

## Questionnaire and its key phrases for Manpower Utilization Survey

In the reference week (14-20, May, 2023), as the interviewee's labor force status based on Manpower Survey result is classified, this interview should be continued in one of the following branches : ( I ) at Q.1 for a gainful employed person; ( II ) at Q.2 for an unpaid family worker who weekly worked 15 hours & over; ( III ) at Q.10 for one who was unemployed; ( IV ) at Q.13 for one who was not in the labor force or an unpaid family worker who weekly worked less than 15 hours.

1. [Q] At your major job, how much do you usually receive in monthly earnings? (the earnings of second job are excluded.) What is the way to receive the earnings? Are you currently working from home? (for employee only)

The term "earnings" means the profits earned by industrial or commercial activities; net profits of farm works; or employee's usual earnings such as salary, bonus, commissions, overtime pay, tips and etc., and none of the above has deducted related income tax, insurance premiums, union membership fees and withholding pensions. All earnings not received usually, such as maternity allowances or child's education subsidies are excluded. Logically, one with stable monthly earnings should report his/her last month's earnings at his/her main job. Thus, an employee should report his/her earnings of April 2023. On May, 2023, one who was newly hired or just transferred to present main job should report the estimate of his/her earnings based on the agreements with employer or the payroll system of this establishment. Meanwhile, the monthly average of annual earnings should be reported if his/her monthly earnings are unstable or seasonally fluctuated. Unpaid family workers skip this question to Q.2.

- [A] i. Monthly earnings: NT \$ \_\_\_\_\_. (Employees go to ii., otherwise go to Q.2)

ii. Way to receive earnings:

- (1) Monthly.
  - (2) Hourly, hourly rate: NT\$ \_\_\_\_\_. (mark hourly rate)
  - (3) Daily, hourly rate: NT\$ \_\_\_\_\_. (mark hourly rate)
  - (4) By performance.
  - (5) By the pieces of work done.
  - (6) Others \_\_\_\_.
- (go to iii)

iii. Are you currently working from home?

- (1) Yes.
- (2) No, the main reason was:
  - (1) Not suitable for work type.
  - (2) Not allowed by workplace.
  - (3) Unwilling.

(4) Others.  
(go to Q.2)

2. [Q] Do you usually work full-time or part-time at your major job?

How many hours per week do you usually work at your major job?  
(Including hours for usual overtime)

What is the work type of your major job?

What is the main reason you take a part-time, temporary or dispatched work at your major job?

(Temporary work means workers whose job has a pre-determined termination date (usually less than 1 year), such as substitute teachers, no regular employer construction workers, summer work students or other short time jobs (for those contract workers who can continue to work when the contract expired should not be included)

[A] i. (1) Full-time. (2) Part-time.

ii. Number of hours usually worked per week:

If unstable, please fill in one-fourth working hours you usually work per month.

iii. Is it a temporary or dispatched work? (1) Yes. (2) No.

iv. Major reason to take a part-time, temporary or dispatched work at major job:

(1) Holding multiple jobs concurrently.

(2) With a burden of housekeeping.

(3) Attending schools or training programs.

(4) Failing to get a regular full-time job.

(5) Occupational features.

(6) Ill health, wound or illness.

(7) Preparing employment or certificate exams.

(8) Preferring this type of work.

(9) Others\_\_\_\_\_ : other reasons beyond those described among (1)-(8).

(10) Do not take part-time, temporary or dispatched work at major job.

(skip to Q.3, if mark (8),(10) ; otherwise, go to v.)

v. Whether preferring to take a regular full-time work at major job?

(1) Yes (2) No

(go to Q3)

3. [Q] How long have you been working at the present workplace?

The feasible answers must pinpoint the length of the interviewee's current employment in his/her major job. The possible working period is the length since one's age was 15 & above and has started to work for this job until the last day of reference week mentioned. It means the duration of one's working before he/she was 15 years old was not counted. Meanwhile; if such employment duration is less than one month, it is then regarded as one month.

[A] Duration of present employment : \_\_\_\_\_years\_\_\_\_\_months.

(If the length of working period is less than a year and 5 months, go to Q.4 ; otherwise, skip to Q.8)

4. [Q] Before working at the present place, had you ever taken a gainful job or an unpaid family work for at least three months?

It is to probe if an interviewee, presently at work, had undertaken a job (or jobs in similar) consecutively or cumulatively for at least three months, before working at the present place.

[A] (1) Yes. (2) No.

(skip to Q.8, if mark (2); otherwise, go to Q.5)

5. [Q] How many times have you changed your workplaces during 2022?

Only those who have been employed in current workplaces for less than 1 year and 5 months are required to answer this question.

[A] (1) Once. (2) Twice. (3) Three times & over. (4) None.

(skip to Q.8, if mark (4) ; otherwise, go to Q.6)

6. [Q] Where did you previously worked and what sort of work did you mainly do up there?

This question is to probe the following characteristics of the interviewee's previous workplace:

[A] i. Major product or business and company title: \_\_\_\_\_.

ii. Description of work contents, job title and branch/ department:\_\_\_\_\_.

iii. Is it a part-time, temporary or dispatched work? (1)Yes. (2)No.

(go to Q.7)

7. [Q] Why did you leave the place where you previously worked at?

Only those who have employed in current working places less than 1 year and 5 months are required to answer this question.

[A]A.(1) Own account worker (or employer) transferred to another job:

It means that an interviewee's class of worker with last job was an own account worker (or employer), but he/she closed down his/her own business and then transferred to present job.

B.(2) Unpaid family worker transferred to another job:

It means that an interviewee's class of worker with last job was an unpaid family worker but he/she gave up this family work and then transferred to present job.

C. Employee who left his/her last job on his/her own will:

It means that an interviewee's class of worker with last job was an employee but he/she quitted the job on his/her own will. The reasons why he/she left the mentioned position are itemized below:

(3) Unfavorable pay.

(4) Expecting to change working place: because the working place of the

interviewee's last job was too remote or inconvenient to commute, he/she left there on his/her own will.

- (5) Inadequate working time: long working hours or no flexibility in working schedule.
  - (6) No job security: an employee in private-sector or a temporary employee in a government employee believed that he/she could be laid off at any time because of employers' prejudice/preference or a downturn of business cycle.
  - (7) Poor working environment: a referred working place where was inadequately/insufficiently equipped for environment safety and sanitation threatened the health condition or life of employees over there.
  - (8) Knowledge not met the job's need: the knowledge or skill previously learned by the interviewee did not meet the need of last job.
  - (9) Dim prospect: few opportunities to be promoted to a higher position.
  - (10) Ill health: the interviewee willingly left his/her job because of wounds, illness, bad health, and so on.
  - (11) Getting married or giving birth.
  - (12) Responsibility in taking care of children under age 12.
  - (13) Responsibility in taking care of elder family members age 65 years & over.
  - (14) Housekeeping (including those who have responsibility in taking care of disabled family members).
  - (15) Voluntarily (financial incentives) retired: before the stipulated age limit in personnel regulations, an interviewee eligibly retired on his/her own will or due to financial incentives.
  - (16) Establishing self/family own business/enterprise: the interviewee expected to be the owner of a business/enterprise so that he/she left the last job voluntarily.
  - (17) Others\_\_\_\_: the other reasons beyond those described among (3) - (16).
- D. Employee who unwillingly left his/her last job: the interviewee's class of worker with last job was an employee and he/she left the last job not on his/her own will but under the regulations of the mentioned working place.
- (18) Workplace business shrinkage or shutout: economic depression or business downturn resulted in the interviewee's last employer stopped operating the workplace or downsized the business, so that he/she had to quit the job.
  - (19) Seasonal or temporary job completed.
  - (20) Layoff because of personnel reorganization in last workplace: the interviewee unwillingly left the last workplace because of the rearrangement of personnel structure over there.
  - (21) Getting married or giving birth.

(22) Relocating across workplaces but within enterprise: it implies an interviewee was transferred branch-to-branch or establishment -to-establishment inside the same enterprise. It frequently occurs in financial institutes or national enterprises. For example, one was relocated among regional branches within Taiwan Bank, either from Chai-I Branch to Taipei Branch or from Taipei Headquarter to Son-San Branch, or some other ways similar. If such job relocation within the same enterprise was requested by employee himself/herself, this event should be classified into (4) 'Expecting to change working place'.

(23) Mandatorily retired: the interviewee's age reached the limit stipulated by establishment's personnel regulation, so that he/she had to retire.

(24) Others\_\_\_\_ : the reasons beyond those among (18)-(23).

(go to Q.8)

8. [Q] Do you expect to change job or have additional jobs in the meantime?

[A](1) Expecting to change job: means expecting to change working place because of his/her ill health or dissatisfaction with the present job.

(2) Expecting to have additional jobs: besides the job present workings for, the interviewee expects to have additional jobs in order to have more income or to fully utilize his/her time.

(3) Not expecting to seek another job: no intention either to change job or to have additional jobs.

(skip to Q.17, if mark (3); otherwise, go to Q.9)

9. [Q] Have you begun to seek a job?

It is to probe whether those who expect to change job or have additional jobs have undertaken any action to seek jobs.

[A] (1) Yes, I have. (2) No, I have not.

(If single stop here; otherwise skip to Q.17)

10. [Q] What kind of job do you wish to seek? How much monthly pay do you expect at least? What type of work is it? Can you accept work shift (split 24 hrs a day), regular overtime or rotational leave (split 7 days a week)?

[A]A.Job title :\_\_\_\_\_.

B.Expected monthly pay should be at least: NT\$\_\_\_\_\_.

C.Is it a part-time, temporary or dispatched job? (1)Yes. (2)No.

D.Can you accept work shift, regular overtime or rotational leave?

(1) Cannot accept any one above.

(2) Can accept either one.

The job title referred here is a position which the interviewee expected in the reference week either through new jobseeking or previous jobseeking.

(go to Q.11)

11. [Q] Where is the location of the job you searched?

[A] Location of searched job:

- (1) Only limited in \_\_\_\_\_ Hsien/City.
- (2) Not limited in one Hsien/City, including area below:((i)-(vii) are multiple choices)
  - (i) Northern region.
  - (ii) Central region.
  - (iii) Southern region.
  - (iv) Eastern region.
  - (v) Kingmen/Matsu area.
  - (vi) H.K., Macau or China.
  - (vii) Other country \_\_\_\_\_.

(go to Q.12)

12. [Q] Did you have any job opportunity in seeking process?

It is to probe if the interviewee has encountered any opportunity to work while he/she were seeking a job.

[A] A. 'Yes'. Why did not go for it?

(Mark 3 answers at most, according to the precedence in the interviewee's mind.)

- (1) Unfavorable pay.
- (2) Unpreferable working location.
- (3) Poor working environment.
- (4) Inadequate working hours.
- (5) Work shift or rotational leave requirements.
- (6) Knowledge not met job's need.
- (7) Dim prospect.
- (8) Lack of interests.
- (9) Others \_\_\_\_\_.

B. 'No'.

a. What was the main situation that you could not find a job?

- (1) Never met suitable offer.
- (2) Never got interview opportunity or never pass the written test.
- (3) Only got interviews but never got hired.
- (4) Others \_\_\_\_\_.

b. What was the major difficulty that you faced in job seeking process?

(Mark 3 answers at most, according to the precedence in the interviewee's mind.)

- (1) Expertise unfitted: employers expected to hire someone who were knowledgeable in other fields or capable with higher level of skill rather than the interviewee's.
- (2) Educational attainment unfitted: employers expected to hire someone who had achieved higher educational attainment rather than the interviewee did.
- (3) Age limit imposed: the interviewee was not a qualified candidate because of his/her age.
- (4) Sex status restricted on job openings: the interviewee was not a

qualified candidate because of his/her sex status.

- (5) Language barrier: the language that employers preferred for job openings were different from the one the interviewee fluently spoke.
- (6) Marital status restricted on job openings: the interviewee was not a qualified candidate because of his/her marital status.
- (7) No favorable occupation available
- (8) Unfavorable pay
- (9) Unfavorable working conditions : Job openings were not the kinds, in terms of working environment, pay, time and other requirements which the interviewee expected.
- (10) Others\_\_\_\_: other kinds of difficulties rather than those as (1) to (9) itemized.

(go to Q.17)

13. [Q] Have you ever worked in 2022?

It is to probe if the interviewee worked consecutively/discretely but, in either way, totally more than 3 months within 2022. Interviewee referred here is one who was not-in-the-labor-force or an unpaid family worker worked less than 15 hours in the reference week.

[A] (1) 'Yes'. What kind of work did you do? Job title:\_\_\_\_\_.

(If more than 2 jobs were taken at that time, enter the one last worked).

(2) 'No'.

(skip to Q.15, if mark (2); otherwise, go to Q.14)

14. [Q] Why did you quit your job? (unpaid family workers skip this question)

[A](1) Attending schools or rebrushing to take entrance exams.

(2) Getting married or giving birth.

(3) Responsibility in taking care of children under age 12.

(4) Responsibility in taking care of elder family members age 65 years & over.

(5) Housekeeping (including those who have responsibility in taking care of disabled family members).

(6) Family finance getting better.

(7) Wound or illness.

(8) Retired.

(9) Seasonal or temporary job completed.

(10) Not satisfied to that job.

(11) Business shrunk or establishment closed.

(12) Others\_\_\_\_: the reasons beyond those described among (1)-(11).

(go to Q.15)

15. [Q] Had you sought for a job in 2022?

[A] A. 'Yes'. Why did you stop seeking?

It means the interviewee had sought for a job in 2022 (but in the reference week -- 14-20 May, 2023, he/she did not seek a job or await responses resulted from the actions of previous job seeking).

The reason is:

- (1) Believes no job available in the markets.
- (2) Lacks necessary schooling, training, skills or experience etc., couldn't find any work.
- (3) Other reasons\_\_\_\_\_, so stop seeking.

B. (4) 'No'. Never sought in 2022.

(go to Q.16)

16.[Q] If the work condition (pay, working place, working hours, type and so on) of a job ideally meet your requirement, are you willing to work?

[A] A. 'Yes'. What is the work condition of expected job?

Job title:\_\_\_\_\_.

Working location:\_\_\_\_\_.

(it means location of anticipated working place in Hsien (City) and Hsiang (Chen or Shih)).

Monthly pay: NT \$\_\_\_\_\_

Job type: (1) Full-time job.

(2) Part-time job.

Is it a temporary or dispatched work? (1)Yes (2)No.

(go to Q.17)

B. 'No'. Why not willing to work?

It means that the interviewee was not willing to work even though an available job has been good enough, in term of his/her expectation.

- (1) Getting married or giving birth.
- (2) Enough family income, no need to work.
- (3) Responsibility in taking care of children under age 12.
- (4) Responsibility in taking care of elder family members age 65 years & over.
- (5) Responsibility in taking care of disabled family members.
- (6) Housekeeping.
- (7) Disabled.
- (8) Ill health, wound or illness ( not including disabled).
- (9) Attending schools or rebrushing to take entrance exams.
- (10) Waiting for conscription.
- (11) Giving a helping hand to family business: the interviewee was not willing to work in another place because he/she was working as an unpaid family worker in a family own business.
- (12) Getting older: the interviewee felt himself/herself was too old to work (must age 50 & over).

(13) Others\_\_\_\_\_ : the reasons beyond those described among (1)-(12).  
(go to Q.17)

17. [Q] How many children do you have?

The children defined here include kids borne by his/her own, brought by re-marriage (currently raised by interviewee) or adopted. Those children married are also included. However; those children who were either dead or adopted by other families are excluded. Children nominally raised through personal donation to charity organization are also excluded.

[A]A. 'Have children' : it means one has children with different ages categorized below could enter multiple answers into the following blanks, according to her children's age in full years.

'Children under 3 years old' : \_\_\_\_\_persons

'Children aged 3 - under 6 years old' : \_\_\_\_\_persons

'Children aged 6 - under 12 years old' : \_\_\_\_\_persons

'Children aged 12 - under 15 years old' : \_\_\_\_\_persons

'Children aged 15 - under 18 years old' : \_\_\_\_\_persons

'Children aged 18 years & over' : \_\_\_\_\_persons

B. 'No child yet': it means the interviewee doesn't have any child yet.  
(If married or cohabited, go to C; otherwise stop here)

C. Serial no. of your spouse/cohabiter in household : \_\_\_\_\_( Fill in "99" if not in the household)