to unemployment
- (d) Data related to the measurement of what is generally referred to as "hidden unemployment" or discouraged seekers
- (e) Improved measures of selected dual activities such as working and looking for work, or, looking for work and going to school
- (f) More information related to labour market dynamics
- (g) Devices to enable closer reconciliation of the LFS estimates of employment (paid workers) and the corresponding estimates derived from Statistics Canada's establishment surveys.

A detailed comparison of the content of the existing and revised LFS is presented in Section III.

(ii) Operational feasibility

The LFS is a large scale national survey, conducted by 800 interviewers, and involving six consecutive monthly interviews for each household. Therefore, the questions asked must be clear, relatively simple, and non-sensitive to the vast majority of respondents. In addition, to ensure cross-sectional and inter-temporal consistency, the questions must relate to objectively defined activities or states such as working, looking for work, going to school, etc. As well, the questions in total must not take up so much of the respondent's time as to jeopardize his co-operation or so much of the interviewer's time that the survey exceeds allowable costs.

(iii) Flexibility

The need for flexibility arises from two considerations. First, there is the objective of enabling the users to create tabulations which fit their individual requirements as closely as possible. And secondly, there is the need to base the final details of the labour force definitions (particularly that of unemployment) on components of known statistical reliability.

The first consideration arises from our identification of a very wide range of user requirements. Such a range can be serviced through a monthly survey with a standard questionnaire by collecting detailed statistics and then allowing the users to specify those aggregations of these detailed components which suit their applications.

The desired flexibility has been achieved:

- (a) By recording information in terms of continuous measures as opposed to class intervals. For example the existing LFS questionnaire measures the duration of unemployment in terms of : under 1 month, 1-3 months, 4-6 months, 7-12 months, etc. The revised LFS questionnaire however, measures this duration in individual weeks over the range of 1 to 99 weeks,
- (b) By extending the reference periods for some variables beyond the Reference Week to which the main labour force estimates refer. For example, job search is measured over 4 weeks (with the identification of the week in which each activity last occurred), the duration of an absence from work is measured from its beginning up to and including the Reference Week, etc.
- (c) By using more response categories than the sample would normally support. For example 7 reasons for usually working part-time, 9 reasons for leaving last job, 10 reasons for not looking for work in reference week, etc. In this way, although individual categories may not yield statistically significant estimates, any given user can request his choice of aggregations to yield possibly significant combinations.

Section II presents a general guide to the interpretation of the revised LFS documents, and Section III includes samples of the equivalent documents from the existing LFS and presents a comparative list of the content of the two surveys.

THE REVISED LABOUR FORCE SURVEY
DOCUMENTS

II

INTERPRETATION OF THE REVISED LFS QUESTIONNAIRE
AND HOUSEHOLD RECORD DOCKET

A. RELATIONSHIPS AMONG THE
REVISED LABOUR FORCE SURVEY
DOCUMENTS

There are 4 documents which will be used in the course of a revised LFS interview

(i) Household Record Docket:

This document:

- links a particular dwelling into the overall sample
- assists the interviewer in managing her assignment
- collects selected demographic information about the household members
- determines which household members are eligible for the LFS Questionnaire

(A guide to the interpretation of this document is provided in Section B below.)

(ii) Rent Schedule:

The document is completed for all rented dwellings which fall into the sample. The information is collected on behalf of Prices Division of Statistics Canada and is used in the calculation of the shelter component of the Consumer Price Index.

The information collected on the Rent Schedule does not form part of the LFS data set and is collected at the time of the LFS interview only in order to minimize costs.

Persons wishing copies of the Rent Schedule or further related information should contact the Prices Division, Statistics Canada, Ottawa.

(iii) Labour Force Survey Questionnaire:

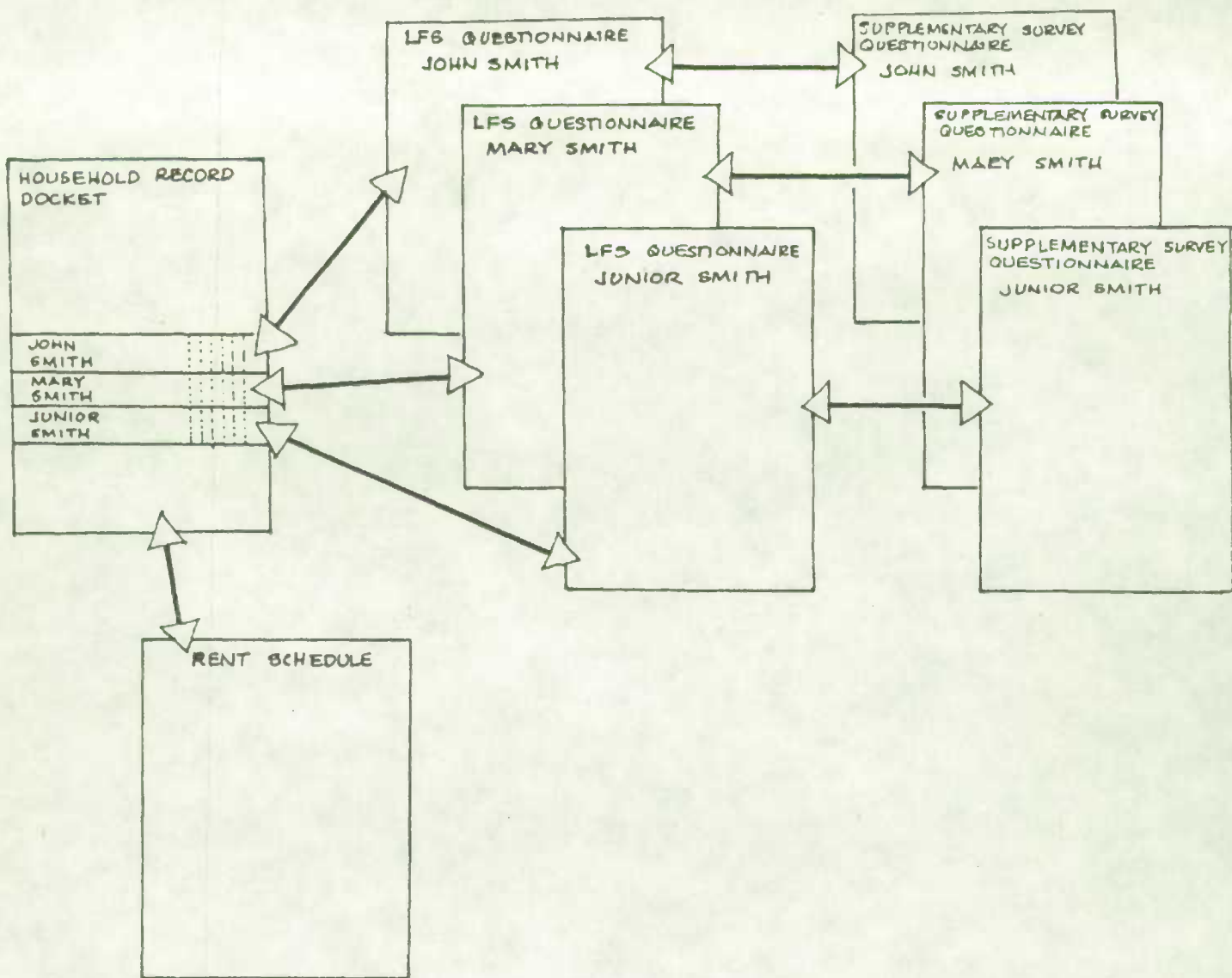
In addition to collecting the information required to identify the labour force status of the adult population (that is, employed, unemployed, or not in the labour force) the LFS Questionnaire records a great deal of information on related current or past labour market activities.

(An interpretation guide for this document is provided in Section C.)

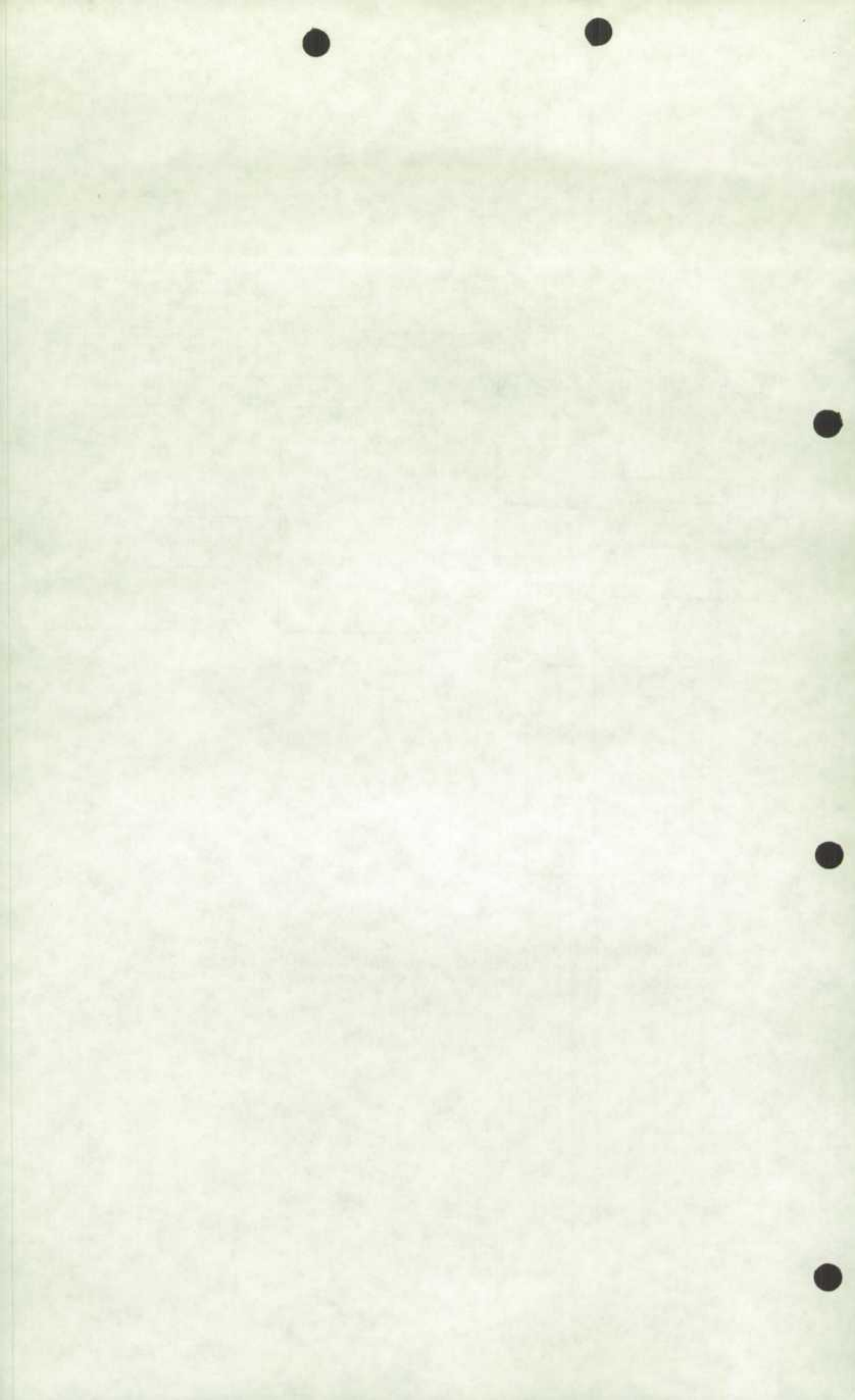
(iv) Supplementary Survey Questionnaire:

This document will change from month-to-month and will collect a broad range of statistics related to both the labour market and non-labour market activities and characteristics of the Canadian population.

These documents are linked together as shown in the following diagram:



In addition, the documents for an individual, or for the individuals in a family or household, can be linked for as many months as they are in the sample (up to a maximum of 6).



- 8 -

B. INTERPRETATION OF THE REVISED LABOUR
FORCE SURVEY HOUSEHOLD RECORD DOCKET (HRD)

1. In terms of the socio-economic data which the Household Record Docket will generate, only items 32 to 40 are of interest, since the others relate to survey operations and control. These can be interpreted as follows (refer also to the appropriate side of the code sheet.)

Item 32 is where the interviewer records the name of every person (regardless of age) whose usual place of residence is the selected dwelling.

Item 33 contains the person's age measured in years as of their last birthday. The age as recorded in this item in the first interview remains constant throughout the 6 month in-sample period.

Item 34 records the respondent's sex.

Item 35 records the respondent's marital status (4 categories)

Item 36 is known as the "Family Identifier" and allows the survey to group all of the persons living in the dwelling into "economic" families (defined as all persons living in the same dwelling and related by blood, marriage or adoption).

Item 37 notes the relationship of each individual to the "head" of his or her family unit.

Item 38 measures education attainment.

Item 39 is currently being held in reserve for future application as required.

Item 40 in combination with item 33, identifies those household members for whom a Labour Force Survey Questionnaire is to be completed. That is, all civilians 14 years of age or over, or in terms of the codes, a number greater than 13 in item 33 and a 1 in item 40.

HOUSEHOLD RECORD DOCKET

Docket No. 3 Survey date: 4

PSU 6 Green 7 Cluster 8 Rotation lot 9 Listing 10 Walk 11

Listing address 13 Type of dwelling 14

Interviewer no. 13 Date of interview 14

5 Record time of every call on this household

On					
Yes					
ed					
ur					
ti					
st					

16 If unable to make contact with a responsible household member, specify reason in NOTES and enter code in **24**

17 Mailing address

8 Telephone no. -

No telephone Go to 21

Telephone no. refused Go to 21

19 INTERVIEWER CHECK ITEM

If "T" in above box Go to 20

Otherwise Go to 21

20 Request permission to interview by phone

Permission granted

Permission denied

21 Determine and record the time to call on this household

2 INTERVIEWER CHECK ITEM

If first interview at this dwelling enter survey date (month) and response status in **23 & 24** and go to **25**

Otherwise enter survey date (month) and response status in **23 & 24** and go to **29**

5 Ask for and record in **32** the names of all persons **NOW** living or staying at this address and who have no usual place of residence elsewhere.

6 ARE THERE ANY PERSONS AWAY FROM THIS HOUSEHOLD ATTENDING SCHOOL, VISITING, TRAVELLING OR IN HOSPITAL WHO USUALLY LIVE HERE?

Yes Enter names in **32** No

29 DO THE FOLLOWING PERSONS STILL LIVE OR STAY HERE?

- Read names of all persons recorded in **32** and
- For persons who are household members this month, Enter 1 in **40** if they are civilians, Enter 2 in **40** if they are full time members of the Canadian Armed Forces
- For persons who are **NOT** household members this month, Enter 0 in **40**

7 DOES ANYONE ELSE LIVE AT THIS ADDRESS SUCH AS OTHER RELATIVES, ROOMERS, BOARDERS, OR EMPLOYEES?

Yes Enter names in **32** No

30 DOES ANYONE ELSE NOW LIVE OR STAY AT THIS ADDRESS SUCH AS OTHER RELATIVES, ROOMERS, BOARDERS, ETC.?

Yes Enter answers for **32** through **40** for all new household members No Go to **42**

8 Enter answers for **33** through **40** for each person recorded in **32**

HRD	32 Names of household members		33 Age	34 Sex	35 Marital status	36 Ethnicity	37 Religion	38 Education	39	40 Membership
	Given name	Surname								
1	Given name									
	Surname									
2	Given name									
	Surname									
3	Given name									
	Surname									
4	Given name									
	Surname									
5	Given name									
	Surname									
6	Given name									
	Surname									
7	Given name									
	Surname									
8	Given name									
	Surname									

NOTES

See over for additional NOTES

Item no.	Notes

42 IS THIS DWELLING RENTED BY A MEMBER OF THIS HOUSEHOLD?

Yes No

Complete FORM NO. 04 Go directly to FORMS NO. 05 & 06

43 Forms control

Form	04	05	06
Printed			
Completed			



Household Record Docket (Form 03)

- 4
- 1 Apartment or flat
 - 2 Single attached
 - 3 Single detached
 - 4 Other — Specify in NOTES

- 36
- A to Z
- Assign one letter to all members of each family ('A' for each member of the first family, 'B' for each member of the second family, etc.)

- FIRST CODE: Entered by interviewer
- (NOTE: For any code other than X, explain situation on appropriate form)
- X LFS questionnaire completed for all eligible household members
 - E LFS questionnaire completed for some (not all) eligible household members
 - N No-one at home (after several calls)
 - R Household refusal
 - K Interview prevented by death, sickness, language problem or other unusual circumstances in the household
 - L Interview prevented by weather conditions
 - T Household temporarily absent
 - V Vacant dwelling (or trailer stall)
 - S Vacant seasonal dwelling
 - C Dwelling under construction
 - B Dwelling occupied by persons not to be interviewed
 - D Dwelling demolished; converted to business premises; moved; abandoned (unfit for habitation); listed in error
- A Interview cancelled for lack of an interviewer (Entered by Regional Office only)
- SECOND CODE: Entered by Regional Office only.
- Blank Interview or attempt to interview again
 - 3 Do not interview unless there is a complete change in household membership
 - 4 Attempt to interview again. A letter was sent
 - 5 Attempt to interview again. Personal contact made by regional office staff

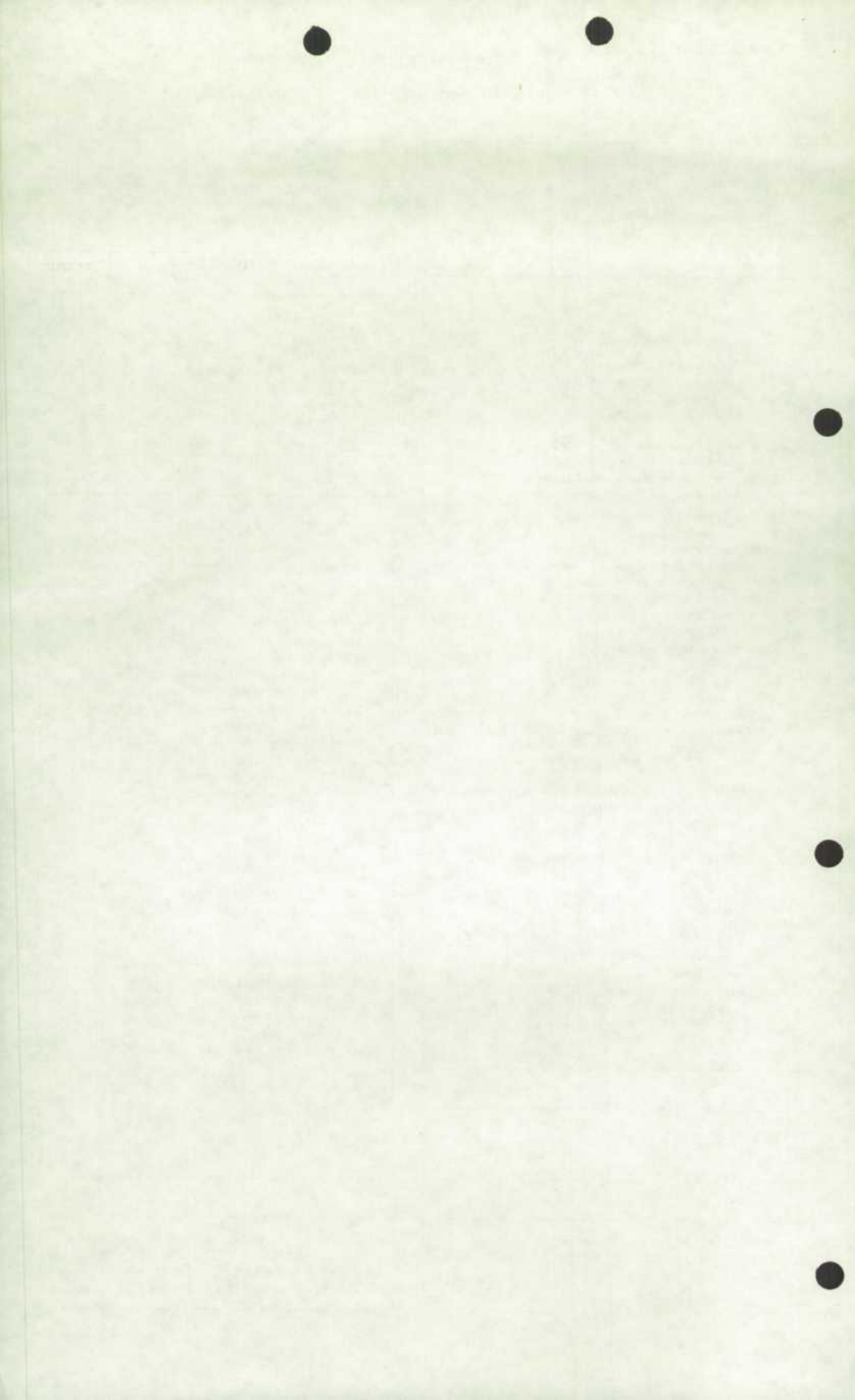
- 37
- 1 Head of family
 - 2 Spouse
 - 3 Son or daughter (natural or adopted)
 - 4 Parent or parent-in-law
 - 5 Son-in-law or daughter-in-law
 - 6 Foster child
 - 7 Other relative

- Column 1: Years of primary and secondary education completed.
- 0 No schooling
 - 1 1 to 8 years of primary and secondary education
 - 2 9 or 10 years of primary and secondary education
 - 3 11 years of primary and secondary education
 - 4 12 years of primary and secondary education
 - 5 13 years of primary and secondary education
- 38
- Column 2: Post secondary education
- 0 No post-secondary education
 - 1 Took some post-secondary education
 - 2 Received a post-secondary certificate or diploma
 - 3 Received a university degree

- 4
- M Male
 - F Female

- 1 Now married or living common-law
- 2 Single (never married)
- 3 Widow or widower
- 4 Separated or divorced

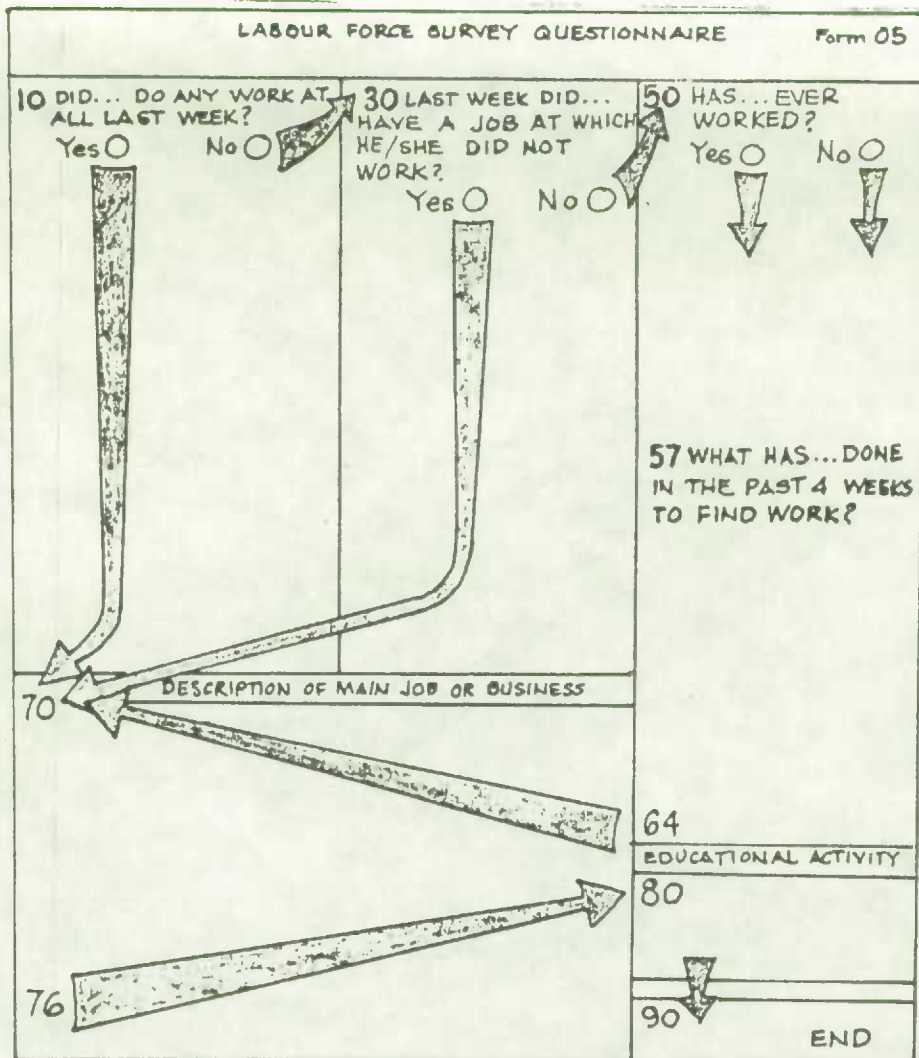
- 40
- 0 Not a household member this month
 - 1 Civilian household member this month
 - 2 Full-time member of Canadian Armed Forces this month



C. INTERPRETATION OF THE REVISED LABOUR FORCE

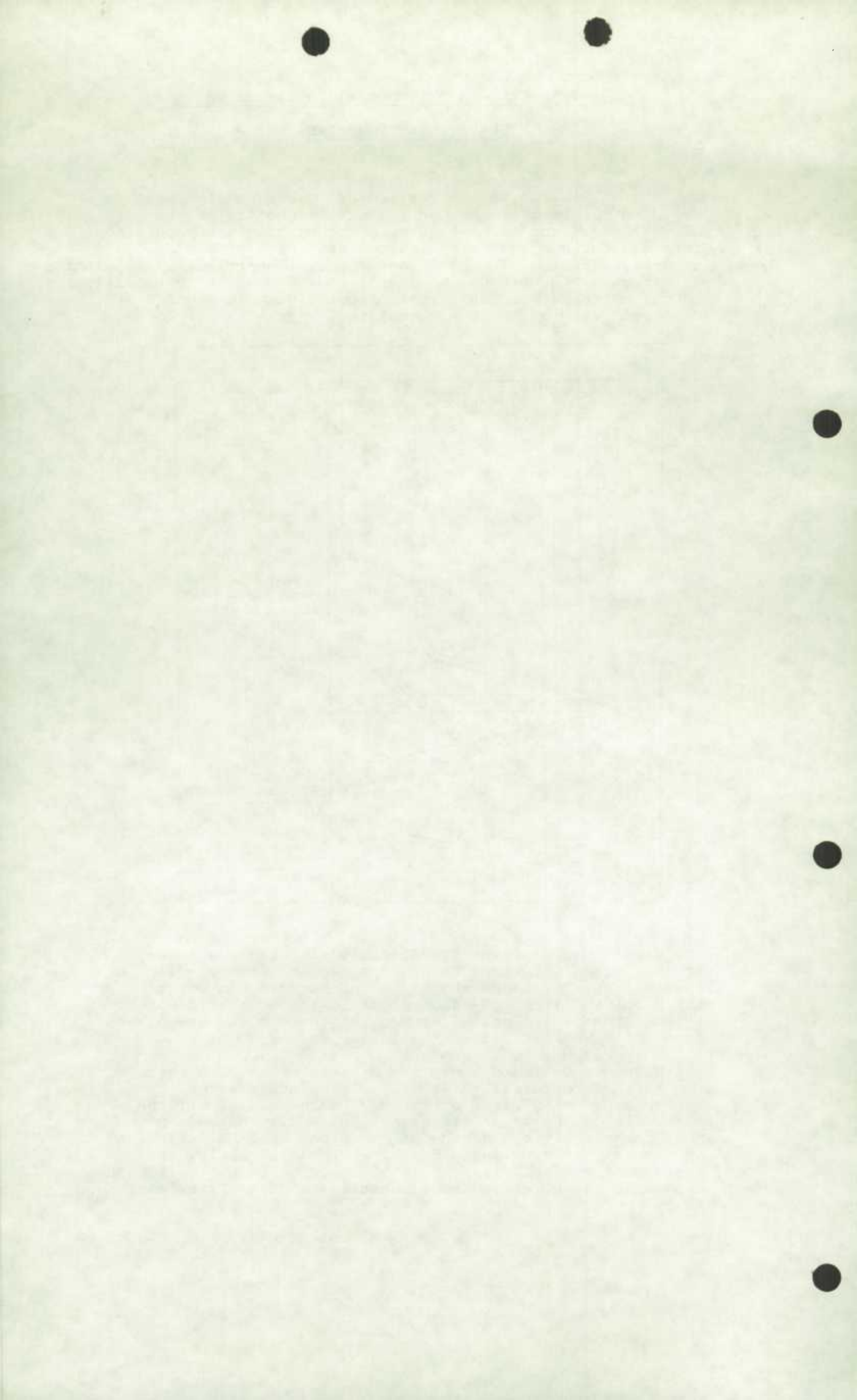
SURVEY QUESTIONNAIRE

The overall layout of the revised LFS Questionnaire was based on the premise that an essential function of the LFS will continue to be to divide the working age population into the three mutually exclusive categories of employed, unemployed and not in the labour force. The result is a columnar format with the columns, in general, corresponding to specific labour force categories. The following diagram gives a schematic view of the Questionnaire:



The first column (items 10-20) deals with those who worked at all during Reference Week. The second (item 30-41) obtains data for those who had a job but did not work. The third column (items 50-64) applies to those who did not have a job. This third column serves to separate the unemployed from those who are not in the labour force.

The sequence outlined above is not absolute. When certain conditions are fulfilled (e.g. the respondent is on layoff) the sequence changes as a result. No respondent will be asked all of the 44 questions on the form. Instead, both the number and the sequence of questions will be determined by the responses to individual items. As a result, the average respondent will answer about 12 questions, although some will answer as few as 4 questions and others as many as 25.



Docket No. 2

Date 3

Assignment No. 4

RD page line No

Given name

Surname

5

6

7

1 DID ... DO ANY WORK AT ALL LAST WEEK (not counting work around the house)?

Yes 1 No 2 Go to 30
Perm. unable to work 3 Go to 50

2 DID ... HAVE MORE THAN ONE JOB LAST WEEK?

Yes 1 No 2 Go to 13

3 WAS THIS A RESULT OF CHANGING EMPLOYERS LAST WEEK?

Yes 1 No 2

4 HOW MANY HOURS PER WEEK DOES ... USUALLY WORK AT HIS/HER:

(Main) JOB? If total 30 or more
Other jobs? go to 15

5 WHAT IS THE REASON ... USUALLY WORKS LESS THAN 30 HOURS PER WEEK?

Enter code

6 LAST WEEK, HOW MANY HOURS OF OVERTIME OR EXTRA HOURS DID ... WORK?

Include paid and unpaid (at all jobs) If none enter 00

7 LAST WEEK, HOW MANY HOURS DID ... LOSE OR TAKE OFF FROM WORK FOR ANY REASON SUCH AS ILLNESS, HOLIDAY, OR LAYOFF? (From all jobs)

If none enter 00 and go to 18

8 WHAT WAS THE MAIN REASON FOR LOSING THESE HOURS?

Enter code

9 HOW MANY HOURS DID ... ACTUALLY WORK LAST WEEK AT HIS/HER:

(Main) JOB? Other jobs?

10 IN THE PAST 4 WEEKS, HAS ... LOOKED FOR ANOTHER JOB?

Yes 1 No 2 Go to 71

11 WHAT HAS ... DONE IN THE PAST 4 WEEKS TO FIND ANOTHER JOB?

Enter code(s) and go to 71

30 LAST WEEK, DID ... HAVE A JOB AT WHICH HE/SHE DID NOT WORK?

Yes 1 No 2 Go to 33

31 LAST WEEK, DID ... HAVE A JOB TO START AT A DEFINITE DATE IN THE FUTURE?

Yes 1 No 2 Go to 50

32 COUNTING FROM THE END OF LAST WEEK, IN HOW MANY WEEKS WILL ... START TO WORK AT HIS/HER NEW JOB?

Go to 50

33 WHY WAS ... ABSENT FROM WORK LAST WEEK?

Enter code and if code 6 go to 32

34 DID ... HAVE MORE THAN ONE JOB LAST WEEK?

Yes 1 No 2

35 HOW MANY HOURS PER WEEK DOES ... USUALLY WORK AT HIS/HER:

(Main) JOB? If total 30 or more
Other jobs? go to 37

36 WHAT IS THE REASON ... USUALLY WORKS LESS THAN 30 HOURS PER WEEK?

Enter code

37 UP TO THE END OF LAST WEEK, HOW MANY WEEKS HAS ... BEEN CONTINUOUSLY ABSENT FROM WORK?

38 IS ... GETTING ANY WAGES OR SALARY FOR ANY OF THE TIME OFF LAST WEEK?

Yes 1 No 2

39 INTERVIEWER CHECK ITEM

If code 5 (layoff) in 33 1 go to 56
Otherwise 2 go to 40

40 IN THE PAST 4 WEEKS, HAS ... LOOKED FOR ANOTHER JOB?

Yes 1 No 2 Go to 71

41 WHAT HAS ... DONE IN THE PAST 4 WEEKS TO FIND ANOTHER JOB?

Enter code(s) and go to 71

50 HAS ... EVER WORKED?

Yes 1 No 2 Go to 55

51 WHEN DID ... LAST WORK AT A JOB OR BUSINESS?

If month unknown enter -- in month

52 INTERVIEWER CHECK ITEM:

If last worked before Mo Yr 1 go to 55
Otherwise Mo Yr 2 go to 53

53 ABOUT HOW MANY HOURS PER WEEK DID ... WORK AT THAT JOB?

Full-time 1 Part-time 2

54 WHAT WAS THE MAIN REASON WHY ... LEFT THAT JOB?

Enter code

55 INTERVIEWER CHECK ITEM:

If "perm. unable to work" in 10 1 go to 80
Otherwise 2 go to 56

56 IN THE PAST 6 MONTHS HAS ... LOOKED FOR WORK?

Yes 1 No 2 Go to 70

57 IN THE PAST 4 WEEKS WHAT HAS ... DONE TO FIND WORK? Mark all methods reported

Nothing 1 Go to 63

IN THE PAST 4 WEEKS HAS ... DONE ANYTHING ELSE TO FIND WORK? Mark all other methods reported

For each method given ask:

Table with columns: WHEN DID ... LAST, Method used, No. of weeks ago (excl. svy. week)

58 WHAT WAS ... DOING IMMEDIATELY BEFORE HE/SHE STARTED TO LOOK FOR WORK? FOR EXAMPLE, WORKING, KEEPING HOUSE, GOING TO SCHOOL OR SOMETHING ELSE.

Enter code

59 UP TO THE END OF LAST WEEK, HOW MANY WEEKS HAS ... BEEN LOOKING FOR WORK?

60 HAS ... BEEN LOOKING FOR A JOB TO LAST FOR LESS THAN 6 MONTHS, OR, MORE THAN 6 MONTHS?

Less than 6 months (incl. 6 mos.) 1 More than 6 months 2

61 ABOUT HOW MANY HOURS OF WORK PER WEEK HAS ... BEEN LOOKING FOR?

Full-time 1 Part-time 2

62 INTERVIEWER CHECK ITEM:

If "1 week ago" for any method in 57 1 go to 64
Otherwise 2 go to 63

63 WAS THERE ANY REASON WHY ... DID NOT LOOK FOR WORK LAST WEEK?

Enter code

64 WAS THERE ANY REASON WHY ... COULD NOT TAKE A JOB LAST WEEK?

Enter code and go to 70

EDUCATIONAL ACTIVITY

80 LAST WEEK, WAS ... ENROLLED IN A SCHOOL, COLLEGE, OR UNIVERSITY?

Yes 1 No 2 Go to 91

81 WAS ... ENROLLED AS A FULL-TIME OR A PART-TIME STUDENT?

Full-time 1 Part-time 2

82 WHAT KIND OF SCHOOL WAS THIS?

Enter code

INFORMATION SOURCE

90 HRD page No. of person providing the above information. Last interview This interview

91 Was this information provided over the telephone?

Yes 1 No 2

DESCRIPTION OF MAIN JOB OR BUSINESS

10 INTERVIEWER CHECK ITEM

If "No" (never worked) in 50 2 go to 80
If last worked before Mo Yr in 51 3 go to 80
Otherwise 4 go to 72 through 76 and check that the information is complete and correct.

1 HAS ... CHANGED EMPLOYERS SINCE LAST MONTH?

1 Enter new information for 72 through 76 No 2 Check that information in 72 through 76 is complete and correct

2 FOR WHOM DID ... WORK? (Name of business, government dept. or agency, or person)

No change or

3 WHEN DID ... START WORKING FOR THIS EMPLOYER?

Mo Yr No change or If month unknown enter -- in month Mo Yr

4 WHAT KIND OF BUSINESS, INDUSTRY OR SERVICE WAS THIS? (Give full description: e.g., paper-box manufacturing, retail shoe store, municipal board of education)

No change or

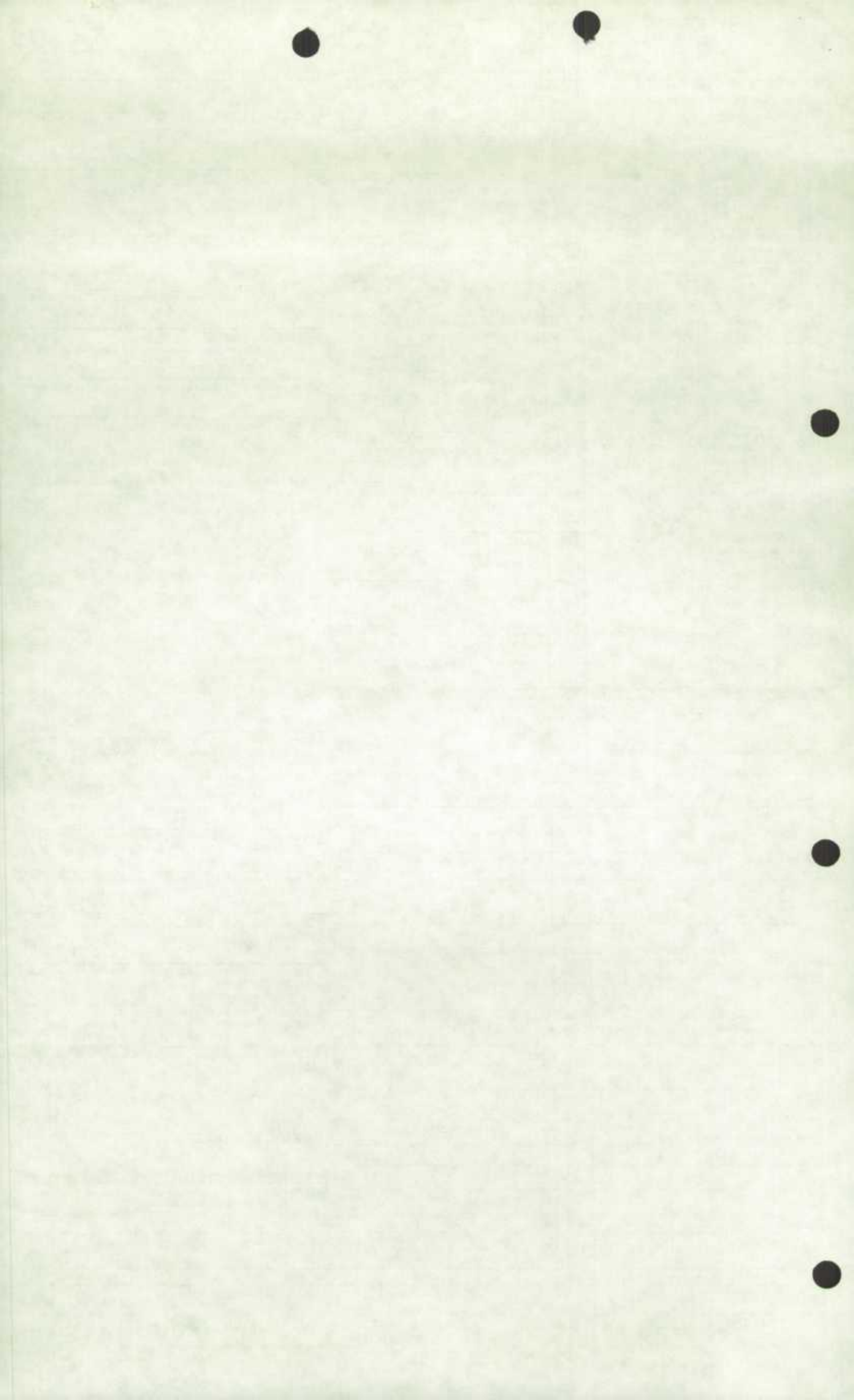
5 WHAT KIND OF WORK WAS ... DOING? (Give full description: e.g., posting invoices, selling shoes, teaching primary school)

No change or

6 Class of worker: Main job Other job
No change or Enter code

NOTES

See over for additional NOTES



Labour Force Survey Questionnaire (Form 05)

14

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Going to school
- 4 Could only find part-time work
- 5 Did not want full-time work
- 6 Full-time work under 30 hours per week
- 0 Other — Specify in NOTES

54

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Going to school
- 4 Quit job for no specific reason
- 5 Lost job or laid off job
- 6 Changed residence
- 7 Dissatisfied with job (poor pay, working conditions, etc.)
- 8 Retired
- 0 Other — Specify in NOTES

17

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Bad weather
- 4 Labour dispute (strike or lockout)
- 5 Layoff (expects to return)
- 6 New job started during week, or job terminated (does not expect to return)
- 7 Vacation
- 8 Holiday (legal or religious)
- 9 Working short-time (because of material shortages, plant maintenance or repair, etc.)
- 0 Other — Specify in NOTES

58

- 1 Working
- 2 Keeping house
- 3 Going to school
- 0 Other — Do not specify in NOTES

20

- 1 Checked with: Public employment agency
- 2 Checked with: Private employment agency
- 3 Checked with: Union
- 4 Checked with: Employers directly
- 5 Checked with: Friends or relatives
- 6 Placed or answered job ads
- 7 Looked at job ads
- 0 Other — Specify in NOTES

63

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Going to school
- 4 No longer interested in finding work
- 5 Waiting for recall (to former job)
- 6 Has found new job
- 7 Waiting for replies from employers
- 8 Believes no work available (in area, or suited to skills)
- 9 No reason given
- 0 Other — Specify in NOTES

33

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Bad weather
- 4 Labour dispute (strike or lockout)
- 5 Layoff (expects to return)
- 6 New job to start in the future
- 7 Vacation
- 0 Other — Specify in NOTES

64

Yes, could not take a job because of:

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Going to school
- 4 Already has a job
- 5 No reason (Available for work last week)
- 0 Other — Specify in NOTES

36

- 1 Own illness or disability
- 2 Personal or family responsibilities
- 3 Going to school
- 4 Could only find part-time work
- 5 Did not want full-time work
- 6 Full-time work under 30 hours per week
- 0 Other — Specify in NOTES

76

Worked for Others

- 1 Paid worker
- 2 Unpaid family worker

Self-Employed

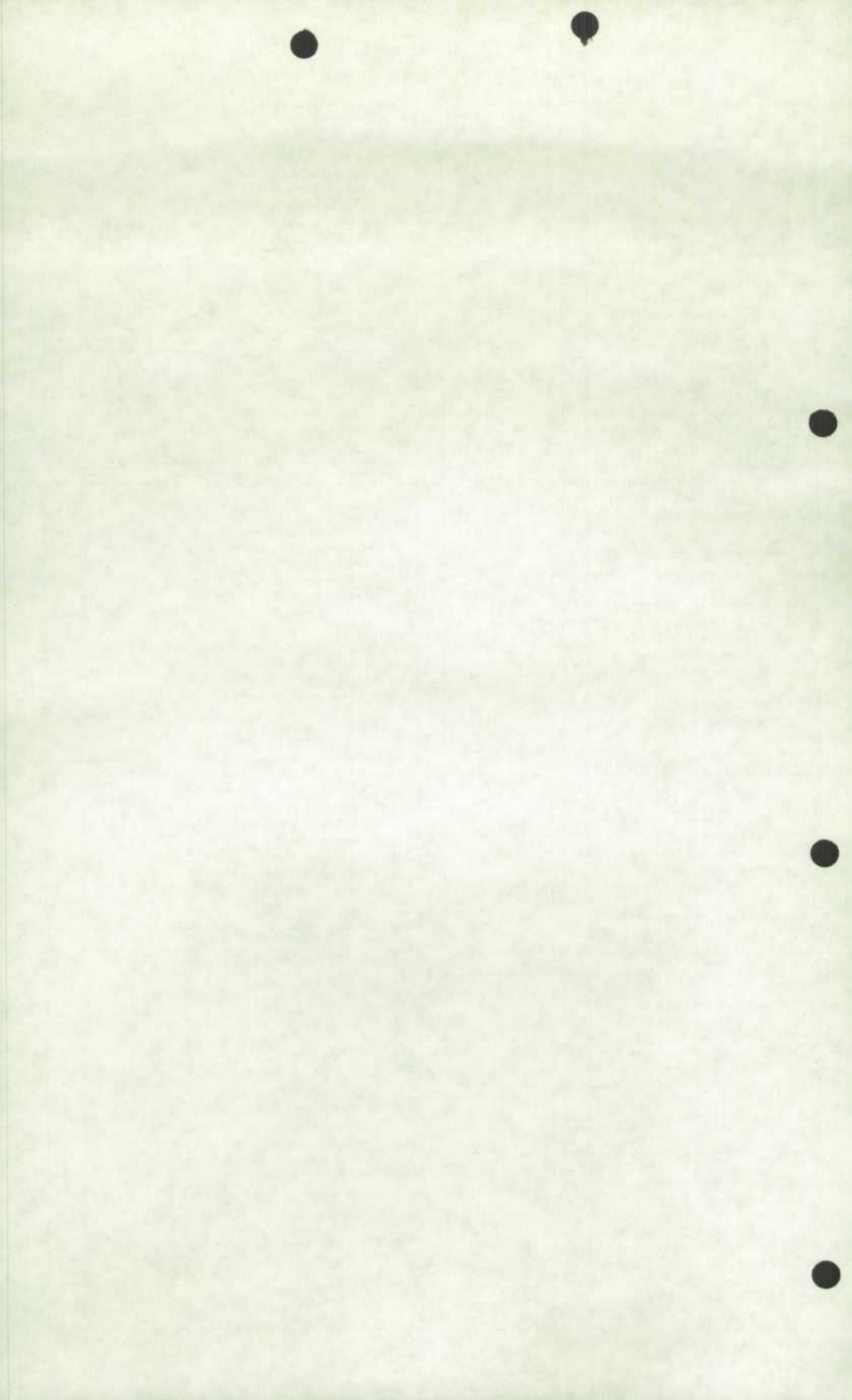
- 3 Incorporated business — With paid help
- 4 Incorporated business — No paid help
- 5 Not incorporated business — With paid help
- 6 Not incorporated business — No paid help (include Self-employed without a business)

41

- 1 Checked with: Public employment agency
- 2 Checked with: Private employment agency
- 3 Checked with: Union
- 4 Checked with: Employers directly
- 5 Checked with: Friends or relatives
- 6 Placed or answered job ads
- 7 Looked at job ads
- 0 Other — Specify in NOTES

82

- 1 Primary or secondary school
- 2 University
- 3 Community college, junior college, or CEGEP
- 0 Other — Specify in NOTES



Item 10 is asked of all respondents and is used to determine who did any work in Reference Week. It also represents the first step in the labour force classification process since those who answer "Yes" will be classified as employed.

Item 11 is addressed to those respondents who said "Yes" to 10. This item determines the number of persons who held more than one job during the Reference Week. This information serves two functions:

- (1) It contributes to the reconciliation of the LFS estimates of paid workers with those derived from the establishment surveys.
- (2) It provides, in conjunction with Item 12, a direct measure of multiple job holding.

Item 12 serves to distinguish those who held more than one job due to a change in employers from all other persons holding more than one job. The result is a more precise measure of the "multiple job holding" concept generally used.

Item 13 will be used to classify respondents as either full-time workers (usually work 30 or more hours per week) or part time workers (usually work less than 30 hours per week). Note that the definition relates to the amount of work done by an individual at all jobs and not to the number of hours spent at any one job.

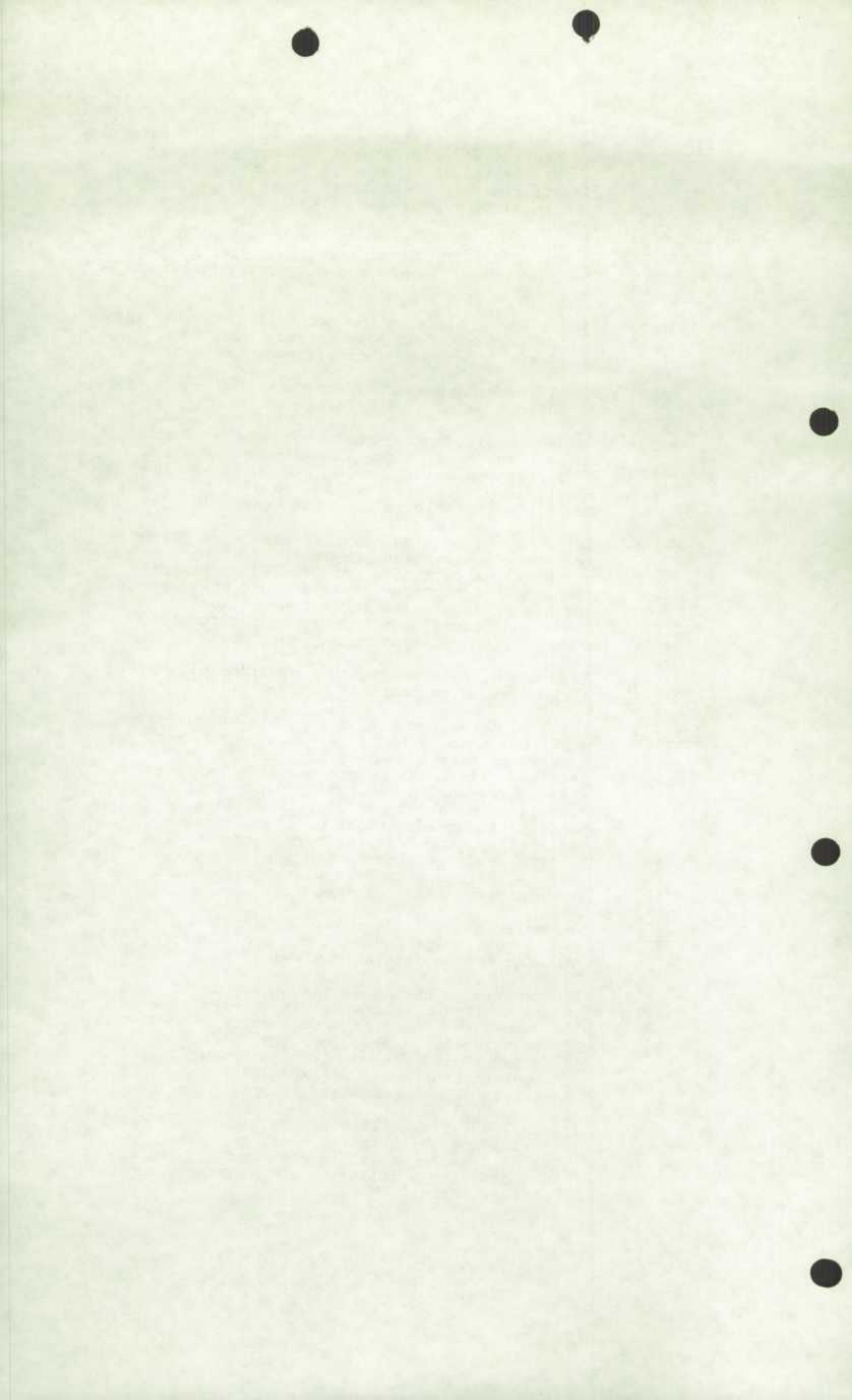
As a useful by product, this question will yield a time series on "normal" hours.

Item 14 is asked only of those respondents who usually work less than 30 hours per week. The list of reasons that accompany the question (see code list) can be grouped into two sets that correspond to "voluntary part-time" and "involuntary part-time" classifications. Subject to considerations of statistical reliability, the individual reasons can also be tabulated for specific analytic purposes such as indices of underutilization, health induced part-time employment, etc.

Item 15 accomplishes two objectives. One relates to the quality of the data and the other relating to the data themselves.

- (1) Experience has shown that respondents tend to neglect overtime or extra hours of work when reporting actual hours worked in Reference Week. This item serves to bring the existence of these exceptional hours to their attention. This will result in more accurate reporting in Item 18.
- (2) This question will also yield a series on extra hours (including overtime) which should prove useful in constructing indices of capacity utilization and tightness in the labour market.

normal with continuous measurement for the whole



- Item 16 accomplishes objectives similar to those served by Item 15.
- (1) It will improve the reporting of hours actually worked during Reference Week, (Item 18).
 - (2) It will generate a series of potential usefulness in the measurement of labour market tightness, time lost indices, etc.

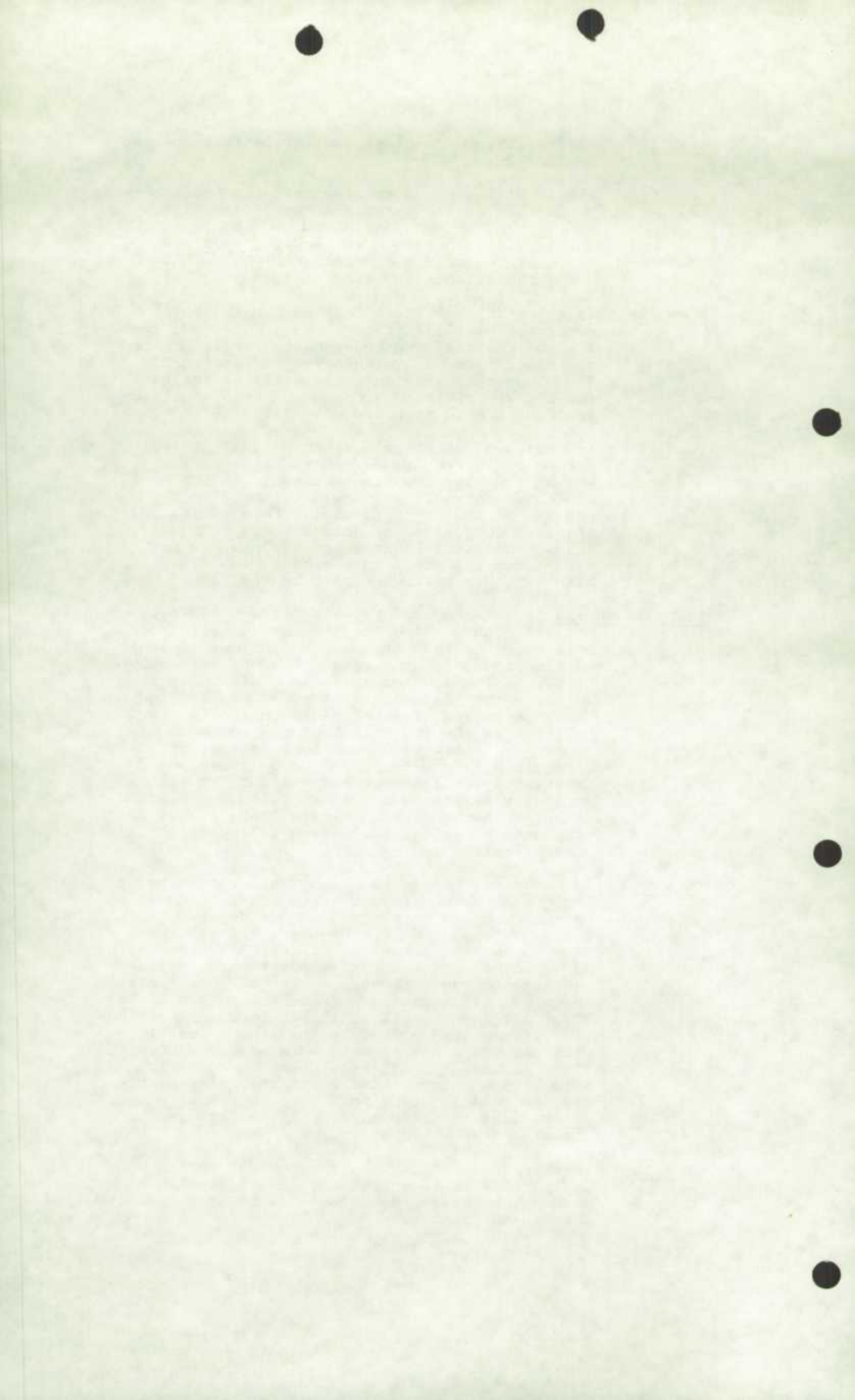
Item 17 is asked only of those respondents who have reported some "lost time". As in Item 14, the list of reasons (see code sheet) can be grouped under headings of "voluntary lost time" and "involuntary lost time". As well, estimates for individual reasons can be used in specific studies related to hours of work.

Item 18 is designed to collect data on actual hours worked during the Reference Week. This is one of the most important economic indicators of labour demand. It should be noted that because of the concepts used, there is no absolute necessity for actual hours to equal the sum of usual hours (Item 13) plus extra time (Item 15) minus lost time (Item 16) although this will generally be the case.

Items 19 and 20 allow the survey to identify those persons who are both working and looking for work. In this case "looked for another job" means either looking for a job to replace the one currently held, or, looking for a job in addition to the one at which the respondent worked in Reference Week. A period of 4 weeks was chosen in the belief that the job search of the employed may tend to be somewhat casual or intermittent. As a result a reference period of one week would incorrectly exclude persons who were in fact seriously searching for another job. It should be noted that the responses to items 19 and 20 will not change the respondent's "employed" classification.

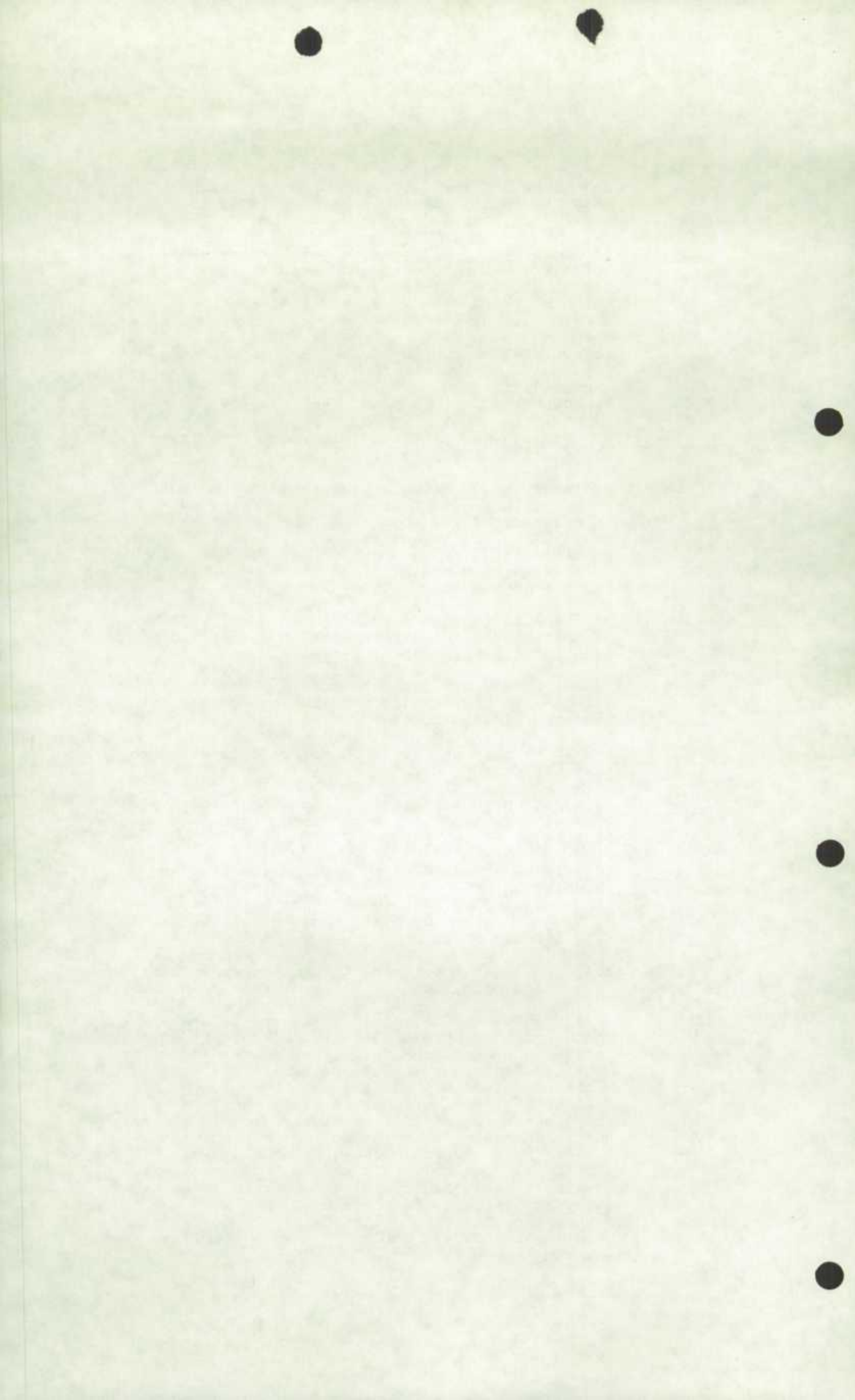
Item 30 is asked only of those respondents who answered "No" to Item 10. It serves to identify those persons who had a job but did not do any work during Reference Week. However, a "Yes" response here is not sufficient to classify the respondent as employed. If the respondent reports that he was absent from work because it is a new job at which he will begin to work in the future (Items 31 or 33) then his final labour force classification (unemployed or not in the labour force) will depend on his answers to subsequent questions (Items 32, 56, 57, 59, 64). Similar conditions hold if the respondent reports that his absence was due to a layoff (in Item 33). In all other cases the respondent will in fact be classified as employed.

Item 31 is asked only of those who reported "No" to Item 30. Its purpose is to ensure the identification of persons who have a new job to start at a definite date in the future.



Although experience has shown that some respondents will report such future starting date jobs in Item 30, this cannot be relied upon and so this item has been included to avoid statistical undercounts.

- Item 32 is addressed to all persons with a new job to start in the future, and measures the length of time between reference week and when the respondent will actually start working at the new job.
- Item 33 determines the reason why the person was absent from work. The list of reasons (see code sheet) can be divided roughly into "voluntary" and "involuntary", or "demand" and "supply" reasons.
- Items 34, 35, and 36 are identical in purpose to Items 11, 13, and 14 respectively.
- Item 37 measures the duration of the absence from work. This provides a further dimension to the data on reasons for the absence but more importantly it will be used as one of the criteria for determining which persons "on layoff" will be classified as unemployed and which ones will be "not in the labour force".
- Item 38 has been included to assist in reconciling LFS estimates of paid workers with those derived from the establishment surveys.
- Item 39 is addressed solely to the interviewer and is intended to assist her in following the correct sequence of questions.
- Items 40 and 41 are identical in purpose and function to items 19 and 20.
- Item 50 in addition to identifying those who have never worked, this item serves to direct some respondents past items 53 and 54.
- Item 51 identifies when the respondent last worked and in doing so:
- (i) reveals the most recent work experience of the unemployed and those not in the labour force.
 - (ii) generates job tenure information when combined with Item 73.
- Item 52 is addressed to the interviewer, and tells her whether or not she is to collect descriptive information about the respondent's last job. The item functions as follows. In the first month that the respondent is in the survey the Regional Office computer will print a date in this item which will be five years (60 months) before the date of the survey. A period of 5 years was chosen on the grounds that work experience acquired prior to that time would have only marginal relevance to current labour force activities. In the second to sixth interviews, the date printed will be one month prior to the survey date. This will eliminate annoying repetition



of questions for many respondents whose last job remains an historical fact throughout the 6 months in-sample period. However, given the capability of linking an individual's records over 6 months, there will be no loss in data.

Item 53 identifies the respondent's last job as being full time or part-time. ✓

In order to get more precise measures of the hours worked and to reduce reporting errors due to variance in the respondents' concepts of full and part-time work, this item allows for the recording of exact hours. However, recall difficulties and proxy reporting problems make it necessary to provide the interviewer and the respondent with the opportunity to report and record the answers in the more qualitative terms of "Full-time" work and "Part-time" work. ✓

Item 54 asks for the reason why the respondent left his last job (see code sheet). The reasons can be divided roughly into voluntary quits and involuntary layoffs or separations. These data should find application in the analysis of the causes of unemployment and the identification of the so-called "active margins". ✓

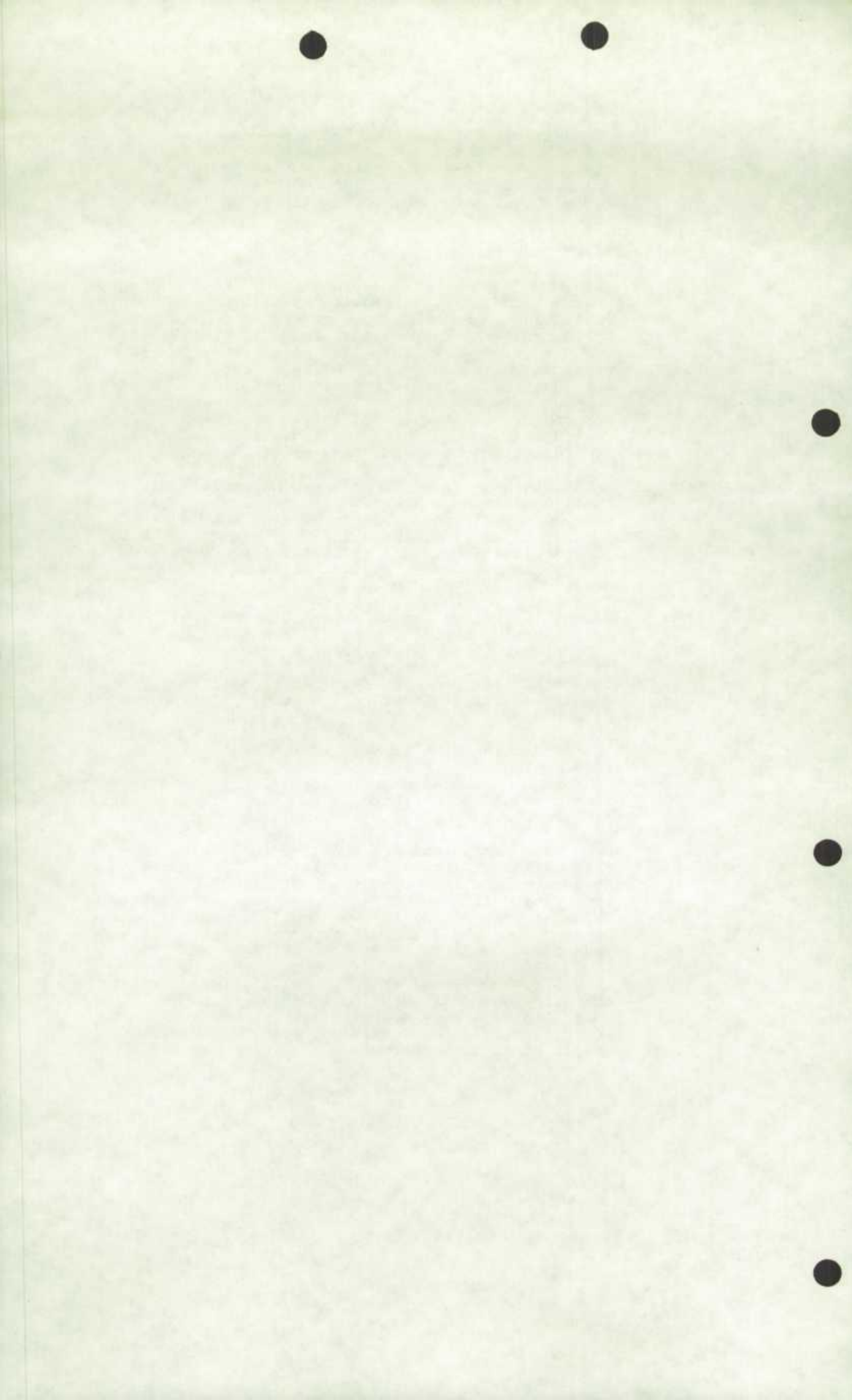
Item 55 serves to relieve those respondents who are "permanently unable to work" from answering further labour market related questions.

Item 56 determines if the respondent has engaged in any job seeking activities over the relatively long period of six months.

In conjunction with Item 57 (which provides information on more recent job search activities), and other questions such as items 50-54 and 63,64 this item will contribute to the analysis of inactive or discouraged job seekers. ✓

Item 57 provides precise and previously unavailable information on job search activities. In addition to determining the methods used to find work, this item also collects information on when each method was last used during a 4 week period. This formulation permits the tabulation of any combination of methods and times.

Item 57 is completed as follows. If, for example, the respondent last went to a Canada Manpower Centre in Reference Week and last answered an advertisement three weeks ago, item 57 would be completed as shown below.



57 - IN THE PAST 4 WEEKS WHAT HAS ... DONE TO FIND WORK? Mark all methods reported

Nothing Go to 63

• IN THE PAST 4 WEEKS HAS ... DONE ANYTHING ELSE TO FIND WORK? Mark all other methods reported

For each method given ask:

• WHEN DID ... LAST _____? (Repeat method) No. of weeks

Checked with:	Method used	No. of weeks ago (excl. svy. week)
PUBLIC employment AGENCY	2 <input checked="" type="checkbox"/>	<input type="checkbox"/> 1
PRIVATE employment AGENCY	3 <input type="checkbox"/>	<input type="checkbox"/>
UNION	4 <input type="checkbox"/>	<input type="checkbox"/>
EMPLOYERS directly	5 <input type="checkbox"/>	<input type="checkbox"/>
FRIENDS or relatives	6 <input type="checkbox"/>	<input type="checkbox"/>
Placed or answered ADS	7 <input checked="" type="checkbox"/>	<input type="checkbox"/> 3
LOOKED at job ADS	8 <input type="checkbox"/>	<input type="checkbox"/>
OTHER Specify in NOTES	9 <input type="checkbox"/>	<input type="checkbox"/>

Item 58 identifies the activity (see code sheet) of the respondent before he started to look for work.

Item 59 measures the duration of unemployment in weeks as opposed to the class intervals of months used in the existing LFS.

Item 60 divides the unemployed into those seeking temporary work (6 months or less) and permanent work (more than 6 months duration). Given the variety of definitions attached by the users to the terms permanent and temporary work, the data derived from this item are intended to be indicative rather than absolute measures of the duration of work sought.

Item 61 determines whether the respondent is seeking full or part-time work. As in item 53, the respondent is asked initially the number of hours or work per week sought but is given the option of reporting in the more qualitative terms of "Full-time" or "Part-time".

Item 62 is a screening device to route those persons who actively sought work in Reference Week around item 63

Item 63 seeks to determine the reason (see code sheet) for not seeking work in Reference Week for:

- (i) those who have sought work in the past 6 months but not in the past 4 weeks
- (ii) those who have sought work in the past 4 weeks but not in Reference Week.

Item 64 determines whether or not the respondent was available for work during Reference Week. This information is essential to the identification of the unemployed.

Item 70 routes the respondents through the remaining questions according to their previous responses.

Item 71 serves two purposes. First, it provides a measure of job changing which would otherwise not be available. Secondly, the response given tells the interviewer how items 72-76 should be handled.

Note that in items 72, 74 and 75 there are two areas provided for the information relating to industry and occupation. In the first interview, the interviewer records the response to each question in the two lower lines (those with the vertical separations). In the second and subsequent interviews, the information previously obtained is printed back in the top area. If there has been no change, the interviewer marks the "No change" box. If there has been a change, the new information is recorded in the lower two lines. Similar devices has been incorporated into items 73 and 76.

The advantages of this scheme include cost savings in interviewer and coder time, reduced respondent burden, and improved accuracy in the data relating to industry and occupation.

Items 72 and 74 are used to classify the industry in which the respondent worked. For the employed this is the industry of the current job (the main job in the case of multiple job holders) and for the unemployed and those not in the labour force, it is the industry of the last job held.

Item 73 generates data on job tenure. For the employed tenure is calculated using the date of Reference Week and for all others it is calculated by comparison with the entry in item 51.

Item 75 is used in conjunction with items 72 and 74 to code the respondent's occupation.

Item 76 is completed by the interviewer according to the responses in items 72, 74 and 75 plus any additional information which is required.

It establishes whether the respondent is (or was) a paid-worker, self-employed, or, an unpaid family worker.

Note that the "class of worker" is recorded for a second job as well, even though the industry and occupation of this second job are not identified. This is required as part of the reconciliation between the LFS and the estimates of employees generated by the establishment surveys.

Item 80, 81, and 82 are addressed to all respondents and so can be used to identify simultaneous activities such as working and going to school.

Item 90, and 91 obtain information on the source and method of collection of the information.

THE REVISED LABOUR FORCE SURVEY
DOCUMENTS

III

CONTENT COMPARISON: LABOUR FORCE AND
REVISED LABOUR FORCE SURVEYS

CONTENT COMPARISON

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

ALL PERSONS

- A. Age (single years)
- B. Sex
- C. Marital status (3 categories)
- D. Relationship to head of household (8 categories)
- E. Geographic location
- F. Activity last month (Major, secondary)

(From Household Record Docket)

- A. Age (single years)
- B. Sex
- C. Marital status (4 categories)
- D. Relationship to head of economic family (7 categories)
- E. Geographic location
- G. Educational Attainment
 - 1. Years of primary or secondary education completed (6 categories)
 - 2. Post secondary education (3 categories)

ALL PERSONS
14 YEARS OF AGE
AND OVER.

(From LFS Questionnaire)

- H. Educational Activity in Reference Week;
 - 1. Enrolled in a school, college, or university.
 - 1.1 Full-time/part-time
 - 1.2 Type of school, etc. (4 categories)
 - 2. Not enrolled in a school, college or university.

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

LABOUR FORCE

The following data refer to the current main job for the employed and the most recent full-time civilian job lasting 2 consecutive weeks or more for the unemployed.

- A. Industry (1970 SIC)
- B. Occupation (1971 CENSUS (CCDO))
- C. Class of worker
 - 1. Worked for others
 - 1.1 Paid worker
 - 1.2 Unpaid family worker
 - 2. Own business farm or profession
 - 2.1 With paid help
 - 2.2 Without paid help

The following data refer to the current main job for the employed and the last job held within the past 5 years for the unemployed.

- A. Industry (1970 SIC)
- B. Occupation (1971 CENSUS (CCDO))
- C. Class of worker
 - 1. Worked for others
 - 1.1 Paid worker
 - 1.2 Unpaid family worker
 - 2. Self employed
 - 2.1 Incorporated business with paid help
 - 2.2 Incorporated business no paid help
 - 2.3 Not incorporated with paid help
 - 2.4 Not incorporated no paid help

(For publication purposes, groups 2.1 and 2.2 will be classified as paid workers.)

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

EMPLOYED

1. Worked

B. Hours worked in Reference Week

C. For those working a total of less than 35 hours in Reference Week

1. Usually work less than 35 hours

D. When start working for (last) employer (month and year)

-combined with "when last worked" to calculate job tenure.

A. More than one job in Reference Week

1.1 Result of changing employers

1.2 Not result of changing employers

1.3 Class of worker in second job

B.1 Hours worked in Reference Week

1.1 Main job

1.2 Other job(s)

B.2 Usual hours worked

2.1 Main job

2.2 Other job(s)

B.3 Hours lost or taken off in Reference Week.

B.4 Extra hours worked in Reference Week.

C.1 For those usually working less than 30 hours at all jobs

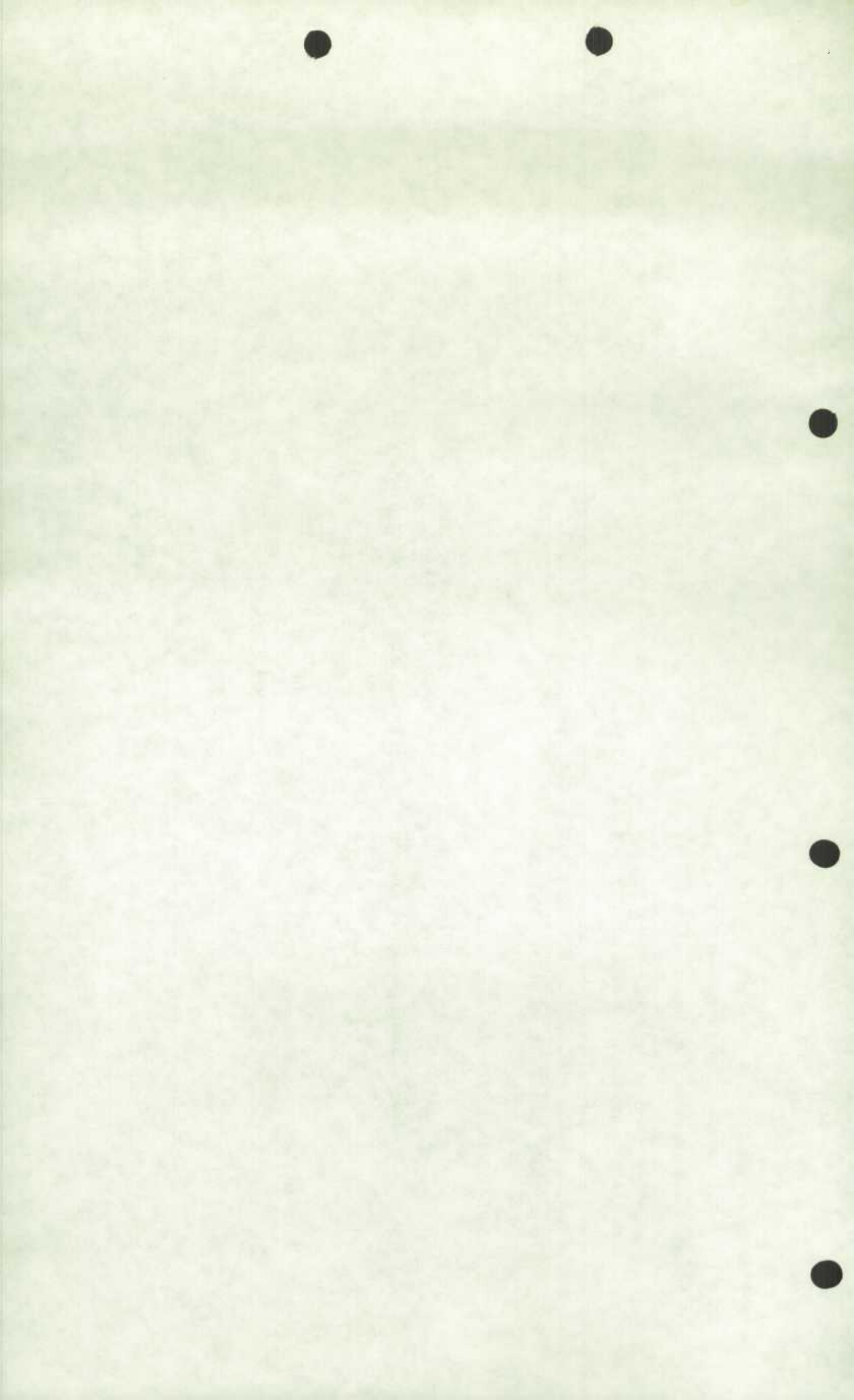
1.1 Reasons for usually working less than 30 hours (7 categories)

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

- | | | |
|-------------------------------|--|--|
| | 1.1 would prefer to work 35 hours or more | |
| | 1.1.1. Reason for usually working less than 35 hours (4 categories). | |
| | 1.2 would not prefer to work 35 hours or more. | |
| | 2. Usually work 35 hours or more | C.2 For those with hours lost |
| | 2.1 Reasons for working less than 35 hours in reference week (9 categories). | 2.1 Reason for losing hours (10 categories). |
| | | D. Persons looking for another job in past 4 weeks. |
| | | 1. Methods of job search (up to 3 categories) |
| | | E.1 Changed employers in past month |
| | | E.2 Did not change employers in past month |
| II. Had a job but not at work | A. Reason for absence (5 categories) | A. Reason for absence (7 categories) |
| | | B.1 Had more than one job in Reference Week |
| | | 1.1 Class of worker in second job |
| | | B.2 Did not have more than one job in Reference Week |



Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

- D. For those who usually work a total of less than 35 hours
 - 1. Would prefer to work 35 hours or more
 - 1.1 Reason for usually working less than 35 hours (4 categories).
 - 2. Would not prefer to work 35 hours or more
- C. Usual hours worked
 - 1. Main job
 - 2. Other job (s)
- D. For those who usually work a total of less than 30 hours.
 - 1. Reason for usually working less than 30 hours (7 categories).
- E. Weeks absent from job
 - F.1 Received wages or salary for absence in Reference Week.
 - F. 2 Did not receive wages or salary for in Reference Week.
- G. For person looking for a new job
 - 1. Methods of job search (up to 3 methods recorded).
- H.1 Changed employers in past month
- H.2 Did not change employers in past month.

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

UNEMPLOYED

A.1 Without work and seeking work
in Reference Week

A.2 Temporary layoff
(instructions to return to
work within 30 days of the
layoff)

B. Number of months of unemployment
(6 class intervals)

A.1 Without work in Reference Week and
seeking work within the previous 4
weeks.

1.1 Methods of job search (9 categories)

1.1.1 When method was last used
(Weeks ago).

A.2 On layoff

2.1 Weeks on layoff

A.3 New job to start at a definite date in
the future.

3.1 Weeks between Reference Week and
starting to work at it.

B.1 For persons who have worked

1.1 When last worked (month and year)

1.1.1 If worked in last 5 years

(i) Usual hours per week
at last job

(ii) Main reason for leaving
that job (9 categories)

Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

C. Seeking full/part time work

B.2 Number of weeks of unemployment

C. Number of hours per week sought ✓

D. For persons who did not look for work in Reference Week ✓

1. Reason (10 categories)

E. Activity immediately prior to starting to look for work (4 categories).

F.1 Looking for a job to last 6 months or less (Seeking temporary or permanent employment)

2 Looking for a job to last more than 6 months (Seeking temporary or permanent employment)

G.1 Available for work in Reference Week.

2. For persons who were not available for work.

2.1 Reason (3 categories)

NOT IN THE
LABOUR FORCE

A. Not in labour force classifications.

1. Keeping house

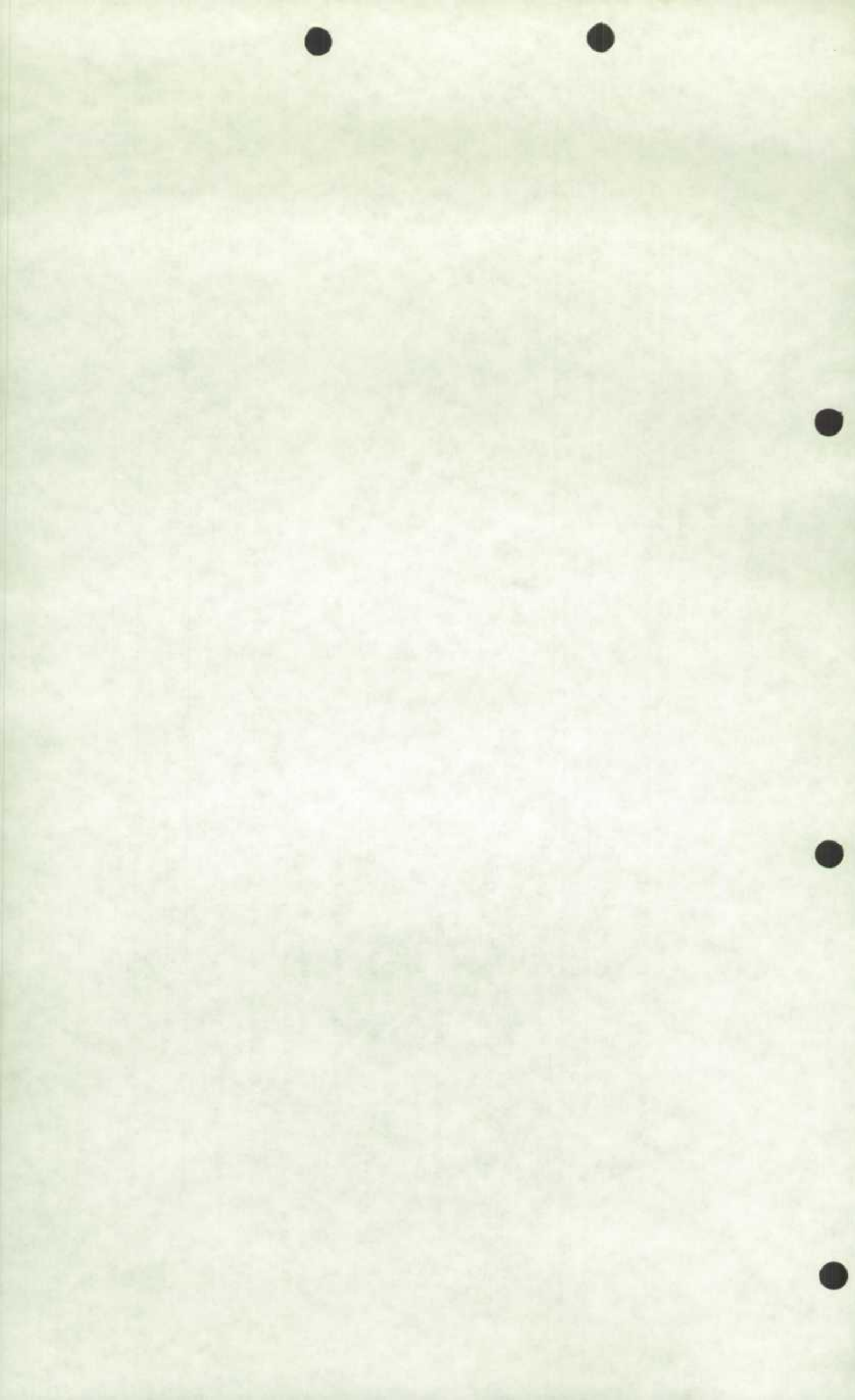
2. Going to school

3. Permanently unable to work

4. Retired or voluntarily idle

5. Other

A. Permanently unable to work.



Labour Force
Classification

Labour Force Survey

Revised Labour Force Survey

B. For persons who have worked

1. When last worked (month and year)

If worked in last 5 years.

1.1 Hours per week at last job

1.2 Reason for leaving last job
(9 categories)

1.3 Industry

1.4 Occupation

1.5 Class of work (6 categories)

1.6 When start working for employer
(month and year)
- used with "when last worked"
to calculate job tenure.

C. 1. Whether or not sought work in the
past 6 months

1.1 If sought work reason for not
seeking work in Reference Week.

1.2 If sought work availability
for work in Reference Week.

LABOUR FORCE SURVEY
HOUSEHOLD RECORD CARD

This document is the functional equivalent of the Household Record Docket of the revised LFS.



Statistics Canada Statistique Canada

HOUSEHOLD RECORD CARD

LFS 1

1. Primary Sampling Unit

2. Segment number

3. Listing number

4. Assignment number

5. Address:

Telephone:

CHECK HOUSEHOLD MEMBERSHIP AT EVERY INTERVIEW

First interview

Later Interviews

For household members - Ask these questions. Check

These questions must be asked

- Are there any persons away from the household attending school, visiting, travelling or in hospital who normally live here?
- Does anyone else live at this address, such as - Relatives, boarders, lodgers, roomers or employees?

- Do the following persons still live at this address? (Read out the names).
- Does anyone else now live at this address, such as - Relatives, boarders, lodgers, roomers or employees?

11. Does this household live on a farm?

Yes No

12. Is this dwelling owned or rented by a member of the household?

Owned Rented

COMPLETE RENT SCHEDULE

13. Best time to call: (specify)

14. COMMENTS

Survey check (X) if Not

6. Line No.	7. Names of household members		8. Marital status (S, M, or O.)	9. Relationship to head of household	10. Age
	Surname	Given name			
01				HEAD	
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

15. RECORD THE TIME OF EVERY CALL ON THIS HOUSEHOLD

Survey	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

16. Remarks

LABOUR FORCE SURVEY QUESTIONNAIRE

Item 27 (lower right hand corner) is the supplementary survey, in this case the supplementary for January 1973.

LABOUR FORCE SCHEDULE - Complete a schedule for every member of the household 15 years of age or over.

1. Primary Sampling Unit, 2. Segment Number, 3. Listing Number, 4. Line No.

5. Surname, Given name, 6. Survey

JAN/73 MULTIPLE JOB HOLDING

FOR OFFICE USE ONLY. Primary Sampling Unit, Segment Number, Listing Number, Line Number.

FOR "W", "L" OR "J" IN 11 OR 12 ASK. 16. For whom did this person work? 17. INDUSTRY. 18. OCCUPATION. 19. To what class of worker did this person belong?

7. Sex (Male, Female), 8. Marital Status (Single, Married, Other).

9. Relationship to Head of Household (Head, Wife, Son or daughter, etc.).

10. Age (0-9).

11. MAJOR ACTIVITY. What did this person do mostly last week?

12. SECONDARY ACTIVITY. Did this person do anything else last week?

FOR "W" IN 11 OR 12 ASK. 13. How many hours did this person work last week?

FOR "L" IN 11 OR 12 ASK. 14. For how many months has this person been looking for work? 15. Did this person look for full time or part time work last week?

FOR OFFICE USE ONLY. Grid for recording job types: Manag, Prof, Cler, Sales, Serv, Trans, Comm, Farm, Log, Fish, Min, Craft, Lab, None, P, PGB, PGNB, OA, E, NP.

FOR 1-34 HOURS IN 13 OR "J" IN 11 OR 12 ASK. 20. Does this person usually work 35 hours or more at his present job? 21. IF "NO" IN 20 ASK. 22. IF "YES" IN 21 ASK.

IF "YES" IN 20 OR "J" IN 11 OR 12 ASK. 23. Why did this person work less than the usual number of hours last week?

ACTIVITY LAST MONTH. 24. MAJOR ACTIVITY. What was this person doing the week ending.....?

25. SECONDARY ACTIVITY. Did this person do anything else that week?

26. Was this person interviewed?

27. ASK FOR PERSONS WITH "W" OR "J" IN 11 OR 12. Besides the job with (read name in 16)...

REFERRING TO THIS PERSON'S OTHER JOB (NOT THE ONE IN 16). 28. Make comments on all vague, difficult or unusual situations.

FOR OFFICE USE ONLY. 29. Grid for recording other job types.

28. Make comments on all vague, difficult or unusual situations. If non-interview enter reason. 29. Grid for recording other job types.

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