

dd-mm-yyyy

Reference No.: **JVS XXXX**
MFSA Company No:
Company Name
Company Address
Company Locality

Order No.:XXXX

JOB VACANCIES SURVEY YYYY – Quarter X

The National Statistics Office (NSO) will be holding the Job Vacancies Survey for the **X** quarter of the year YYYY. A sample of 2,062 enterprises has been selected to participate in this survey on a quarterly basis and to provide information relating to employment and number of vacancies generated on the **reference date**.

Job Vacancy Statistics are increasingly being used as a source of information concerning the demand for labour. In this regard the survey provides a comprehensive picture on this aspect since information on vacancies cannot be obtained from administrative sources. This is due to the fact that employers do not have any obligation to notify vacancies they may have to the public employment office and job advertisements in the press cannot be used for detailed analysis.

Your contribution and participation as an enterprise in this survey is of the utmost importance and is obligatory according to the **Malta Statistics Authority Act, 2000**. Any information collected from the Job Vacancies Survey is considered as confidential and is used for statistical purposes. In addition, please note that the NSO cannot publish any data about individual enterprises or disclose the identity of respondents.

The deadline for returning this questionnaire is **dd/mm/yyyy**.

Enterprises wishing to fill in the Job Vacancies Survey by email are invited to write to labourmarket.nso@gov.mt . Kindly quote your reference number in the email subject or email content. You may also contact Christabel Grima or Omar Muscat at the Labour Market Statistics Unit for further clarifications on 25997 660/666.

Whilst thanking you in advance for your co-operation, I send you my best regards

Yours sincerely,

Joslyn Magro Cuschieri
Manager Labour Market Unit

The table below provides information on the contact details that our office has for **Company Name** If these have changed or are incorrect, kindly amend as necessary.

Contact Person	
Telephone no	
Email	

Q1. What is the principal economic activity of the enterprise? (Example: Clothes Manufacture)

Q2. According to our latest records, your company has X employee/s on its payroll. This number should exclude working owners and self employed persons. Kindly confirm or update any changes in the total number of employees on the reference date .

Confirm Update or Correct Figure _____

Explanatory Notes

The total number of employed persons should refer to all employees on the payroll of your enterprise who worked or received pay during the pay period. Include persons who are on maternity leave, vacation or special paid leave, training, on the payroll, but working from home, and seasonal employees. It is important to include all persons once, whether working full-time or part-time. (Do not count persons working part-time as "half").

Exclude board members, self employed owners, directors, partners and managers who are solely paid by way of profits, persons on unpaid leave, posts unoccupied due to long-term absences (e.g. parental leave or long-term sickness); employees of temporary employment agencies, outside contractors or consultants, and voluntary workers.

Q3. Were there any job vacancies which were either opened or still open on the reference date?

Yes No

Explanatory Notes

An active job vacancy is a post which was either opened or was still open on the reference date.

A job is defined as vacant only if it meets all of these 3 conditions:

1. the post is newly created, unoccupied or about to become vacant;
2. the employer is taking active steps to find a suitable candidate from outside the enterprise;
3. the employer intends to fill the post either immediately or in the near future.

What is meant by active steps?

Active steps to find a suitable candidate include:

1. Notifying the job vacancy to the ETC;
2. Contacting a private employment agency;
3. Advertising the vacancy in the media (internet, newspapers, magazines etc);
4. Approaching, interviewing or selecting possible candidates/potential recruits directly;

Q4. If you had any active job vacancy on the reference date, what was the occupation and the number of vacancies per occupation? Kindly indicate the level of education required for the post, whether the vacancy is a new post or replacement and the respective amount.

Reference Date						
Job title	Level of Education			No. of vacancies per occupation	New	Replacement
	Secondary or less (1)	Post-Secondary (2)	Tertiary (3)			
Example: Accounts clerk	x			3	2	1