

2011 Survey on Employment Trends first half of the year
(Survey Form 1 for Business Office)

○ The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall it be revealed to any third party. Please therefore fill in accurate information.
○ In filling in this Survey Form, please refer to the attached guidance on how to fill it in.

1 Name and address of the business office	2 Total number of regular employees across the entire enterprise <small>Including workers of all business offices affiliated to the same enterprise (company) as at the end of December 2011</small>	1,000 persons or more	300 - 999 persons	100 - 299 persons	30 - 99 persons	5 - 29 persons	Publicly-owned or state-run
		1	2	3	4	5	6
	3 Main product, or business details <small>("Main product" refers to a product generating the largest part of the revenue.)</small>						
	4 Name of the person filling in the form Telephone number	()					

○ This survey was carried out in relation to individual establishments.
Head offices, branch offices, sales offices, factories, etc. are counted as separate establishments. Please respond in relation to your establishment.

5 Transfer of regular employees

Regular employees { (i) Those who are employed on a non-fixed term basis → To be counted in the Section of "nominal regular employees" (I), (III)
(ii) Those who are employed for a period of over one month
(iii) Those who are employed on a fixed term basis for a period of up to one month, or those who are employed on a daily basis, and those who were employed for more than 18 days per month during the previous two months → To be counted in the Section of "employment on a temporary basis or on a daily basis" (II), (IV)

"Part-time workers" refer to regular employees with shorter daily work hours compared with general workers in the same business office, or those with the same daily work hours but with shorter weekly work hours.

Classification	(1) Number of regular employees as at the end of December 2010	(2) The number of regular employees increased over the period January to June 2011		(3) Workers who have been switched to nominal regular employees from employment on a temporary basis or on a daily basis over the period of January to June 2011	(4) The number of regular employees decreased over the period January to June 2011		(5) Number of regular employees as at the end of June 2011 $(1) + (2) \pm (3) - (4) = (5)$
		(A) Newly employed (including seconded workers and workers reinstated after the completion of the secondment)	(B) Transferred from within the same enterprise (company), workers who have regained entitlement to wages		(A) Resigned (including seconded workers and workers reinstated after the completion of the secondment)	(B) Workers who took up other positions within the same enterprise (company), workers for whom wages have been withheld	
	Thousand Persons	Thousand Persons	Thousand Persons	Thousand Persons	Thousand Persons	Thousand Persons	Thousand Persons
Male	(I) Nominal regular employees			+			
	(II) Employment on a temporary basis or on a daily basis			-			
	Male total						a
Female	(III) Nominal regular employees			+			
	(IV) Employment on a temporary basis or on a daily basis			-			
	Female total						b
Total of male and female	(V) A	B		C		D	a + b
Of which, part-time workers	(VI) Male						c
	(VII) Female						d
	Total of male and female						E c + d
Of which, workers seconded from other enterprises	(VIII)						

Of which, those leaving from April-June ⑰			
Of which, those transferred from another enterprise from April to June ⑱			

If you have filled in Sections B (newly employed) and/or C (resigned) of the "Total of male and female (V)" above, please extract new workers and resigned workers.

○ Extraction of new workers and resigned workers

This is necessary to identify the number of persons to fill in the Survey Form for New Employees and the Survey Form for Resigned Employees distributed with this Survey Form.

With regard to the extraction method and extraction rates, please refer to the attached guidance of how to fill it in. Extraction rates may vary, depending on the industrial classification as well as on the number of regular employees as at the end of December 2010 (Section (V) A).

Extraction of new workers	(1) Number of new workers (transcribe the data in Section (V) B)	(2) Extraction rates	(3) Number of new workers surveyed
		/	

Extraction of resigned workers	(1) Number of resigned workers (transcribe the data in Section (V) C)	(2) Extraction rates	(3) Number of resigned workers surveyed
		/	

*The numbers of persons indicated in sections framed in the same colour should correspond with each other.

6 Number of regular employees by gender and by age group

Please fill in the number of regular employees as at the end of June 2011 (nominal regular employees and employment on a temporary basis or on a daily basis) by gender and by age group. The age group division simplified chart is indicated in the guidance of how to fill it in.

Age group	Male total				Female total			
	(IX)		Of which, part-time workers (X)		(XI)		Of which, part-time workers (XII)	
	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons
(1) Less than 19 years old								
(2) 20 – 24 years old								
(3) 25 – 29 years old								
(4) 30 – 34 years old								
(5) 35 – 39 years old								
(6) 40 – 44 years old								
(7) 45 – 49 years old								
(8) 50 – 54 years old								
(9) 55 – 59 years old								
(10) 60 – 64 years old								
(11) 65 years and over								
Total check								

*The numbers of persons indicated in sections framed in the same colour on the left hand and right hand pages should correspond with each other.

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"5 Transfer of regular employees" (5) a (5) c (5) b (5) d

7 Number of regular employees by employment and the number of unsatisfied vacancies

Please fill in the number of regular employees and the number of unsatisfied vacancies as at the end of June 2011 by employment.

Refer to Guideline 7 (pages 3 and 4) for more information on the meaning of (02) Professional/technical employment, and differentiating (08) Transport, and (10) Handling. Where someone is engaged in 2 or more roles, make the entry in their main role.

Occupation	Number of regular employees				Number of unsatisfied vacancies			
	(XIII)		Of which, part-time workers (XIV)		(XV)		Of which, part-time workers (XVI)	
	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons
(01) Administrative and managerial workers								
(02) Professional and engineering workers								
(03) Clerical workers								
(04) Sales workers								
(05) Service workers								
(06) Security workers								
(07) Manufacturing process workers								
(08) Transport and machine operation workers								
(09) Construction and mining workers								
(10) Carrying, cleaning, packaging, and related workers								
(11) Other workers								
Total check								

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"5 Transfer of regular employees" = (5) D (5) E

"Unsatisfied vacancies" means where there is a job, and a job offer is made to replace the person engaged in that job, regardless of the method of the job offer.

Thank you for your cooperation.

2011 Survey on Employment Trends (Survey Form 2 for Business Office) second half of the year

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1 Name and address of the business office		2 Total number of regular employees across the entire enterprise <small>Including workers of all business offices affiliated to the same enterprise (company) as at the end of December 2011</small>	1,000 persons or more	300 - 999 persons	100 - 299 persons	30 - 99 persons	5 - 29 persons	Publicly-owned or state-run
			1	2	3	4	5	6
		3 Main product, or business details	("Main product" refers to a product generating the largest part of the revenue.)					
	4 Name of the person filling in the form	Telephone number ()						

5 Transfer of regular employees

Regular employees

- (i) Those who are employed on a non-fixed term basis
- (ii) Those who are employed for a period of over one month
- (iii) Those who are employed on a fixed term basis for a period of up to one month, or those who are employed on a daily basis, and those who were employed for more than 18 days per month during the previous two months

"Part-time workers" refer to regular employees with shorter daily work hours compared with general workers in the same business office, or those with the same daily work hours but with shorter weekly work hours.

To be counted in the Section of "nominal regular employees" (I), (III)
To be counted in the Section of "employment on a temporary basis or on a daily basis" (II), (IV)

Classification	(1) Number of regular employees as at the end of June 2011	(2) The number of regular employees increased over the period of July to December 2011		(3) Workers who have been switched to nominal regular employees from employment on a temporary basis or on a daily basis over the period of July to December 2011	(4) The number of regular employees decreased over the period July to December 2011		(5) Number of regular employees as at the end of December 2011	
		(A) Newly employed (including seconded workers and workers reinstated after the completion of the secondment)	(B) Transferred from within the same enterprise (company), workers who have regained entitlement to wages		(A) Resigned (including seconded workers and workers reinstated after the completion of the secondment)	(B) Workers who took up other positions within the same enterprise (company), workers for whom wages have been withheld		
	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons
Male	(I) Nominal regular employees			+				
	(II) Employment on a temporary basis or on a daily basis			-				
	Male total						a	
Female	(III) Nominal regular employees			+				
	(IV) Employment on a temporary basis or on a daily basis			-				
	Female total						b	
Total of male and female (V)	A	B		C		D	a + b	
Of which, part-time workers	(VI) Male						c	
	(VII) Female						d	
	Total of male and female						E	c + d
Of which, workers seconded from other enterprises (VIII)								

Of which, those leaving from April-June (17)	Of which, those transferred from another enterprise from April to June (18)
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If you have filled in Sections B (newly employed) and/or C (resigned) of the "Total of male and female (V)" above, please extract new workers and resigned workers.

○ Extraction of new workers and/or resigned workers

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Extraction of new workers	(1) Number of new workers (transcribe the data in Section (V) B)	(2) Extraction rates	(3) Number of new workers surveyed
		/	

Extraction of resigned workers	(1) Number of resigned workers (transcribe the data in Section (V) C)	(2) Extraction rates	(3) Number of resigned workers surveyed
		/	

*The numbers of persons indicated in sections framed in the same colour should correspond with each other.