

Outline of the Survey

1 Objective

To survey the individual attributes and conditions of accession and separation of hired and separated employees at establishments and state of accession, separation and unfilled job vacancy of establishments in major industries, and to identify the actual situation on the mobility of workforce and unfilled job vacancies.

2 Coverage and Subject

(1) Area

Nationwide, Japan (excluding some areas)

(2) Industries

The following 16 industries based on the Japan Standard Industrial Classification (Rev. 12, November 2007):

Mining and quarrying of stone and gravel; construction; manufacturing; electricity, gas, heat supply and water; information and communications; transport and postal activities; wholesale and retail trade; finance and insurance; real estate and goods rental and leasing; scientific research, professional and technical services; accommodation, eating and drinking services; living-related and personal services and amusement services (excluding housework services); education and learning support; medical, health care and welfare; compound services; services not elsewhere classified (other unclassified) (excluding foreign public services).

(3) Establishments

A random sample was taken of establishments stratified by industry and size of the establishment, from establishments in the industries listed in (2) above and employing 5 regular employees or more.

(4) Hired Employees

A random sample was taken of hired employees, from all regular employees hired in 2012 at the establishments in (3).

(5) Separated Employees

A random sample was taken of separated employees, from all regular employees leaving employment in 2012 at the establishments in (3).

3 Survey Periods

Part 1 of the survey was conducted from July 1st to July 31st, and covered the period from January to June 2012.

Part 2 of the survey was conducted from January 16th to February 15th, 2013, and covered the period from June to December 2012.

4 Survey Items

(1) Establishment Survey

- (a) Number of regular employees in the enterprise overall
- (b) Changes in regular employees by gender and type of employment
- (c) Number of regular employees by gender, age and type of employment
- (d) Number of regular employees and unfilled job vacancy by occupation and type of

employment

(2) Hired Employee Survey

(a) Individual attributes

Gender, age, highest level of education

(b) Hiring

Hiring route, type of employment, occupation, address prior to hiring

(c) Previous employment

Industry, occupation, status in employment, length of separation, size of enterprise, reason for changing career, change in wage

(3) Separated Employee Survey

(a) Individual attributes

Gender, age, highest level of education

(b) Employment immediately before separation

Type of employment, occupation, length of service, reason for separation

5 Survey Method

(1) Establishment Survey and Separated Employee Survey

Establishment and separated employees questionnaires were distributed by the enumerator, filled in at the surveyed establishments, and collected by the enumerator.

(2) Hired Employee Survey

For the hired employee questionnaire, the number of hired employees to be surveyed at the surveyed establishments was calculated by the enumerator, and the surveyed establishments were requested to distribute questionnaires. Then the questionnaires were filled in by surveyed hired employees and collected by the enumerator.

6 Survey Organization

Statistics and Information Department of the Minister's Secretariat at the Ministry of Health, Labour and Welfare - Prefectural Labour Bureaus - Public Employment Security Offices - Enumerator - Respondent

7 Survey Respondents, Valid Responses and Valid Response Rate

Establishments Survey:

Survey respondents: 14,410 establishments

Valid responses (part 1): 9,775 establishments; (part 2): 9,691 establishments

Average valid response rate: 67.5%

Tabulated hired employees: 88,239 persons; Tabulated separated employees: 95,946 persons

8 Explanatory Notes

(1) The survey results are aggregation of the results of the part 1 survey and the part 2 survey compiled as annual totals. Results of the 2012 part 1 survey were published in December 2012.

(2) Figures from the 2009 survey are based on the Japan Standard Industry Classification (November 2007 revision). Therefore, there is a significant difference between the scope of industrial classifications before and after the revision for the industries of real estate and

goods rental and leasing; scientific research, professional and technical services; accommodation, eating and drinking services; living-related and personal services and amusement services; and services not elsewhere classified.

In addition, from the 2004 survey to the 2008 survey, figures were based on the Japan Standard Industry Classification (March 2002 revision), and the scope of the survey was expanded to include school education and social education etc. from the 2004 survey. Further, before 2003, results were based on the October 1993 revision of the Japan Standard Industry Classification and cannot be directly compared to survey results since 2009.

- (3) The number of regular employees as of January 1st, 2012 as shown in the statistical tables is the number of regular employees surveyed as of the last day of December 2011.
- (4) Values in the figures and statistical tables are rounded to the represented unit. Therefore, the itemized totals may not agree exactly with the figure in the total.
- (5) Year-on-year changes and increases and decreases are calculated based on the represented units.
- (6) "0.0" indicates that said figure exists, but is lower than one represented unit after rounding.
- (7) "—" indicates that said figure does not exist.
- (8) "..." indicates that the figure is unsuitable for representation.
- (9) Considering the damage caused by the Great East Japan Earthquake, among the area where the Disaster Relief Act has been applied to in mid-March 2012, municipalities in the Pacific coast of Prefectures Iwate, Miyagi and Fukushima were excluded from the survey coverage, and the survey reselected establishments from areas other than the aforementioned areas of said prefectures.