FINAL

Enterprise No.

Enterprise Name

EMPLOYEE QUESTIONNAIRE

SURVEY OF SMALL AND MEDIUM SCALE MANUFACTURING ENTERPRISES (SME) IN VIETNAM

June 2015

Interviewer

Date of the interview

Day	Month	Year

Time begun

Time finished

EMPLOYEE QUESTIONNAIRE

Instructions: Interview up to 7 workers (or as many available). If more than 7 workers, draw a sample. List names of the workers for future reference. Interview (if possible) workers from different categories:

1. Manager
2. Professional Worker (Requires College/University Degree)
3. Office Worker
4. Sales Worker
5. Service Worker
6. Production Worker

Make sure that you interview at least **one manager** and at least **two production workers**. Only interview workers who work for this enterprise for more than one year.

EQA Number of enterprise (Enterprise code) _____(Eq1)

EQB City/Province _____(Eq2)

Code: Hanoi (1),
HCMC (79)
Hai Phong (31)
Ex-Ha Tay (28)
Long An (80)
Phu Tho (25)
Quang Nam (49)
Nghe An (40)
Khanh Hoa (56)
Lam Dong (68)

EQC District/Commune _____(Eq3)

Code: See manual for district/commune codes

EQD Details on work force. Please complete information individually for all who were interviewed in the previous survey and who worked seven days or more in the enterprise last month irrespective of whether or not they were paid a wage. If possible interview the workers directly.

	1 Name of worker	**1a Employee code in 2011 survey. Fill in 98 for those who are interviewed for the first time in 2013**	**2 Professional function** 1 Manager 2 Professional Worker (Requires College/University Degree) 3 Office Worker 4 Sales Worker 5 Service Worker 6 Production Worker		**3 Relationship to owner:** Owner of enterprise = 1 Member of owners HH = 2 Relative of owner, but not living in the same HH = 3 Other = 4	**4 Sex** Male = 1, Female = 2	**5 Year of birth?**	**6 Are you a permanent full-time employee? (work at least 6 months per year)** Yes = 1 No = 2	**7 Do you have a formal (written down) labour contract?** Yes = 1 No = 2
W	EqD1	EqD1a	Description of the job	EqD2 Code	EqD3	EqD4	EqD5	EqD6	EqD7
W1									
W2									
W3									
W4									
W5									
W6									
W7									

	8 When did you start working in this enterprise?	**9 Do you permanently live (have your residence) in the province/city where you work (response should be in accordance with employee's Registration Book)?** Yes = 1 -> skip to Q11, No = 2	**10 Where is your permanent address?** 1 = Urban 2 = Rural	**11 Were you born in this city/province?** 1 = Yes 2 = No	**12 Are you married?** Yes = 1 No = 2	**13 How many children do you have?**	**14 What is your ethnicity?** Kinh=1 Hoa=2 Other=3
W	Year: EqD8	EqD9	EqD10	EqD11	EqD12	EqD13	EqD14
W1							
W2							
W3							
W4							
W5							
W6							
W7							

EQE Education and Training

	1 What is the highest level of education you have completed? None (unfinished Primary)= 1 Primary school = 2 Secondary school = 3 High School = 4 Technical worker without certificate = 5 Vocational elementary =6 Vocational secondary = 7 Professional secondary = 8 Vocational college = 9 College = 10 University and higher =11 *If answer 1 – 5, go to EqE4*	**2 What was your main subject of this education?** (If answer 5-11 in EqE1) Apply the codes provide in the survey manual		**3 When did you finish this education?** (Year)	**4 What was your father's highest educational level completed?** (Use codes in EqE1)	**5 What kind of work has your father done for most of his life?** Agriculture = 1 Manufacturing and Construction =2 Services =3	**6 What was your mother's highest educational level completed?** (Use codes in EqE1)	**7 What kind of work has your mother done for most of her life?** Agriculture = 1 Manufacturing and Construction =2 Services =3
	EqE1	Name	EqE2 Code	EqE3	EqE4	EqE5	EqE6	EqE7
W1								
W2								
W3								
W4								
W5								
W6								
W7								

	8) How many times have you received **on-the-job training** at this enterprise? *(Number of times)*	8a) What was the training duration of the on-the-job training? *(if trained more than once report duration of the first training spell with the current employer)*	9) How many times have you received **off-the-job training** at this enterprise? *(Number of times)*	9a) What was the training duration of the off-the-job training? *(if trained more than once report duration of the first training spell with the current employer)*	10) How many times have you received **informal training** at this enterprise? *(Number of times)*	10a) What was the training duration of the informal training? *(if trained more than once report duration of the first training spell with the current employer)*	11) Did you experience an increase in wage after the training? ***(Code: see below)***	12) Did you receive training by your previous employer? *(Yes=1, No=2)*	13) If yes to 12), did you find these skills useful when you started at this enterprise? *(Yes=1, No=2)*
	EqE8	EqE8a	EqE9	EqE9a	EqE10	EqE10a	EqE11	EqE12	EqE13
W1									
W2									
W3									
W4									
W5									
W6									
W7									

Note: *On-the-job training refers to training received while at the job during 'normal' working hours, i.e. formal in-house training that has an identifiable start and end. Off-the-job training refers to training received outside the formal workplace (can for example take place at a vocational school, a SME association or similar). Informal training is training received by co-workers/supervisor whilst undertaking the primary work task (for example learning from observing others performing a task, sharing of easier ways to do the work, and constructive work criticism from supervisors).*
Code 11): *0=No, 1=yes after on-the-job training, 2=yes after off-the-job training, 3=yes after informal training, 4=yes, I have experienced that my wage has increased after more than one of the stated training types.*

EQF Experience

	1 What was your main occupation before your present job? GSO classification codes including "did not work"			**2 How many years of wage-earning work experience did you have prior to joining this enterprise?**	**3 How do you assess your level of experience prior to your current employment?**	**4 Why did you choose this job?** **(At the time of job change)**
	a) Professional function: 1 Manager 2 Professional Worker (Requires College/University Degree) 3 Office Worker 4 Sales Worker 5 Service Worker 6 Production Worker 7 Did not work >> EQG	**b) Ownership:** Government (1) SOE (2) Private firm (3) FDI firm (4) Other (5)	**c) Sector:** Agriculture = 1 Manufacturing and Construction =2 Services =3		More than sufficient to fulfil the new job requirements = 1 Sufficient as compared to the new job requirements = 2 Not sufficient to fulfil the new job requirements = 3	Better salary = 1 Better working condition = 2 Better social benefits = 3 Closer to my home = 4 Better for my health = 5 Better use of my skills/experience = 6 Other = 7
	EqF1a	EqF1b	EqF1c	EqF2	EqF3	EqF4
W1						
W2						
W3						
W4						
W5						
W6						
W7						

EQG Salary, wages and benefits

	1a. By what means of calculation are you currently paid? Time rate = 1 Piece rate = 2 Combined = 3 Percent of sales = 4 Other / Not paid = 5	**1b. By what form of payment are you currently being paid?** Cash = 1 In-Kind = 2 Combined = 3	**2 Since the beginning of 2013 to date, on average, how many days per week and how many hours per day do you work for this firm?**		**3a What is your total current or usual wage/salary (including allowances)?** Time unit: Hour = 1, Day = 2, Week = 3, Month = 4	
			Days/week	Hours/day	Time unit	Wage/Salary (in million VND)
	EqG1a	EqG1b	EqG2a	EqG2b	EqG3a1	EqG3a2
W1						
W2						
W3						
W4						
W5						
W6						
W7						

	3b What was your starting wage when employed in the current company? Time unit: Hour = 1, Day = 2, Week = 3, Month = 4		**3c If you changed position since you started in the company, what was the starting wage in your current position? (If have not changed position, write 98)** Time unit: Hour = 1, Day = 2, Week = 3, Month = 4	
	EqG3b1	EqG3b2	EqG3c1	EqG3c2
	Time unit	Wage/Salary (in million VND)	Time unit	Wage/Salary (in million VND)
W1				
W2				
W3				
W4				
W5				
W6				
W7				

	4 Do you get paid for overtime work? Yes = 1 No = 2	**5a How is your salary this year compared to last year?** Higher = 1 Same = 2 Lower = 3	**5b Has your total wage been adjusted in the past two years? (since August 2011)** Yes = 1 No = 2 Not applicable = 3	**6 Did you receive any Tet bonus or other Tet gift from your employer last year?** Yes = 1 No = 2 Not applicable = 3	**7 If yes, what was the value of what you received?** (in million VND)	**8 Have you over past two years received a loan from your employer?** Yes = 1 No = 2
	EqG4	EqG5a	EqG5b	EqG6	EqG7	EqG8
W1						
W2						
W3						
W4						
W5						
W6						
W7						

	9 Does your employer provide, wither directly or through the Social Insurance Fund, any of the following benefits (according to regulations)? Yes = 1, No = 2								
	EqG9a: Sick leave (for themselves and their children)	EqG9b: Maternity leave	EqG9c: Any payment (benefit/cash lump sum) when employee stops working/retires	EqG9d: Severance Pay	EqG9e: Compensation for accidents or professional illness	EqG9f: Survival Benefit	EqG9g: Health Insurance	EqG9h: Annual paid Leave	EqG9i: Unemployment Insurance
W1									
W2									
W3									
W4									
W5									
W6									
W7									

	10a Do you contribute to a voluntary insurance scheme? Yes = 1 No = 2		**10b If No, why not?** 1 = Too expensive 2 = I prefer to save up myself 3 = Too few years to contribute 4 = Low quality of Social Insurance service 5 = Not necessary at moment 6 = Procedures too complicated 7 = Other	**11 Have you received training on occupational health and safety at your workplace** Yes = 1, No = 2	**12 Does the enterprise provide you with the necessary health and safety equipment?** Yes = 1, No = 2; 98- does not apply	**13 If yes, do you use the equipment?** Yes = 1, No = 2
	EqG10a: Pension fund	EqG10b: Health insurance fund	EqG11	EqG12	EqG13	EqG10b
W1						
W2						
W3						
W4						
W5						
W6						
W7						

EQH Job market

	1 How did you find your current job? Owner, who is a relative = 1 Owner, who is a friend = 2 Relative working in the firm = 3 Friend / Acquaintance working in the firm = 4 Through an employment agency = 5 Through door to door visits = 6 Saw the job advertised and applied = 7 Other = 8	**2 When you applied for the current job, how did you undertake tests or have to prove/show your skills?** Interview = 1 On-the-job test (carried out by experienced worker) = 2 Written test (inside and outside the firm) = 3 Several of the above = 4 None of the above = 5
	EqH1	EqH2
W1		
W2		
W3		
W4		
W5		
W6		
W7		

EQI Trade Union

	1 Are you a member of a Trade Union? Yes = 1 No = 2 Not applicable = 3 *If answer (2) go to EqI7*	**2 If yes, when did you become a member?** (Year)	**3 Do you pay a membership fee?** Yes = 1 No = 2 *If No, go to EqI5*	**4 How much was the average monthly contribution in 2012?** (in `000s VND)	**5 What is the most important benefit from being a Trade Union member?** More job security = 1 Better and more stable wage =2 More safety at workplace = 3 It secures that employer pays social benefits = 4 Better information about alternative job offers = 5 Other, specify = 6	**6 Have you ever contacted your Trade Union about job related issues?** Yes = 1 No = 2
	EqI1	EqI2	EqI3	EqI4	EqI5	EqI6
W1						
W2						
W3						
W4						
W5						
W6						
W7						

	7 Have you ever participated in a strike/labour dispute at this enterprise where you are currently working? Yes = 1 No = 2	**8 If yes, what was the main reason for the strike/labour dispute?** Payment issues =1 Social benefit issues = 2 Working conditions = 3 Other = 4
	EqI7	EqI8
W1		
W2		
W3		
W4		
W5		
W6		
W7		

EQJ Working conditions and health

	1a Is there any difference in wages between employees who work in hazardous conditions and those who do not (i.e. a premium paid for working in hazardous conditions)? **?** Yes = 1 No = 2	**1b In which of the following areas, are working conditions most affected in this enterprise? Select three most important areas (1 = most important, 2 = second most important, and 3 = third most important).** **.**						
		Air quality (lack of ventilation, too much dust/particles)	**Fire Hazards** (need for protective gear, reduction of fire hazards)	**Heat** (too much heat, not enough ventilation)	**Lighting** (lack of adequate lighting)	**Noise** (too much noise, need of protective gear)	**Waste disposal** (lack of special collection system for solids and hazardous materials)	**Water pollution** (lack of adequate waster water treatment)
	EqJ1a	EqJ1ba	EqJ1bb	EqJ1bc	EqJ1bd	EqJ1be	EqJ1bf	EqJ1bg
W1								
W2								
W3								
W4								
W5								
W6								
W7								

EQK Assets

	1 Do you (or your household) own any of the following items? (Yes = 1, No = 2)					
	DVD/VCD player	**Television**	**Cellular phone**	**Computer**	**Motorbike**	**Bank Account**
	EqK1a	EqK1b	EqK1c	EqK1d	EqK1e	EqK1f
W1						
W2						
W3						
W4						
W5						
W6						
W7						

	2 Characteristics of the house where your household lives					
	Do you own the house (have name in red-book) you live in? Yes (1) No (2) *Only continue if Yes*	**What type of dwelling?** *Codes: Villa (1), permanent self-contained house (2), permanent non-contained house (3), semi-permanent house (4), unsettled house and other (5)*	**What is the space of your dwelling, including living and accessory rooms? (square meters)**	**How long have you been living in this dwelling? (years)**	**In approximately which year was this dwelling built?**	**When did you last undertake major house repair? (year)**
	EqK2a	EqK2b	EqK2c	EqK2d	EqK2e	EqK2f
W1						
W2						
W3						
W4						
W5						
W6						
W7						