

Confidential when complete

QUESTIONNAIRE | ENGLISH

Reference Period: QX 20XX

	Enterprise Name:	
	Door No:	
	Building Name:	
	Street:	
	Locality:	Postcode:

Please fill in only if printed details are missing or incorrect

Kindly quote this number in any correspondence: GEN QUA (SQUID 93)

Contact details of respondent. Kindly amend as necessary.

Name of respondent:	
Contact number:	
Email address:	

Scope of the survey

The National Statistics Office (NSO) will be holding the Job Vacancy Survey for the x quarter of the year YYYY. A sample of XXXX 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**. The scope of the survey is to provide information on the demand for labour across the whole economy.

This information is being requested according to the articles of the Malta Statistics Authority Act - Cap. 422 and the Data Protection Act – Cap. 586 of the Laws of Malta implementing the General Data Protection Regulations (GDPR). The Office assures that all data collected remains confidential and will be used for statistical purposes only according to the articles and derogations stipulated in the laws quoted above. The Office is obliged to protect your identity and refrain from divulging any data to third parties, that might lead to the identification of persons or entities.

Deadline: This questionnaire should be duly filled by the **dd-mm-yyyy**.

Contact Point: Enterprises wishing to fill in the Job Vacancies Survey by e-mail are invited to write to labourmarket.nso@gov.mt. Kindly quote your reference number in the e-mail subject or e-mail content. In case of any difficulty, you are kindly requested to contact Christabel Tartaglia or Lara Ann Xiberras or Sara Ackhdr at the Labour Market and Information Society Statistics Unit on 25997655/7 or 25997666, between 07:30 and 15:30 from Monday to Friday, for further clarifications.

Thank you in advance for your co-operation.



Joslyn Magro Cuschieri
 Labour Market and Information Society Statistics Unit

Q1. What was the total number of employees on the company's payroll as at the reference date? This number should exclude working owners and self-employed persons.

Employment 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, 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.

Q2. How many open calls for applications were there at your enterprise on the reference date? (Only provide vacancies for which a call for applications was still open on the reference date, i.e., not vacancies you might have had during the quarter, excluding internal calls. If there were no open calls, the answer should be "0".)

Q3. What was the occupation and the number of vacancies per occupation? Kindly indicate the level of education required for the post and whether the call for application was still open on the reference date.

Job title	Minimum level of education			No. of vacancies per occupation	Was the vacancy open on the reference date? Yes/No
	Secondary or less (1)	Post-secondary (2)	Tertiary (3)		
Ex: Clerk	x			3	yes

Vacancies noted should include:

- Any call for application which was open on the reference date.
- The vacancy may be for a newly created post or for a post that has become vacant or unoccupied;
- The employer is taking active steps to fill the vacancy and to find a suitable candidate from outside the enterprise;
- Active steps to fill in the vacancy include advertising the vacant post in the media (internet, newspapers, magazines etc.), notifying the vacancy to JobsPlus, contacting private employment agencies and approaching, interviewing or selecting possible candidates/potential recruits directly;
- Permanent, fixed-term posts and posts for paid apprentices;

Vacancies noted should exclude:

- Posts solely for internal applicants of the enterprise
- Posts to be filled by unpaid apprentices or sub-contractors
- Temporary posts intended to be filled by temporary agency workers (because of short-term absences)