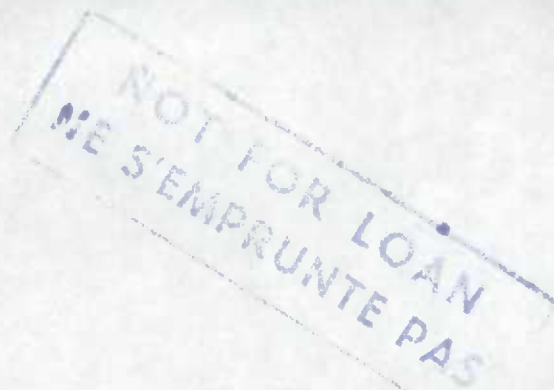
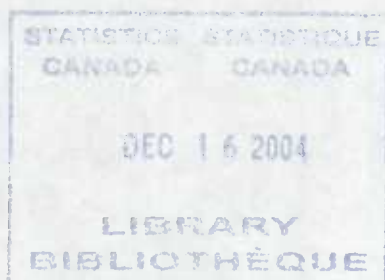




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**REDESIGNING THE CANADIAN LABOUR FORCE
SURVEY QUESTIONNAIRE**

DEVELOPMENT AND TESTING

**A report to the Labour Force Survey
Redesign Steering Committee**

April 17, 1995

**Questionnaire Development and
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REDESIGNING THE CANADIAN LABOUR FORCE SURVEY QUESTIONNAIRE

DEVELOPMENT AND TESTING

Executive Summary

The Canadian Labour Force Survey (LFS) is in the midst of an extensive redesign process. In 1994, paper and pencil questionnaires were replaced by computer assisted interviewing, and a major overhaul of the sample design was fully implemented by early 1995. The final stages of the redesign include the development of a new questionnaire, and the systems required to process the data it will collect. Implementation is scheduled for January 1997, following extensive field testing and a 5 month phase-in period.

The initiative to redesign the questionnaire arose from three concerns: the need to address data gaps in the current LFS that have emerged as a result of significant changes in Canadian society; the importance of improving data quality through changes in question wording and sequence; and the ability to further increase data quality by more fully exploiting the potential of computer assisted interviewing. All three motives for change are inextricably connected in the redesign solution.

Data gaps were identified through extensive user consultation. Users consistently supported the continued inclusion of current survey content, but many recommended the addition of questions on earnings, union membership, job security, and labour turnover. Much of this information is available from other Statistics Canada sources but with a considerable time lag between reference periods and data release. Inclusion in the LFS virtually eliminates this lag, and greatly enhances the analysis of changes in the labour market as they occur.

In addition to enhanced content, a major goal of the questionnaire redesign is to improve data quality by addressing known questionnaire deficiencies, especially where they impact on estimates of labour force status. Validity is compromised when questions are not understood by interviewers or respondents, leading to response error, and when the reality that questions were designed to measure has changed. Problems with current questionnaire wording and structure were identified through observation of actual interviews, consultation with interviewers and respondents, analysis of response inconsistencies in longitudinal survey data, and a supplementary survey designed to test alternative wording and structure.

The most notable problem areas included the questions used to identify job attachment for those who did not work during the LFS reference week (leading to a systematic

undercount of persons unemployed due to temporary layoff), and the series of questions regarding hours of work. Resolution of these problems led to an extensive restructuring of the questionnaire, rewording of key questions and more use of direct questions.

For example, in the current questionnaire, questions on class of worker and job description are asked at the end of the interview, after labour force classification has been determined. This ordering arose primarily because the current questionnaire was designed within the constraints of a single, printed page with simple, easy-to-follow flows. However, it is far from ideal for correct labour force classification of persons absent from work, which depends on class of worker and job description information. In the redesigned questionnaire, class of worker and job description questions have been placed early in the interview, so that subsequent question flow and edits are optimally controlled in the CAI environment, and, for multiple job holders, all questions dealing with the main job are asked sequentially, providing a clear distinction between the main job and any other jobs. Computer assisted interviewing also facilitates the tailoring of hours of work questions to the situation of the respondent, yielding more analytically useful information about employees (eg. paid hours, paid overtime, unpaid overtime) while reducing respondent confusion and burden for the self-employed and those with variable hours. Direct questions on reason for job loss, and questions designed to probe for expectation of recall, address the current underestimation of unemployment due to temporary layoff.

A quality assessment of the new questionnaire took place in three phases between September 1994 and January 1995. Each phase involved intensive field testing and observation, and lessons learned at each phase were incorporated in subsequent test versions of the redesigned questionnaire.

Test results clearly demonstrated the feasibility of most proposed content changes and additions. Structural changes to the flow of the questionnaire were well received, and appeared to both facilitate the correct classification of respondents and improve the flow of the interview.

This report documents in detail the questionnaire redevelopment process and testing results that led to the final version of the redesigned questionnaire.

REDESIGNING THE CANADIAN LABOUR FORCE SURVEY QUESTIONNAIRE

DEVELOPMENT AND TESTING

1. Introduction

All long-standing surveys must undergo periodic reviews of their objectives, and their success in meeting those objectives. Economic and social change give rise to gaps between survey outputs and information needs. Long-term use also tends to reveal conceptual and measurement problems. Moreover, new collection technology encourages structural change to the questionnaire.

The Canadian Labour Force Survey (LFS) is undergoing major revisions to its questionnaire, sample design, collection technology and processing systems. In 1991 work began on the redesign of the questionnaire, with an intended implementation date of January 1997. The initiative to redesign the questionnaire arose from three concerns: the need to address data gaps in the current LFS that have emerged as a result of significant changes in Canadian society; the importance of improving data quality through changes in question wording and sequence; and the ability to further increase data quality by more fully exploiting the potential of computer assisted interviewing (CAI), which allows a full array of on-line edits and complex branching beyond that possible with a paper questionnaire. All three motives for change are inextricably connected in the redesign solution.

This report documents the questionnaire redevelopment process and testing results that led to the final version of the redesigned questionnaire.

2. Rationale for redesign

2.1. Content Relevance

The LFS has a fifty year history, but the current questionnaire is somewhat younger, having been implemented in 1976 as part of the last major revision of the survey. Since then, the questionnaire has done its job of measuring both monthly levels and trends in labour force activity rather well by classifying the non-institutional, civilian population aged 15 and over as either employed, unemployed or not in the labour force. Those involved with the 1976 redesign were remarkably sensitive to emerging labour market trends, and the current questionnaire gathers useful but limited information on issues such as underemployment and marginal labour force attachment. Twenty years have elapsed

since the last questionnaire redesign, though, and the labour market has changed beyond what could have been foreseen in 1976.

Since 1976, there has been a tremendous influx of women, especially young mothers, into the labour market. Over the same period, employment has become increasingly polarized in terms of work hours, wages, benefits and job security, with much of this change occurring since the economic downturn of 1982. The hard lessons of that recession, and rising competitiveness as markets become more global, appear to have encouraged employers to deal with uncertainty and fluctuations in consumer demand through flexible labour strategies. The incidence of on-call, part-time, shift, contract and temporary employment has grown sharply. Today, a national labour force survey must not only identify labour force status, but must also characterize degrees of employment, underemployment, and marginal labour force attachment.

In order to specify precisely what new data elements were needed, major users of LFS data were consulted early in the questionnaire planning phase¹. As well, the practices and experiences of a number of other countries that conduct labour force surveys were thoroughly studied. These activities confirmed the need for new questions that would enable analysis of the quality as well as quantity of job formation or loss.

Content additions were proposed after careful consideration of several important factors: the relative value of the additions for analysis and policy formulation; the suitability of the LFS as a vehicle for collecting the information; the possible effects on response burden and non-response; and, finally, the cost of the additions. A further assessment was made concerning the appropriate frequency of the new questions. Questions identifying important turning points or concerning topics subject to high seasonal fluctuation were considered suitable for the monthly questionnaire; questions for which trend data are sufficient or which add considerably to response burden were considered best left to annual modules.

1

In 1992 the document "Issues in Assessing Information Needs for Labour Market Statistics During the 1990's", designed, among other things, to stimulate discussion on the future content of a redesigned Labour Force Survey, was circulated to major LFS users. Responses were received from representatives of all Provincial Focal Points, Human Resources Development Canada, Finance Canada, Status of Women Canada, The Bank of Canada, the Advisory Committee on Labour Statistics and a number of academics with particular interest in labour market data.

Monthly content additions

Job characteristics and quality (employees)

- measures of average weekly and hourly earnings
- union membership
- permanence of job
- size of employing establishment

While crucial to a full understanding of the labour market, questions on earnings have generally been included with great caution, or not at all, by those designing labour force survey questionnaires. For example, the US and the UK confine such questions to respondents in their last month in survey, while Sweden and Canada do not currently ask earnings questions. The redesigned LFS includes a series of questions, modelled closely but not exactly, on those in the new Current Population Survey (US), that permits the estimation of both weekly earnings, and hourly wage rates for all employees. Unlike the US and the UK, these questions are included in the first (birth) interview, and updated only for job changers during the subsequent five months. Most first interviews are conducted in person, and it is anticipated that this personal contact will ease the questioning process and assure the respondent that the information will be kept confidential. Updating the information during subsequent interviews is thought to be too invasive, especially when previously acquired information may be fed back to a different household member for verification. Asking earnings questions in the first month allows publication of data for the full sample size making more detailed breakdowns possible, but does have the disadvantage of lagging any changes in wages due to periodic raises and increments.

Union membership will also be collected from employees during their first interview, and updated for job changers in subsequent months. Inclusion in the LFS provides far broader coverage of the incidence of union membership and its correlates than is available from any other STC source, and adds important information on union membership as one of the determinants of the price of labour.

Since job security is a prominent labour market issue, and there is growing concern that employers are increasingly turning to contingent workers to gain flexibility and reduce long-term costs, the proposed questionnaire also includes questions designed to distinguish temporary from permanent work, and to characterize the nature of temporary work (casual, seasonal, term, etc.). Swedish and UK questionnaires were consulted for approach and wording on this topic.

Employer size is known to play a role in wage rates, and may affect other job characteristics such as permanency of work, employer-sponsored training, turnover, and benefits. Estimates of employment change by establishment size and industry will assist analysts interested in the sources of growth and decline in the economy.

Labour turnover

- identification of new hires and new permanent separations
- detailed reasons for job loss

LFS estimates of net employment change give little information about the underlying dynamics. For example, while the net employment change over 1988 was 251,000 as measured by the LFS, a longitudinal survey of labour market activity measured 4.6 million permanent separations and almost 5 million new hirings over the course of the year. Regular information on new hirings and permanent separations can provide a timely indicator of changes in labour market behaviour. In order to directly measure turnover, a small addition was made to the questionnaire: those who started or left a job or business in the month preceding the survey are asked if that event occurred after the last reference period. Adding these events to those occurring during the survey month provides estimates of the total volume of new hirings and permanent separations from the end of one reference period to the beginning of the next. Analyses can be based on monthly averages, or the cumulative number of events over any specified period.

However, it must be recognized that hirings and separations derived in this manner have some imperfections that will have to be studied when data become available. First, the structure of the survey makes it too difficult and costly to measure events which concern a second job or business, so hirings and separations will be systematically underestimated. Second, job description information (eg. industry) will not be directly available for recent separations that are followed by a new hire since last reference period. For the five sixths of the sample that had at least one previous interview, previous month's job description may be an adequate proxy. Third, separations occurring in reference week will not be detected, and will have to be estimated by extrapolating separations in the weeks between reference periods.

Currently, the LFS distinguishes between job losers (employer initiated, or "involuntary"), and job leavers (worker initiated or "voluntary"). In the redesign, an additional question is added that probes for the specific nature of involuntary job loss. The expanded response categories allow identification of those who lost their jobs because they were seasonal, temporary or contract, casual, because the companies moved or went out of business, as a result of poor business conditions or temporary closures, or because of dismissals for other reasons. This information should greatly assist the analysis of the nature of job loss and improve the measurement of temporary layoffs.

Work and family responsibilities

- more detail on personal or family reasons for working part-time or for work absences

The simplest addition to the questionnaire involved code splits for questions that allow

"Personal or family responsibilities" as a response. These include questions on reason for absence from work, reason for part-time employment, and, for those neither employed nor unemployed, reason for not searching for work in the reference period. It was felt that breaking the available responses down into "caring for own children", "caring for elder relative" and "other personal or family responsibilities" would allow analysis of labour market behaviour and family circumstances, especially important because of the high participation rates of adult women, and the aging population that will put increasing demands on persons of working age. Maternity/pregnancy was also added as a possible reason for temporary absence or separation from a job. This response is currently lost in the general "personal or family responsibilities" category, greatly distorting analyses of work absence.

Annual content additions

Training (September)

- extent of job-related training
- sponsorship of training

On-going indicators of the volume of work-related training, especially programs sponsored by the government and by employers, are needed to complement the more detailed information collected less frequently by the Adult Education and Training Survey.

Work arrangements (November)

employees:

- schedules (shift, weekends, flexibility)
- paid home-based work

self-employed:

- number of employees
- home-based business

Questions on work schedules are modelled closely on the "Survey of Work Arrangements", a supplement to the November 1991 LFS. These questions provide unique information about the incidence of shift work, home-based work and flexi-time, all of which have an impact on a worker's ability to juggle work and family responsibilities, and the types of support services workers are likely to require.

Job quality (November) employees

- pension, health and dental coverage
- vacation and sick leave

Fringe benefits account for a significant proportion of the regular remuneration of paid workers. In conjunction with earnings and hours data, regular information on the incidence and distribution of benefits such as pension coverage, medical and dental coverage, paid sick leave and the number of paid vacation days will enhance analysis of changes in job quality.

Persons not in the labour force (November)

- retirement decisions
- school decisions

Cash-outs and early retirement have become common themes in workforce adjustment strategies, yet little is known about their incidence or the type of workers affected. This information gap is closed in the redesign. An annual module of questions will identify those who have retired in the previous year, the incidence of and reasons for early retirement, and the prevalence of cash-outs or no-penalty pension inducements.

Full-time enrollment at educational institutions continues to grow, while labour force participation and employment rates among youths have dropped sharply in recent years. These trends raise the question "How much school participation is labour market induced?" Each November full-time students aged 18 or older will be asked if they returned to school this year because they couldn't find a suitable job.

2.2. Improving Data Quality

In addition to enhanced content, a major goal of the questionnaire redesign is to improve data quality by addressing known questionnaire deficiencies, especially where they impact on estimates of labour force status. Problems of validity arise when questions are not understood by interviewers or respondents, leading to response error, and when the reality that questions were designed to measure has changed.

Several techniques were used to identify problems with validity in the current LFS. Interviews were observed, and separate follow-up focus groups involving respondents and interviewers were conducted to explore interviewer/respondent reactions to, and interpretation of, the current questions (Price Waterhouse, 1991). This technique uncovered a number of problem questions, some of them likely to affect labour force classification. The most notable problem areas included the questions used to identify job

attachment for those who did not work during the LFS reference week, and the series of questions regarding hours of work.

Problems of validity arising from current questionnaire wording and structure were also investigated through analysis of response inconsistencies in longitudinal survey data, and a supplementary survey designed to test alternative wording and structure.

Resolution of these problems led to an extensive restructuring of the questionnaire, rewording of key questions on labour force attachment and hours of work, and more use of direct questions.

Restructuring

The LFS converted its method of data collection from paper and pencil to CAI, using a phased approach, between November 1993 and March 1994. The questionnaire was programmed for CAI in a manner which replicated as closely as possible its paper predecessor to minimize the risk of a mode-of-collection effect on the data. This direct mapping to CAI neither addressed the recognized data gaps and deficiencies with the current questionnaire, nor took full advantage of the opportunities presented by CAI.

The redesigned questionnaire exploits the power of CAI by using a complex branching strategy that more efficiently selects the questions to be asked, and better customizes the question wording to the respondent's particular situation. These changes help make the LFS interview more understandable, thereby reducing interview time and minimizing respondent burden.

For example, in the current questionnaire, questions on class of worker and job description are asked at the end of the interview, after labour force classification has already been determined. This ordering is far from ideal, since correct labour force classification of persons absent from work depends on class of worker and job description information. The current structure arose primarily because the current questionnaire was designed within the constraints of a single, printed, page with simple, easy to follow flows. In the redesigned questionnaire, questions regarding class of worker and job description have been placed early in the interview. Subsequent question flow and edits can thus be optimally controlled in the CAI environment. Also, for multiple job holders, all questions dealing with the main job are asked sequentially, providing a clear distinction between the main job and any other jobs.

Job attachment and temporary layoff

The primary function of the Labour Force Survey is the classification of persons as employed, unemployed, or not in the labour force. This requires the correct identification of job attachment, a straightforward matter for those who are unambiguously employed or without employment, but problematic for those whose attachment is less clear. In particular, it appears many persons on temporary layoff fail to identify themselves as having job attachment in response to the current question "Last week did ... have a job or business at which he/she did not work?" A negative response precludes classification as temporary layoff (unemployed), and the respondent is therefore not considered to be unemployed unless he happened to have searched for a job in the preceding four weeks. Since most persons on temporary layoff do not search for another job, the result may be an overestimation of persons not in the labour force, and an underestimation of unemployment.

Research based on comparisons between LFS estimates of temporary layoffs and those from administrative data (Record of Employment) suggests temporary layoffs are seriously underestimated by the LFS (Robertson, 1989). According to this analysis, about 35% of all "unemployed" return to their former employer. But the stock of temporary layoffs as a proportion of unemployment is only about 5% according to LFS numbers. While some of the difference is accounted for by seasonal returns (not removed from the ROE data), it appears likely that some temporary layoffs are being missed in the LFS.

The problem was further investigated within Statistics Canada. Longitudinal analysis of survey results identified the presence of response inconsistencies associated with the measurement of temporary layoffs. The longitudinal structure of the sample design was useful in the study of this problem (Kinack, 1991a). The LFS uses a rotating panel design in which dwellings remain in the survey for 6 consecutive months. Analysis of individual records over the 6 months permits the identification of logical inconsistencies and recurring code changes at the respondent level, both indicators of misunderstood questions or misapplied concepts. These studies found that a high proportion of non-employed respondents who were permanent layoffs from their last job actually returned to work at that same job sometime during their subsequent months in the LFS.

A small follow-up survey was conducted in March 1992 to further assess this problem. A sample of respondents who were classified as either temporary layoffs or permanent layoffs in the regular LFS were reinterviewed one week later using a short test questionnaire that identified job attachment differently. In particular, respondents who were not currently employed were asked for specific reasons for leaving their last job. If job loss was because of business conditions, or if layoff was specifically mentioned, the respondent was asked explicit questions about the expectation of recall. This alternative questioning strategy resulted in a substantial increase in the number of persons

classified as temporary layoffs and has been incorporated in the redesigned questionnaire. It is estimated that these changes could raise the unemployment rate by as much as 0.4 percentage points.

EXAMPLE OF HOW A RESPONDENT IS LIKELY TO BE CLASSIFIED AS "NOT IN THE LABOUR FORCE" WITH THE CURRENT LFS QUESTIONNAIRE, BUT "UNEMPLOYED" WITH THE REDESIGNED LFS QUESTIONNAIRE

Current LFS questionnaire (labour force status = not in the labour force)

- 10 LAST WEEK, DID ... WORK AT A JOB OR BUSINESS?
No
- 30 LAST WEEK, DID ... HAVE A JOB OR BUSINESS AT WHICH HE/SHE DID NOT WORK?
No
- 31 LAST WEEK, DID ... HAVE A JOB TO START AT A DEFINITE DATE IN THE FUTURE?
No
- 50 HAS ... EVER WORKED AT A JOB OR BUSINESS?
Yes
- 51 WHEN DID ... LAST WORK AT A JOB OR BUSINESS?
January 1995
- 54 WHAT WAS THE MAIN REASON WHY ... LEFT THAT JOB?
Lost job or laid off job
- 56 IN THE PAST 6 MONTHS HAS ... LOOKED FOR WORK?
No

Redesigned LFS questionnaire (labour force status = unemployed)

- 100 LAST WEEK, DID ... WORK AT A JOB OR BUSINESS?
No
- 101 LAST WEEK, DID ... HAVE A JOB OR BUSINESS FROM WHICH HE/SHE WAS ABSENT?
No
- 104 HAS ... EVER WORKED AT A JOB OR BUSINESS?
Yes
- 105 WHEN DID ... LAST WORK?
January 1995
- 110 WAS ... AN EMPLOYEE OR SELF-EMPLOYED?
Employee
- 131 WHAT WAS THE MAIN REASON ... STOPPED WORKING AT THAT JOB?
Lost job, laid off job or job ended
- 132 CAN YOU BE MORE SPECIFIC ABOUT THE MAIN REASON FOR ...'S JOB LOSS?
Business conditions (e.g. not enough work, drop in orders, retooling, etc.)
- 133 DOES ... EXPECT TO RETURN TO THAT JOB?
Yes
- 134 HAS ...'S EMPLOYER GIVEN HIM/HER A DATE TO RETURN?
No
- 135 HAS ... BEEN GIVEN ANY INDICATION THAT HE/SHE WILL BE RECALLED WITHIN THE NEXT 6 MONTHS?
Yes
- 190 COULD ... HAVE WORKED LAST WEEK IF HE/SHE HAD BEEN RECALLED?
Yes

Involuntary part-time

"Involuntary part-time" is the label given to employed persons who work less than 30 hours per week because they are unable to find full-time work. The incidence of

involuntary part-time is used as an indicator of the amount of unutilized labour supply, or "underemployment". In the current survey, identification of these people depends on their answer to one question: "What is the reason ... usually works less than 30 hours per week?". Permitted responses include personal and family reasons, school, could only find part-time work (involuntary part-timer), did not want full-time work. Longitudinal analysis of responses to this question indicate high levels of movement in and out of the involuntary category among those who were part-time workers at the same job during all months in the LFS (Kinack, 1991b). In fact, the movement was often between the opposing categories "Could only find part-time work" and "Did not want full-time work". The lack of response consistency most likely arises because the question is somewhat vague in its intent. Given the importance of this item as an indicator of underemployment, two questions were added to improve measurement. The first is a direct question on the desire for full-time employment. Those who want full-time are then asked why they work less than 30 hours a week. If the reason is because they could not find full-time work, they are asked if they have searched for full-time work in the last 4 weeks. This provides a better measure of the actual unutilized supply and complies more closely with ILO concepts of underemployment.

Discouraged workers

Discouraged workers are those persons interested in work but not searching because they believe no suitable work is available. While officially classified as not in the labour force, their separate identification is useful for extended measures of unemployment. The series of questions used in the current monthly LFS to identify discouraged workers was found to be too restrictive. Only those who have job-searched at some time in the preceding 6 months are eligible for questions that determine discouragement, and no direct question on the desire for work is asked. The criteria of job search within the last 6 months serves to de-classify long-term discouraged workers. Those who had looked 6 months earlier would be classified as discouraged in month t , but de-classified in month $t+1$, although there has been no real change in their circumstances. Thus, the current monthly measure is a partial flow and not a stock measure of discouraged workers.

The proposed solution removes the job-search criteria, but includes a direct question on the desire to have a job. Those who wanted to work last week are asked the reason for failure to search. Respondents who did not engage in job search because they felt no suitable work was available, but were ready and willing to work in reference week will be classified as discouraged workers, a sub-set of persons not in the labour force.

Hours of work

Early in the content development process, the focus groups conducted by Price Waterhouse identified cognitive problems with the existing series of questions dealing with hours of work. Self-employed respondents, and those with variable work schedules, found the questions regarding usual hours and hours away from work particularly difficult. Intensive observation during the first phase of testing of the redesigned questionnaire (which contained no changes to the current hours questions) confirmed these concerns, and highlighted the associated costs. Time-consuming negotiations over the meaning of the questions, the fact that actual hours were often determined by interviewer calculation rather than by the respondent, and inconsistencies and response errors noticed during respondent debriefings were all indicators of trouble with these questions.

The problems with the current set of hours questions appear to be multi-faceted:

- a) For the self-employed, the concept of missing work and working extra hours in a week seems largely irrelevant, since variation in work hours is mostly a function of the amount of work on hand. To be absent from work one must have a notion of being scheduled for work, but many of the self-employed set their own schedules. Thus, the concepts behind the questions concerning usual hours and hours away are incongruent with the experience of the self-employed respondent and this leads to both time-consuming probing on the part of the interviewer and responses of questionable validity.
- b) The concept of usual hours used in the current questionnaire refers to hours worked in a typical week, whether or not they are paid hours. But observation confirms the suspicion that many employees report their "contractual" or "standard" work hours, leading to a discordance between the concept the survey is attempting to measure and the concept embodied in most of the responses.
- c) Variable weekly work hours are becoming increasingly common. If the respondent indicates his hours are variable, the interviewer is instructed to collect "average hours worked in the previous 4 weeks in which some work was done". But the questionnaire does not explicitly ask about variable hours and relies, therefore, on the respondent to volunteer this information and the interviewer to remember and apply the special instructions in the manual.
- d) The question on extra hours in the current survey is intended to capture hours worked over and above the usual. However, the focus group study revealed that "overtime or extra" hours mean different things to different people. Some feel it includes only paid overtime, potentially leading to an underestimation of extra hours. For others, extra hours may be double-counted since they are likely to report

them here even though they had included them in usual hours.

- e) For those who have straightforward work hours, the question on actual hours seems repetitive and pointless. Some respondents become confused at this point, believing that they have already provided the information. Interviewers are aware of this reaction and may avoid the question by calculating the answer and asking for confirmation: "So, that means you actually worked X hours last week?"

LFS hours data support a number of important analyses including productivity measures, decomposition of trends in labour income, tracking of work distribution and polarization of hours, classification of the employed as part-time or full-time, indicators of underemployment (involuntary part-time), and analyses of work absence. With the redesign, accurate data on paid work hours are critical for the calculation of average weekly and hourly earnings.

The redesign provided an opportunity to reassess uses of hours data and revise the questions to meet both cognitive and analytic objectives (see Appendix I). Several activities were initiated to facilitate the process: a special group of major users of LFS hours data within Statistics Canada was formed to examine the current and projected uses of hours data and to determine the most appropriate concepts; the Advisory Committee on Labour Statistics was asked for direction; and, a special group experienced in labour market questionnaire design was asked to critique a number of alternative question sets in light of the conceptual goals established by the first two initiatives. The resulting redesigned question set places special emphasis on detailed information regarding the work hours of employees. There will be new information on the number of jobs with variable hours, hours normally worked for pay (standard hours), the number of paid overtime hours, and the number of extra hours worked without pay. Actual hours will continue to be available. However, for those with invariant work schedules, response burden will be reduced by determining actual hours arithmetically during processing, rather than with an explicit question. Usual and actual hours will be asked of the self-employed, and of the second job of multiple job holders .

2.3 Other questionnaire changes

Job description information for those without recent work experience

The LFS currently collects job description information for those not employed but who have worked within the last 5 years. This involves 8 questions, asking details about class of worker, the kind of job, duties, and start date. This information is costly to collect and code, and imposes a high degree of response burden, especially among proxy respondents. The use of the data is also somewhat problematic. Unemployment rates are

calculated by industry of last job, even if that job was up to 5 years ago, while users tend to misinterpret the estimates as representing job search within an industry.

In order to reduce response burden and response error, contain costs, and improve the relevance of unemployment by industry, job description questions in the redesigned questionnaire are limited to those who are currently employed or have worked within the previous year. A further impact of this change is that eligibility for classification as temporary layoff is effectively limited to those who were laid off within the last 12 months. Persons on layoff for longer periods must be searching for a job to be considered unemployed.

Consistent application of availability criteria for unemployment

The redesign addresses a minor problem of inconsistent classification treatment. The structure of the current questionnaire permits those who are unemployed because of temporary layoff or future start to bypass the availability questions, unless they also happened to look for employment within the last four weeks. The new questionnaire ensures that all persons eligible for classification as unemployed receive the availability questions.

The wording of the availability question has also been slightly altered, to allow a positive response from those who would have made themselves available had a suitable job been offered.

Old wording

"Was there any reason why ... could not take a job last week?"

New wording

"Could ... have worked last week (if he/she had been recalled) (if a suitable job had been offered)?"

Job search question modified

Currently, persons without a job but who have job searched in the last 6 months are asked "In the last 4 weeks, what has ... done to find work?". This wording is thought to be somewhat leading, in that it suggests that some sort of search has taken place, and may have a small, inflating effect on the unemployment rate. This effect is neutralized in the redesign. First the respondent is asked "In the 4 weeks ending last Saturday, (date), did ... do anything to find work?" A positive response is followed by the question "What did ... do to find work in the past 4 weeks?"

3. Quality assessment: cognitive test highlights

A quality assessment of the new questionnaire took place in three phases between September 1994 and January 1995. Each phase involved intensive field testing and observation, and lessons learned at each phase were incorporated in subsequent test versions of the redesigned questionnaire.

During each test phase, every interview was directly observed by a member of the questionnaire development team, who made detailed notes on both interviewer and respondent behaviour. This information served as a guide during the respondent debriefing that took place immediately following the interview. Respondent debriefings focussed on the resolution of any apparent response inconsistencies, the cognitive processes behind particular responses, and possible areas of misunderstanding, hesitation, or resistance.

Immediately following the completion of each phase of testing, meetings were held with the interviewers involved to explore any difficulties they encountered with question wording or meaning, response categories and questionnaire flow.

During Phase I testing, about 100 personal interviews took place in Ottawa and Toronto, and 50 telephone interviews extended the test to rural areas in Alberta. Phase II involved telephone interviews to about 200 households in British Columbia and Nova Scotia. Phase III focussed on french-speaking respondents and included personal interviews of 30 households in Montreal.

The tests clearly demonstrated that most proposed content changes and additions are feasible. Structural changes to the flow of the questionnaire were well received, and appeared to both facilitate the correct classification of respondents and improve the flow of the interview. Some questions required minor rewording before further testing, while a few others appeared unworkable and were dropped. The most important test results are highlighted below. Results for other items are presented in Appendix II.

Earnings

The series of earnings questions were asked frequently during testing, since all respondents were considered "births". The reaction was very favourable, with virtually no non-response. These results support the contention that personal contact facilitates the collection of this type of information.

Hourly workers appeared to have no problem with recall or precision. Among those reporting for longer periods, usually for a month or year, recall was not a problem but

some degree of rounding was performed. In debriefing, the rounding appeared to reflect 2 things: respondents tend not to think of their monthly or annual wages in exact dollar and cents terms, and some prefer to be less precise to maintain a sense of privacy. However, many of those who responded for a longer time period such as a month or a year voluntarily consulted their pay stubs in order to give an accurate response.

In Phase I testing, all those who were not hourly paid workers were asked if they could report their earnings on an hourly basis. Since virtually all non-hourly paid respondents were unable to do this, this question was removed from subsequent versions.

Union membership and firm size

Questions on union membership and establishment and firm size were also asked of employees. While union membership presented little difficulty, establishment and firm size were problematic. Respondents were asked to estimate the number of people employed at the location where they work. Determining the boundaries of the "location" was often difficult. For example, nurses sometimes answered based on the number of other registered nurses working in their units, rather than on the number of all employees in the hospital. Once the concept of "location" was explained, respondents frequently had difficulty estimating a number, especially in proxy situations. This problem was resolved in later questionnaire iterations by providing the respondent with size categories when asking for establishment size.

The question on firm size (number of employees at all locations) was more problematic, as respondents grappled with boundary issues, or simply lacked the information necessary to provide a reasonable answer. With non-response at more than 25%, the firm size question was deemed unsuitable for monthly content, but will appear in annual modules.

Job permanence

Concerns that respondents would misunderstand the job permanency question and report in terms of their own intentions rather than the job's characteristics were dealt with carefully during interviewer training. During testing, there was no evidence this mistake occurred.

Hours of work

Hours questions were unchanged from their current format in the first 2 phases of testing. Observations and respondent debriefing confirmed previous focus group results which showed the existing monthly questions on usual and actual hours of work are

countries provided a valuable source of information on emerging trends, unmet data needs, and questionnaire design. Intensive observation of interviews, followed by both respondent and interviewer debriefings, provided the opportunity to evaluate the efficacy and validity of both new and unchanged items. In the qualitative testing phase, an iterative approach enabled designers to isolate problems and test solutions incrementally. The finalized questionnaire reflects a concerted effort to balance issues of relevance and validity with concerns for on-going costs, respondent burden and historical continuity.

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Appendix I: The Multi-dimensional Uses of Hours Data from the LFS

USE	OPERATIONAL CONCEPT	AVAILABILITY	
		CURRENT LFS	REDESIGNED LFS
LABOUR INCOME To decompose trends in labour income into wage and hours changes. Used in conjunction with average earnings to estimate the current value of labour income	Paid hours (hourly workers) and contract hours (salaried workers), whether worked or not (includes overtime)	Not available. Use usual hours as a proxy and remove those who were absent for a full week without pay.	Normal paid hours and paid overtime hours collected.
LABOUR PRODUCTIVITY	Hours of work attributable to the production of a product or service, paid or not	Available. Holiday effects removed in seasonal adjustment	Available. Holiday effects removed in seasonal adjustment
AVERAGE WEEKLY AND HOURLY EARNINGS To compute average weekly and average hourly earnings for those reporting wages for some other pay period	Hours worked for regular pay rates	Not available. Need to isolate regular paid hours	Available
POLARIZATION OF WORK HOURS Polarization of hours with reference to a "standard" which is implicitly recognized by practices such as overtime pay rates and eligibility for benefits	For those with salaries and regular work schedules: normal hours worked per week in accordance with an agreement with employer. For those who are casual or hourly rated: hours worked for regular pay in reference week	Usual hours used as proxy, but may inflate standard hours by including paid and unpaid overtime	Available for employees, main job only. Usual hours can be used as proxy for all workers, all jobs
PART-TIME/FULL-TIME Classification of employed persons as part-time or full-time (used as both a demand and a supply side measure, proxies underemployment (invol. pt), used as indicator of job quality and job flexibility)	Weekly hours worked under "normal" conditions -could be at worker level or job level	Part-time/full-time available at worker or job level. Involuntary part-time only available at worker level.	Part-time/full-time available at worker or job level. Involuntary part-time available at worker and job level. Measurement of concept more rigorous.
PAID OVERTIME Estimation of the total and per worker volume of paid overtime, useful in analyses of work distribution, and employer practices in context of employment costs and product demand	Paid work time in excess of "normal" or contract hours or hours paid at regular rates	Not available	Available for main job of employees
UNPAID OVERTIME Estimation of the total and per worker volume of unpaid overtime, useful in analyses of work distribution and effective wage rates	Unpaid work time in excess of paid or contract hours	Not available	Available for main job of employees
TIME LOST Estimation of the time lost from "normal" paid work hours by reason	Hours absent from work by reason	Available	Available for main job of employees

Appendix II:

Test results

(see also Section 3 for main results)

Household membership

Correct identification of all household members at the time of interview is important, as systematic failure to identify certain types of members could bias labour force survey estimates. Questions used in the current survey to establish the household roster were identified by both respondents and interviewers in the 1991 Price Waterhouse study as confusing, and excessive. In particular, they felt that the questions were too long, and contained too many concepts. Two solutions were proposed: a set of seven short, clear questions detailing the types of persons who could be missed from the roster or mistakenly included. The second solution was a shorter version, retaining specific questions to identify temporary visitors, and residents temporarily away from the household (students, short-term stays in hospital, travel), but including an omnibus question "Is there anyone you didn't mention because you were unsure they should be included?" The latter version was used in testing, since the first was considered a high risk for respondent burden, annoyance, interviewer rewording etc.

A further enhancement involves the creation of a count variable which keeps track of the number of persons added to the roster in response to each of the household membership questions. Over time, the utility of each question can be assessed using these counts.

Results:

The first question, "What are the names of all persons who usually live here?" was read properly by interviewers, and there was no indication of misunderstanding on the part of the respondent. In 98 out of 100 households the roster was completed on the basis of this question. That is, subsequent questions did not lead to changes in the roster. In fact, since the interviewer must ask something like "is there anyone else", after adding each member, the remaining household membership questions appear somewhat redundant. However, the second question regarding temporary visitors was important on several occasions in establishing a correct and complete roster, as was the third question regarding persons away at school, etc. The fourth, omnibus question, intended to ensure complete coverage, however, will not be retained. Respondents found it redundant and annoying and interviewers quickly stopped asking it. The test indicated clearly that there is a considerable tradeoff between ensuring a complete roster and interviewer-respondent relations.

Date of birth

In the current LFS, interviewers ask for the age of each household member. In the redesign, the date of birth is asked (day, month, year), and the age as of the previous Saturday is calculated and then confirmed with the respondent. This permits a respondent to age into or out of scope of the LFS during the 6 month rotation. If the respondent does not know the date of birth, he/she is asked for the age of the respondent.

Results:

This addition performed very well. Rarely did a respondent not know the date of birth of household members. Date of birth will be retained as a useful enhancement to the LFS.

Education Questions

There were no changes made to the current education questions in the test version.

Results:

Testing suggested that the "bottom-up" approach used in the LFS works well for those with less than high school but is awkward and time-consuming for those with a post-secondary education. The questions were also very effective at uncovering education at the trade certificate or diploma level. Since 62% of the population currently have less than post-secondary education, the bottom-up approach should be retained. Furthermore, the questions, while costly, appear to produce quality data that compares very well with the Census. However, in an attempt to eliminate unnecessary questions, the two questions that probe for post-secondary education will be merged into one "Has ... received any other education that could be counted towards a degree, certificate or diploma from an educational institution?".

Marital status

No changes were made to this question prior to testing.

Results:

Two problems were uncovered during testing. First, interviewers often do not read the categories. Thus, some persons living common-law or who are separated or divorced may be misclassified as "single". In the case of common-law couples, an edit ensures resolution, but this wastes interviewing time. In the case of divorced or separated persons, the error is likely to go undetected. Second, the question appears inappropriate for children and infants. Interviewers pre-fill without asking, or ask, but express their embarrassment at the silliness of the question. The first problem is a training concern,

since interviewers are supposed to read the categories aloud. The second problem will be dealt with by pre-filling "single" for all household members below age 14. (Age 14 is chosen instead of age 15 because 14 year olds can age into the survey during their 6 month rotation).

Membership in the Regular Armed Forces

No changes were made to the wording or format of this question prior to testing. It was asked of each household member aged 15 to 55.

Results:

Asking the question of each household member is wasteful and somewhat irritating for the respondent, since the probability of an affirmative response is about one in 200. Rather than ask the question at the individual level, it can be asked in terms of the household at the end of the demographic questions. That is, in the final questionnaire the household list will appear along with the question "Is anyone in this household a full-time member of the regular armed forces? (mark all that apply)".

Code splits on personal and family responsibility

The simplest addition to the questionnaire involved code splits for questions that include "Personal or family responsibilities" as a response. These include questions on reason for absence from work, reason for part-time employment, and, for those neither employed nor unemployed, reason for not searching for work in the reference period. It was felt that breaking the permitted responses down into "caring for own children", "caring for elder relative" and "other personal or family responsibilities" would allow analysis of labour market behaviour and family circumstances. Maternity/pregnancy were also added as possible reasons for temporary absence from a job. Currently, these responses are lost in the general "personal or family responsibilities" category, greatly distorting analyses of work absence.

Results:

The more detailed response categories were well understood and easily identified. An on-line edit will be added to prevent the selection of Maternity for male respondents.

Main reason for Multiple job-holding

Multiple job-holding has become an increasingly common phenomenon, accounting for 5.1% of those employed in 1993 compared with 3.5% ten years earlier. The test questionnaire expanded the question that isolates "true" multiple job holders from job

changers, so that other reasons for holding more than one job could be captured, such as financial reasons, risk of losing other job, to gain experience.

Results

Test results suggest that financial reasons overwhelm the other possible responses, rendering them of little analytical use. Further, respondents sometimes misunderstood the question, giving rise to expensive and burdensome probing on the part of the interviewer. The question has been dropped from the final questionnaire.

Reason for job search among the employed

While the LFS currently asks those employed about job search in the last four weeks, little use has been made of this data. To enhance its analytical potential, an extra question on reason for job search among the employed was added. Response categories permit the identification of job insecurity. Also identified are those who want a job better suited to their skills and qualifications, or with better pay or work conditions.

Results

Follow-up questions during respondent debriefing suggested that this question may not provide a complete and consistent measure of true job search among employed persons. Respondents tended to count casual glances at the want ads as job search and it is doubtful that proxy responses would reflect the same behaviour. In addition the response categories were not adequately discriminating. Specifically, interviewers didn't know whether they should count the frequent response "wanted more hours" as better work conditions or 'other'. While further refinement of the response set may have been possible, it was decided to simplify the question and restrict it to involuntary part-timers, as an indicator of desire for full-time work.

Main activity of persons not in the labour force and not attending school full-time

A question on main activity of persons not in the labour force was included in response to early focus group work with LFS interviewers who expressed the need to have a question that validates the activity of these respondents.

The question was tested in the 1992 Survey of Persons Not in the Labour Force, and was found to yield little of analytical value, since managing a home is overwhelmingly participated in by most people, most of the time, except those with young children, who combine it with 24 hour a day child care.

Results:

The question did not perform as well as expected in testing. Respondents, especially

those in retirement, frequently had difficulty deciding what their main activity was, resulting in lengthy negotiations to choose an item from the response list. In other cases, the respondent felt that the information had already been given many times throughout the interview (eg. a young mother at home with a baby). Some respondents expressed surprise that the government wanted to know what they were doing with their time. Since this question appears to raise as many respondent relations problems as it may solve, and yields information of limited value, it has been removed from the final questionnaire.

APPENDIX III

LFS REDESIGNED QUESTIONNAIRE

DEMO-Q10 Have you made contact with the respondent?

HELLO, I'M (your name) FROM STATISTICS CANADA. I'M CALLING
REGARDING THE LABOUR FORCE SURVEY.

DEMO-Q11 WOULD YOU PREFER TO BE INTERVIEWED IN ENGLISH OR IN FRENCH?
if birth interview go to Demo-Q12
if subsequent interview go to Demo-Q20

DEMO-Q12 Confirm the listing address

DEMO-Q13 Select the dwelling type

DEMO-Q14 WHAT IS YOUR CORRECT MAILING ADDRESS?

DEMO-Q15 WHAT ARE THE NAMES OF ALL PERSONS WHO USUALLY LIVE HERE?
(Begin with adults who have responsibility for the care or support of the family.
Press Enter on a blank line to enter each household member.
(to delete a name, insert * at beginning of first and last names)
Press F12 when completed.

FIRST NAME SURNAME

DEMO-Q16 IS ANYONE STAYING HERE TEMPORARILY?

Add a person only if they have no other usual residence.
Press Enter on a blank line to enter each household member.
(to delete a name, insert * at beginning of first and last names)
Press F12 when completed.

FIRST NAME SURNAME

DEMO-Q17 ARE THERE ANY OTHER PERSONS WHO USUALLY LIVE HERE BUT
ARE NOW AWAY AT SCHOOL, IN HOSPITAL OR SOMEWHERE ELSE?
Press Enter on a blank line to enter each household member.
(to delete a name, insert * at beginning of first and last names).
Press F12 when completed.

FIRST NAME SURNAME

DEMO-Q20 ARE YOU STILL LIVING IN THE SAME DWELLING AS LAST MONTH?

DEMO-Q21 DO THE FOLLOWING PEOPLE STILL LIVE OR STAY IN THIS DWELLING?
Read all names in the list.
Select a member and press Enter to change membership status.
Press F12 when completed.

FIRST NAME SURNAME

Go to DEMO-Q21 A if member selected,
otherwise go to Q22 if F12 selected

DEMO-Q21 IS %FNAME% %LNAME% ...
Now a member
No longer a member
Deceased

DEMO-Q22 DOES ANYONE ELSE NOW LIVE OR STAY THERE?
Press Enter on a blank line to enter the first name and the surname
of a new household member.
Press F12 when completed.

FIRST NAME SURNAME

DEMO-Q30 Select a member and press Enter to enter or update the demographic
information. When the information is correct, press F12 to continue.

Name Birth Date Age Sex MS FID RR Ed1 Ed2

DEMO-Q31 WHAT IS %FNAME% %LNAME%'S DATE OF BIRTH?

DEMO-Q32 SO %FNAME% %LNAME%'S AGE LAST SATURDAY WAS %AGE%.
IS THAT RIGHT? ("LAST SATURDAY" was %REFSAT%)
Yes, go to Demo-Q34
No, go to Demo-Q33

DEMO-Q33 WHAT IS %FNAME% %LNAME%'S AGE?

DEMO-Q34 Enter %FNAME% %LNAME%'s sex.
If %AGE% less than 14, set Demo-Q35 to 2 and go to Demo-Q36
otherwise, go to Demo-Q35

DEMO-Q35 WHAT IS %FNAME% %LNAME%'S MARITAL STATUS?
(Read categories to respondent)

DEMO-Q36 Enter %FNAME% %LNAME%'s family code: A to Z.
Assign the same letter to all persons related by blood, marriage or adoption.

DEMO-Q37 Determine a reference person for the family and enter
... relationship to that reference person.
A reference person should be an adult involved in the care or
support of the family.
If %AGE% less than 14, prefix Ed1 and Ed2 with 0, and go to Demo-Q30
otherwise go to DEMO-Q38

DEMO-Q38 WHAT IS THE HIGHEST GRADE OF ELEMENTARY OR HIGH SCHOOL
... EVER COMPLETED?

DEMO-Q39 DID ... GRADUATE FROM HIGH SCHOOL?

DEMO-Q40 HAS ... RECEIVED ANY OTHER EDUCATION THAT COULD BE COUNTED
TOWARDS A DEGREE, CERTIFICATE OR DIPLOMA FROM AN
EDUCATIONAL INSTITUTION?
No, go to Demo-Q30

DEMO-Q41 WHAT IS THE HIGHEST DEGREE, CERTIFICATE OR DIPLOMA
... HAS OBTAINED?
go to Demo-Q30 to complete demographic information for all family members.
When complete, go to Demo-Q50

DEMO-Q50 IS ANYONE IN THIS HOUSEHOLD A FULL-TIME MEMBER OF THE
REGULAR ARMED FORCES? (mark all that apply)
Press F12 when completed

DEMO-Q50 IS THIS DWELLING OWNED BY A MEMBER OF THIS HOUSEHOLD?
Go to LFS Component screen

PATHS

- 1 Employed, at work
- 2 Absent from work
- 3 Temporary layoff
- 4 Job seeker
- 5 Future start
- 6 Not in labour force, able to work
- 7 Not in labour force, permanently unable to work

JOB ATTACHMENT

- 100 MANY OF THE FOLLOWING QUESTIONS CONCERN ...'S ACTIVITIES LAST WEEK. BY LAST WEEK, I MEAN THE WEEK BEGINNING ON SUNDAY, (date), AND ENDING LAST SATURDAY (date). LAST WEEK, DID ... WORK AT A JOB OR BUSINESS? (regardless of the number of hours)
- Yes, PATH = 1, go to 102
No, go to 101
Permanently unable to work, PATH = 7, go to 104
- 101 LAST WEEK, DID ... HAVE A JOB OR BUSINESS FROM WHICH HE/SHE WAS ABSENT?
No, go to 104
- 102 DID ... HAVE MORE THAN ONE JOB OR BUSINESS LAST WEEK?
No, go to 110
- 103 WAS THIS A RESULT OF CHANGING EMPLOYERS?
go to 110

PAST JOB ATTACHMENT

- 104 HAS ... EVER WORKED AT A JOB OR BUSINESS?
No, go to 170
- 105 WHEN DID ... LAST WORK?
if subsequent and no change in 105 and PREVIOUS-PATH = 3, go to 131
if subsequent and no change in 105 and PREVIOUS-PATH = 4 to 7, go to 170
if not within last year, go to 170
if not last month, and PATH = 7, go to 131
if not last month and PATH = 7, go to 110
- 106 WAS THAT BEFORE OR AFTER SUNDAY, (date following last reference week)?
if PATH = 7, go to 131
otherwise go to 110

JOB DESCRIPTION

- 110 I AM NOW GOING TO ASK SOME QUESTIONS ABOUT ...'S (NEW) JOB OR BUSINESS (AT WHICH HE/SHE USUALLY WORKS THE MOST HOURS). WAS ... AN EMPLOYEE OR SELF-EMPLOYED?
if not "self-employed", go to 114
- 111 DID ... HAVE AN INCORPORATED BUSINESS?
112 DID ... HAVE ANY EMPLOYEES?
113 WHAT WAS THE NAME OF ...'S BUSINESS?
go to 115
- 114 FOR WHOM DID ... WORK?
115 WHAT KIND OF BUSINESS, INDUSTRY OR SERVICE WAS THIS?
116 WHAT KIND OF WORK WAS ... DOING?
117 WHAT WERE ...'S MOST IMPORTANT ACTIVITIES OR DUTIES?
118 WHEN DID ... START WORKING (at name of employer)?
if not last month, go to 130
- 119 WAS THAT BEFORE OR AFTER SUNDAY (date following last reference week)?
go to 130

ABSENCE - SEPARATION

- 130 if PATH = 1, go to 150
if 101 = No, go to 131
WHAT WAS THE MAIN REASON ... WAS ABSENT FROM WORK LAST WEEK?
Temporary layoff, go to 134
Seasonal layoff, go to 136
On-call, go to 137
otherwise, Employed but absent, PATH = 2, go to 150
- 131 WHAT WAS THE MAIN REASON ... STOPPED WORKING AT THAT (JOB/BUSINESS)?
if not "Lost job or layoff", go to 137
- 132 CAN YOU BE MORE SPECIFIC ABOUT THE MAIN REASON FOR ...'S JOB LOSS?
if PATH = 7, go to 137
if not "Business conditions", go to 137
- 133 if date last worked over one year ago, go to 137
DOES ... EXPECT TO RETURN TO THAT JOB?
No, go to 137; if "Not sure", go to 137
- 134 HAS ...'S EMPLOYER GIVEN HIM/HER A DATE TO RETURN?
Yes, go to 136
- 135 HAS ... BEEN GIVEN ANY INDICATION THAT HE/SHE WILL BE RECALLED WITHIN THE NEXT 6 MONTHS?
No, go to 137
- 136 AS OF LAST WEEK, HOW MANY WEEKS HAD ... BEEN ON LAYOFF?
if 130 = "seasonal layoff", go to 137
if absent more than 1 year, go to 137
otherwise, PATH = 3
- 137 DID ... USUALLY WORK MORE OR LESS THAN 30 HOURS PER WEEK?
if PATH = 3, go to 190
otherwise go to 170

WORK HOURS (MAIN)

- 150 THE FOLLOWING QUESTIONS REFER TO ...'S WORK HOURS AT (name of main job.) (EXCLUDING OVERTIME). DOES THE NUMBER OF [PAID] HOURS ... WORKS VARY FROM WEEK TO WEEK?
Yes, go to 152
if PATH = 2, go to 158
if not employee, go to 157
Otherwise, go to 153
- 151 [EXCLUDING OVERTIME,] HOW MANY [PAID] HOURS DOES ... WORK PER WEEK?
if PATH = 2, go to 158
if not employee, go to 157
- 152 [EXCLUDING OVERTIME,] ON AVERAGE, HOW MANY [PAID] HOURS DOES ... USUALLY WORK PER WEEK?
if PATH = 2, go to 158
if not employee, go to 157
- 153 LAST WEEK, HOW MANY HOURS WAS ... AWAY FROM THIS JOB BECAUSE OF VACATION, ILLNESS, OR ANY OTHER REASON? (remember that (civic holiday) occurred last week)
0, go to 155
- 154 WHAT WAS THE MAIN REASON FOR THAT ABSENCE?
155 LAST WEEK, HOW MANY HOURS OF PAID OVERTIME DID ... WORK AT THIS JOB?
156 LAST WEEK, HOW MANY UNPAID OVERTIME OR EXTRA HOURS DID ... WORK AT THIS JOB?
157 if employee and 150 = no) actual hours = 151 - 153 + 155 + 156, go to 158
LAST WEEK, HOW MANY HOURS DID ... ACTUALLY WORK AT (name of main job?) (REMEMBER THAT (civic holiday) OCCURRED LAST WEEK)
158 if 151 or 152 > 29, and PATH = 2, go to 162
if 151 or 152 > 29, and PATH = 1, go to 200
DOES ... WANT TO WORK MORE OR LESS THAN 30 HOURS PER WEEK?
Wants 30 or more hours, go to 160
- 159 WHAT IS THE MAIN REASON ... DOES NOT WANT TO WORK 30 OR MORE HOURS PER WEEK?
if PATH = 2, go to 162; otherwise, go to 200
- 160 WHAT IS THE MAIN REASON ... USUALLY WORKS LESS THAN 30 HOURS PER WEEK?
if not ("business conditions" or "couldn't find full-time") and PATH = 2, go to 162
if not ("business conditions" or "couldn't find full-time") and PATH = 1, go to 200
- 161 AT ANY TIME IN THE 4 WEEKS ENDING LAST SATURDAY, (date), DID ... LOOK FOR FULL-TIME WORK?
if PATH = 2, go to 162
otherwise go to 200

ABSENCE

- 162 AS OF LAST WEEK, HOW MANY WEEKS HAD ... BEEN CONTINUALLY ABSENT FROM WORK?
if not (employee or incorporated owner), go to 200
- 163 IS ... GETTING ANY WAGES OR SALARY FROM HIS/HER (EMPLOYER/ BUSINESS) FOR ANY TIME OFF LAST WEEK?
go to 200

JOB SEARCH - FUTURE START

- 170 if PATH = 7, go to 500
IN THE 4 WEEKS ENDING LAST SATURDAY, (date), DID ... DO ANYTHING TO FIND WORK?
No, and age > 64, PATH = 6, go to 420
No, and age ≤ 64, go to 174
Yes, PATH = 4
- 171 WHAT DID ... DO TO FIND WORK IN THE PAST 4 WEEKS? DID ... DO ANYTHING ELSE TO FIND WORK?
172 AS OF LAST WEEK, HOW MANY WEEKS HAD ... BEEN LOOKING FOR WORK? (since date last worked)
173 WHAT WAS ...'S MAIN ACTIVITY BEFORE HE/SHE STARTED LOOKING FOR WORK?
go to 177
- 174 LAST WEEK, DID ... HAVE A JOB TO START AT A DEFINITE DATE IN THE FUTURE?
No, PATH = 6, go to 176
- 175 WILL ... START THAT JOB BEFORE OR AFTER SUNDAY, (date four weeks from survey week)?
Before, PATH = 5, go to 190
On or after, PATH = 6, go to 420
- 176 DID ... WANT A JOB LAST WEEK?
No, go to 420
- 177 DID ... WANT A JOB WITH MORE OR LESS THAN 30 HOURS PER WEEK?
178 if PATH = 4, go to 190
WHAT WAS THE MAIN REASON ... DID NOT LOOK FOR WORK LAST WEEK?
if not "Believes no work available", go to 420
otherwise, go to 190

AVAILABILITY

- 190 COULD ... HAVE WORKED LAST WEEK (IF HE/SHE HAD BEEN RECALLED; IF A SUITABLE JOB HAD BEEN OFFERED)?
Yes, go to 400
- 191 WHAT WAS THE MAIN REASON ... WAS NOT AVAILABLE TO WORK LAST WEEK?
go to 400

EARNINGS - UNION - PERMANENCE

- 200 if not Employee (at main job), go to 300
if subsequent and no change in 110, 114, 115, 116, 117, 118, go to 260
NOW I'D LIKE TO ASK A FEW SHORT QUESTIONS ABOUT ...S EARNINGS FROM (name of main job). IS ... PAID BY THE HOUR?
- 201 DOES ... USUALLY RECEIVE TIPS OR COMMISSIONS?
if 200 = no, go to 204
- 202 [EXCLUDING TIPS AND COMMISSIONS], WHAT IS ...S HOURLY RATE OF PAY?
203 if 201 = no, go to 220
HOW MUCH DOES ... USUALLY RECEIVE PER WEEK, JUST IN TIPS AND COMMISSIONS, BEFORE TAXES AND OTHER DEDUCTIONS?
go to 220
- 204 WHAT IS THE EASIEST WAY FOR YOU TO REPORT ...S WAGE OR SALARY [INCLUDING TIPS AND COMMISSIONS], BEFORE TAXES AND OTHER DEDUCTIONS? WOULD IT BE YEARLY, MONTHLY, WEEKLY, OR ON SOME OTHER BASIS?
205 [INCLUDING TIPS AND COMMISSIONS] WHAT IS ...S (WEEKLY/BI-WEEKLY/ to SEMI-MONTHLY/MONTHLY/YEARLY) WAGE OR SALARY, BEFORE TAXES AND
209 OTHER DEDUCTIONS?
220 IS ... A UNION MEMBER AT (name of main job)?
Yes, go to 240
- 221 IS ... COVERED BY A UNION CONTRACT OR COLLECTIVE AGREEMENT?
240 IS ...S [job/business] PERMANENT, OR IS THERE SOME WAY THAT IT IS NOT PERMANENT? (e.g. seasonal, temporary, term, casual, etc.)
Permanent, go to 260
- 241 IN WHAT WAY IS ...S JOB NOT PERMANENT?
go to 260

FIRM SIZE

- 260 ABOUT HOW MANY PERSONS ARE EMPLOYED AT THE LOCATION WHERE ... WORKS FOR (name of business/ HIS/HER EMPLOYER)? WOULD IT BE LESS THAN 20, 20 TO 500, OR OVER 500?
if not (September or November), go to 300
- 261 DOES (name of business/ ...S EMPLOYER) OPERATE AT MORE THAN ONE LOCATION?
No, or 260 = "over 500", go to 300
- 262 IN TOTAL, ABOUT HOW MANY PERSONS ARE EMPLOYED AT ALL LOCATIONS? WOULD IT BE [LESS THAN 20,] 20 TO 500, OR OVER 500?
go to 300

CLASS OF WORKER - HOURS AT OTHER JOB

- 300 if 102 = no, go to 400
NOW I HAVE A COUPLE OF QUESTIONS ABOUT ...S [OTHER/OLD] JOB OR BUSINESS. WAS ... AN EMPLOYEE OR SELF-EMPLOYED?
if not "self-employed", go to 320
- 301 DID ... HAVE AN INCORPORATED BUSINESS?
302 DID ... HAVE ANY EMPLOYEES?
320 EXCLUDING OVERTIME, HOW MANY [PAID] HOURS DID/DOES ... USUALLY WORK PER WEEK AT THIS [JOB/BUSINESS]?
if PATH = 2, go to 400
- 321 LAST WEEK, HOW MANY HOURS DID ... ACTUALLY WORK AT THIS [JOB/BUSINESS]? [REMEMBER THAT (civic holiday) OCCURRED LAST WEEK]
go to 400

TEMPORARY LAYOFF JOB SEARCH

- 400 if PATH = 3, go to 420
IN THE 4 WEEKS ENDING LAST SATURDAY, (date), DID ... LOOK FOR A JOB WITH A DIFFERENT EMPLOYER?
go to 420

PREVIOUS SEPARATION

- 420 if not (118 = survey month or 119 = since previous reference week) go to 500
if 103 = 1, go to 423
BEFORE ... STARTED WORKING AT (name of main job), HAD HE/SHE EVER WORKED AT A JOB OR BUSINESS, (NOT COUNTING THE OTHER [JOB/BUSINESS] HE/SHE ALSO WORKS AT NOW)?
No, go to 500
- 421 WHEN DID ... LAST WORK AT THAT JOB OR BUSINESS?
if prior to month preceding this survey, go to 500
if this survey month, go to 423
- 422 WAS THAT BEFORE OR AFTER SUNDAY, (date of Sunday following last reference week)?
Before, go to 500
- 423 WHAT WAS THE MAIN REASON ... STOPPED WORKING AT THAT [JOB/BUSINESS]?
if not "Lost job or laid off", go to 425
- 424 CAN YOU BE MORE SPECIFIC ABOUT THE MAIN REASON FOR ...S JOB LOSS?
425 if 103 = 1, go to 500
AT THAT JOB OR BUSINESS, DID ... USUALLY WORK MORE OR LESS THAN 30 HOURS PER WEEK?
go to 500

SCHOOL ATTENDANCE

- 500 if age > 64, go to END
LAST WEEK, WAS ... ATTENDING A SCHOOL, COLLEGE OR UNIVERSITY?
No, go to 520
- 501 WAS ... ENROLLED AS A FULL-TIME OR PART-TIME STUDENT?
502 WHAT KIND OF SCHOOL WAS THIS?
go to 520

SUMMER STUDENT CONTENT

- 520 if survey month not May thru August, END
if age not 15 to 24, END
if subsequent and PREVIOUS-520 = "no", END
if subsequent and PREVIOUS 520 = "yes", go to 521
WAS ... A FULL-TIME STUDENT IN MARCH OF THIS YEAR?
No, END
- 521 DOES ... EXPECT TO BE A FULL-TIME STUDENT THIS FALL?
END

CODES

106/119/175/422

- 1 Before the date above
- 2 On or after the date above

110 / 300

- 1 Employee
- 2 Self-employed
- 3 Working in a family business without pay

130

- 01 Own illness or disability
- 02 Caring for own children
- 03 Caring for elder relative (60 years of or older)
- 04 Maternity leave (females only)
- 05 Other personal or family responsibilities
- 06 Vacation
- 07 Labour dispute (strike or lockout)
- 08 Temporary layoff due to business conditions (Employees only)
- 09 Seasonal layoff (Employees only)
- 10 Casual job, no work available (Employees only)
- 11 Work schedule (eg. shift work, etc.) (Employees only)
- 12 Self-employed, no work available (Self-employed only)
- 13 Seasonal business (excluding employees)
- 00 Other - Specify in Notes

131 / 423

- 01 Own illness or disability
- 02 Caring for own children
- 03 Caring for elder relative (60 years of age or older)
- 04 Pregnancy (Females only)
- 05 Other personal or family responsibilities
- 06 Going to school
- 07 Lost job, laid off or job ended (employees only)
- 08 Business sold or closed down (Self-employed only)
- 09 Changed residence
- 10 Dissatisfied with job
- 11 Retired
- 00 Other - Specify in Notes

132/ 424

- 1 End of seasonal job
- 2 End of temporary, term or contract job (non-seasonal)
- 3 Casual job
- 4 Company moved
- 5 Company went out of business
- 6 Business conditions (e.g. not enough work, drop in orders or sales, etc.)
- 7 Dismissal by employer (i.e. fired)
- 0 Other - Specify in Notes

154

- 1 Own illness or disability
- 2 Caring for own children
- 3 Caring for elder relative (60 years of age or older)
- 4 Maternity leave (Females only)
- 5 Other personal or family responsibilities
- 6 Vacation
- 7 Weather
- 8 Labour dispute (strike or lockout)
- 9 Job started or ended during week
- 10 Holiday (legal or religious)
- 11 Working short-time
- 0 Other - Specify in Notes

158/137/175/425

- 1 30 or more hours per week
- 2 Less than 30 hours per week

159

- 1 Own illness or disability
- 2 Caring for own children
- 3 Caring for elder relative (60 years of age or older)
- 4 Other personal or family responsibilities
- 5 Going to school
- 6 Personal preference
- 0 Other - Specify in Notes

160

- 1 Own illness or disability
- 2 Caring for own children
- 3 Caring for elder relative (60 years of age or older)
- 4 Other personal or family responsibilities
- 5 Going to school
- 6 Business conditions
- 7 Could not find work with 30 or more hours per week
- 0 Other - Specify in Notes

171

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

173

- 1 Working
- 2 Managing a home
- 3 Going to school
- 4 Other - Specify in Notes

178

- 1 Own illness or disability
- 2 Caring for own children
- 3 Caring for elder relative (60 years of age or older)
- 4 Other personal or family responsibilities
- 5 Going to school
- 6 No longer interested in finding work
- 7 Waiting for recall (to former employer)
- 8 Waiting for replies from employers
- 9 Believes no work available (in area, or suited to skills)
- 10 No reason given
- 0 Other - Specify in Notes

191

- 1 Own illness or disability
- 2 Caring for own children
- 3 Caring for elder relative (60 years of age or older)
- 4 Other personal or family responsibilities
- 5 Going to school
- 6 Vacation
- 7 Already has a job
- 0 Other - Specify in Notes

204

- 1 Yearly
- 2 Monthly
- 3 Semi-monthly
- 4 Bi-weekly
- 5 Weekly
- 0 Other - Specify in Notes

241

- 1 Seasonal job
- 2 Temporary, term or contract job (non-seasonal)
- 3 Casual job
- 4 Work done through a temporary help agency
- 0 Other - Specify in Notes

260/262

- 1 Less than 20
- 2 20 to 500
- 3 Over 500

401

- 1 Wants better pay or working conditions
- 2 Risk or certainty of losing the current job
- 3 Wants a job better suited to skills or qualifications
- 4 Wants a second job
- 0 Other - Specify in Notes

501

- 1 Full-time
- 2 Part-time

502

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

SEPTEMBER TRAINING QUESTIONS

- 600 if not September, go to 620
 if PATH = 7, go to 620
 if 500 = No, go to 604
 if age < 18 and 502 = 1, go to 602
THIS MONTH I HAVE SOME ADDITIONAL QUESTIONS ABOUT ...'S STUDIES [AT PRIMARY-SECONDARY SCHOOL/AT COLLEGE/AT UNIVERSITY/AT THE EDUCATIONAL INSTITUTION WHICH HE/SHE ATTENDS]. OTHER THAN ... OR ...'S FAMILY, WHO SPONSORED OR PAID FOR THIS EDUCATION?
 if 501 = 1, go to 602
- 601 **HOW MANY HOURS OF INSTRUCTION DID ... RECEIVE LAST WEEK?**
- 602 **LAST WEEK, DID ... RECEIVE ANY OTHER TRAINING?**
 no, go to 607
- 603 **WAS THIS TRAINING JOB-RELATED?**
 no, go to 607
 yes, go to 605
- 604 **LAST WEEK, DID ... RECEIVE ANY JOB-RELATED TRAINING?**
 no, go to 607
- 605 **OTHER THAN ... OR ...'S FAMILY, WHO SPONSORED OR PAID FOR THIS TRAINING?**
- 606 **HOW MANY HOURS OF TRAINING DID ... RECEIVE LAST WEEK?**
- 607 if age > 24, go to 620
 if 500 = 2, go to 620
WAS ... A FULL-TIME STUDENT IN MARCH OF THIS YEAR?
 no, go to 620
- 608 **WHAT KIND OF SCHOOL WAS ... ATTENDING IN MARCH OF THIS YEAR?**
 go to 620

NOVEMBER WORK ARRANGEMENTS QUESTIONS EMPLOYEES ONLY

- 620 if not November, END
 if PATH = 3, 4 or 5, go to END
 if AGE not 15 to 69, go to END
 if PATH = 6 or 7, go to 660
 if 110 = "self-employed", go to 640
 if 110 not employee, go to END
THIS MONTH I HAVE SOME ADDITIONAL QUESTIONS ABOUT ...'S JOB AT (name of main job). WHICH DAYS OF THE WEEK DOES ... USUALLY WORK AT THIS JOB?
- 621 **WHICH OF THE FOLLOWING BEST DESCRIBES ...'S WORK SCHEDULE?**
- 622 **WITHIN ESTABLISHED LIMITS, CAN ... CHOOSE THE TIME HE/SHE BEGINS AND ENDS HIS/HER WORK DAY?**
- 623 **SOME PEOPLE DO ALL OR SOME OF THEIR PAID WORK AT HOME. DOES ... USUALLY DO ANY OF HIS/HER WORK AT HOME?**
 No, go to 625
- 624 **HOW MANY PAID HOURS PER WEEK DOES ... USUALLY WORK AT HOME?**
- 625 **IS ... ENTITLED TO ANY OF THE FOLLOWING BENEFITS THROUGH HIS/HER EMPLOYER?**
 if not entitled to paid vacation, go to END
- 626 **HOW MANY DAYS OF PAID VACATION IS ... ENTITLED TO ON AN ANNUAL BASIS?**
 END

NOVEMBER WORK ARRANGEMENTS QUESTIONS SELF-EMPLOYED ONLY

- 640 **THIS MONTH I HAVE SOME ADDITIONAL QUESTIONS ABOUT ...'S BUSINESS. BUSINESS DOES ... OPERATE THIS BUSINESS FROM HOME?**
 if 112 = no, go to END
- 641 **NOT COUNTING ... OR HIS/HER BUSINESS PARTNERS, EMPLOYEES DID THIS BUSINESS HAVE LAST WEEK?**
 go to END

NOVEMBER NOT IN LABOUR FORCE QUESTIONS

- 660 if Not November, go to END
 if not PATH 6 or 7, go to END
 if PATH = 7, go to 661
 if age > 64, go to 661
 if 500 = No, go to 661
 if 501 = full-time, go to 661
 if age < 18 and 502 = primary or secondary, go to END
DID ... RETURN TO SCHOOL THIS YEAR BECAUSE HE/SHE COULDN'T FIND A SUITABLE JOB?
 if age < 50 or > 69, go to END
 if 174 = yes, go to END
 if 177 = yes, go to END
 if month last worked is before last November, or is November of this year, go to END
- 661 **THIS MONTH, I HAVE ONE OR TWO MORE QUESTIONS ABOUT ... IS ... RETIRED FROM A JOB OR BUSINESS?**
 if No, go to END
- 662 **[EARLIER, YOU SAID THAT ... RETIRED FROM HIS/HER LAST JOB/BUSINESS]. DID ... RETIRE EARLIER THAN PLANNED?**
 if No, go to END
- 663 **WHAT WAS THE MAIN REASON WHY ... RETIRED EARLY?**
 early retirement plan or incentive, go to END
- 664 **WHEN ... RETIRED EARLY, DID HE/SHE RECEIVE A CASH-OUT OR AN EARLY RETIREMENT PACKAGE IN ADDITION TO THE REGULAR RETIREMENT BENEFITS?**
 END

CODES

600/605

- 1 No one else (includes student loan)
- 2 Employer
- 3 Government training program
- 4 Private scholarship or bursary
- 5 Government scholarship or bursary
- 0 Other - DO NOT specify in Notes

605

- 1 No one else
- 2 Employer
- 3 Government training program
- 0 Other - DO NOT specify in Notes

606

- 1 Primary or secondary school
- 2 Community college, junior college, or CEGEP
- 3 University
- 4 Other - Specify in Notes

620

- 8 Monday to Friday only
- 0 or (select all that apply)
- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday
- 6 Saturday
- 7 Sunday
- 0 or
- 9 Days vary from week to week

621

- 1 A regular daytime schedule
- 2 A regular evening shift
- 3 A regular night or graveyard shift
- 4 A rotating shift (that changes periodically from days to evenings or nights)
- 5 A split shift (consisting of two distinct periods each day)
- 6 On-call or casual
- 7 An irregular schedule
- 0 Other - Specify in Notes

625

- 1 A PENSION PLAN OR GROUP RRSP OTHER THAN CPP/QPP?
- 2 A HEALTH PLAN OTHER THAN PROVINCIAL MEDI-CARE?
- 3 A DENTAL PLAN?
- 4 PAID SICK LEAVE?
- 5 PAID VACATION?

663

- 1 Own illness or disability
- 2 Caring for relative or friend
- 3 Early retirement plan or incentive offered by employer
- 4 Economic reasons (eg. laid off, company closed or downsized, etc.)
- 5 Wanted to stop working
- 0 Other - Specify in Notes

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