

12. QUESTIONNAIRES AND CODE SHEETS

- 1) Household Record Docket (Form 03) and Code Sheet
- 2) The Labour Force Survey Questionnaire (Form 05) and Code Sheet
- 3) Supplementary Questionnaire (Form 06)

The Household Record Docket (Form 03)

The Household Record Docket (Form 03) is used to list all household members whose usual place of residence is the selected dwelling. It is both a survey operations/control document and a record of socio-demographic information on household members.

Household Record Docket (Form 03) - Code Sheet

CODE SHEET

Household Record Docket (Form 03)

Exemplaire français disponible sur demande □

- 8**
- 1 Single Detached
 - 2 Double
 - 3 Row or Terrace
 - 4 Duplex
 - 5 Apartment, Flat
 - 6 Institution
 - 7 Hotel, Rooming or Lodging House
 - 8 Camp - Logging, Construction, etc.
 - 9 Mobile Home
 - 0 Other - Specify in NOTES

- 34**
- M Male
 - F Female

- 35**
- WHAT IS MARITAL STATUS?**
(Read categories to respondent)
- 1 Now married or living common-law
 - 2 Single (never married)
 - 3 Widow or widower
 - 4 Separated or divorced

36

Assign one letter to all household members related to the head of a family by one of the relationships listed in Item 37.
("A" for each member of the first family, "B" for each member of the second family, etc.)

- 37**
- Each different letter used in Item 36 requires a different 'Head of Family' in Item 37.
- 1 Head of Family
 - 2 Spouse
 - 3 Son or daughter (natural, adopted or step)
 - 4 Grandchild
 - 5 Son-in-law or daughter-in-law
 - 6 Foster child (less than 18)
 - 7 Parent
 - 8 Parent-in-law
 - 9 Brother or sister
 - 0 Other relative - Specify in NOTES
- Unrelated roomers, boarders and friends require a separate family identifier in Item 36.

- 40**
- 0 Not a household member this month
 - 1 Civilian household member this month
 - 2 Full-time member of Canadian Armed Forces this month
 - 3 Household member 70 years of age and over (non-birth interview only)

- 45**
- FIRST CODE: Entered by interviewer**
- NOTE: for any code other than X, explain situation on appropriate form(s) FORMS
- X LFS questionnaire completed for all eligible household members 22
 - E LFS questionnaire completed for some (not all) eligible household members 15/22
 - N No one at home (after several calls) 15/22
 - R Household refusal 15/22
 - K Interview prevented by death, sickness, language problem or other unusual circumstances related to the household 15/22
 - L Interview prevented by weather conditions 15/22
 - T Household temporarily absent 15/22
 - V Vacant dwelling (or trailer stall and vacant seasonal dwelling) 22
 - C Dwelling under construction 22
 - B Dwelling occupied by persons not to be interviewed 15/22
 - D Dwelling demolished, converted to business premises, moved, abandoned (unfit for habitation), listed in error 12/22
 - A Interview cancelled for lack of an interviewer (Regional Office use only)

- SECOND CODE: Regional Office use only**
- Blank interview or attempt to interview again
- 3 Do not interview unless there is a complete change in household membership
 - 4 Attempt to interview again, a letter was sent
 - 5 Attempt to interview again, personal contact made by Regional Office staff

- 38**
- Column 1: WHAT IS THE HIGHEST GRADE OF ELEMENTARY OR HIGH SCHOOL (SECONDARY SCHOOL) EVER COMPLETED?**
- 0 Grade 8 or lower Quebec: Secondary II or lower
 - 1 Grade 9 - 10 Quebec: Secondary III or IV Newfoundland: 1st year of secondary
 - Grade 11 - 13 Quebec: Secondary V Newfoundland: 2nd to 4th year of secondary
- ↓
- DID GRADUATE FROM HIGH SCHOOL (SECONDARY SCHOOL)?**
- 2 No
 - 3 Yes

- Column 2: HAS RECEIVED ANY OTHER EDUCATION?**
- 0 No
Yes →
- COULD THIS EDUCATION BE COUNTED TOWARDS A DEGREE, CERTIFICATE OR DIPLOMA FROM AN EDUCATIONAL INSTITUTION?**
- 0 No
Yes →
- WHAT IS THE HIGHEST DEGREE, CERTIFICATE OR DIPLOMA . . . HAS OBTAINED?**
- 1 No postsecondary degree, certificate or diploma
 - 2 Trades certificate or diploma from a vocational school or apprenticeship training
 - 3 Non-university certificate or diploma from a community college, CEGEP, school of nursing, etc.
 - 4 University certificate below bachelor's level
 - 5 Bachelor's degree
 - 6 University degree or certificate above bachelor's level

USING TEMPORARY DOCKET NUMBERS

T [] [] [] [] A

Always start with "T" for Temporary Use the last 4 digits of your Assign. No. "A" for the first additional dwelling, "B" for the second, "C" for the third, etc.

The Labour Force Survey Questionnaire (Form 05)

The Labour Force Survey Questionnaire (Form 05) is used to collect information on the current and most recent labour market activity of all household members 15 years of age or older. The Form 05 includes questions on hours of work, job tenure, type of work, reason for hours lost or absent, job search undertaken, availability for work, and school attendance.

The Labour Force Survey Questionnaire (Form 05) - Code Sheet

Docket No. 2 Survey date 3 Assignment No. 4
 HRD page - line No. Given name Mo. Yr. Surname 1 FORM NO. **05**
 5 6 7

10 LAST WEEK, DID ... WORK AT A JOB OR BUSINESS? (Regardless of the number of hours.)
 Yes No Go to 30
 PERMANENTLY unable to work Go to 50

11 DID ... HAVE MORE THAN ONE JOB OR BUSINESS LAST WEEK?
 Yes No Go to 13

12 WAS THIS A RESULT OF CHANGING EMPLOYERS LAST WEEK?
 Yes No

13 HOW MANY HOURS PER WEEK DOES ... USUALLY WORK AT HIS/HER:
 (Main) JOB? if total 30 or more
 Other jobs? go to 15

14 WHAT IS THE REASON ... USUALLY WORKS LESS THAN 30 HOURS PER WEEK?
 Enter Code

15 LAST WEEK, HOW MANY HOURS OF OVERTIME OR EXTRA HOURS DID ... WORK?
 (include paid and unpaid time at all jobs) if none enter 00

16 LAST WEEK, HOW MANY HOURS WAS ... AWAY FROM WORK FOR ANY REASON? (Holiday, vacation, illness, labour dispute, etc.)
 (From all jobs) if none enter 00 and go to 18

17 WHAT WAS THE MAIN REASON FOR BEING AWAY FROM WORK?
 Enter code

18 HOW MANY HOURS DID ... ACTUALLY WORK LAST WEEK AT HIS/HER:
 (Main) JOB?
 Other jobs?

19 IN THE PAST 4 WEEKS, HAS ... LOOKED FOR ANOTHER JOB?
 Yes No Go to 72

30 LAST WEEK, DID ... HAVE A JOB OR BUSINESS AT WHICH HE/SHE DID NOT WORK?
 Yes No Go to 33

31 LAST WEEK, DID ... HAVE A JOB TO START AT A DEFINITE DATE IN THE FUTURE?
 Yes No Go to 50

32 COUNTING FROM THE END OF LAST WEEK, IN HOW MANY WEEKS WILL ... START TO WORK AT HIS/HER NEW JOB?
 Go to 50

33 WHY WAS ... ABSENT FROM WORK LAST WEEK?
 Enter code and if code 6 go to 32

34 DID ... HAVE MORE THAN ONE JOB OR BUSINESS LAST WEEK?
 Yes No

35 HOW MANY HOURS PER WEEK DOES ... USUALLY WORK AT HIS/HER:
 (Main) JOB? if total 30 or more
 Other jobs? go to 37

36 WHAT IS THE REASON ... USUALLY WORKS LESS THAN 30 HOURS PER WEEK?
 Enter code

37 UP TO THE END OF LAST WEEK, HOW MANY WEEKS HAS ... BEEN CONTINUOUSLY ABSENT FROM WORK?

38 IS ... GETTING ANY WAGES OR SALARY FROM HIS/HER EMPLOYER FOR ANY TIME OFF LAST WEEK?
 Yes No

39 INTERVIEWER CHECK ITEM:
 * if code 5 (layoff) in 33 go to 56
 * Otherwise go to 40

40 IN THE PAST 4 WEEKS, HAS ... LOOKED FOR ANOTHER JOB?
 Yes No Go to 72

50 HAS ... EVER WORKED AT A JOB OR BUSINESS?
 Yes No Go to 55

51 WHEN DID ... LAST WORK AT A JOB OR BUSINESS?
 No change or Mo. Yr. If month unknown, enter -- in month

52 INTERVIEWER CHECK ITEM:
 (1) If 51 is before go to 55
 (2) If 51 is equal to or later than go to 53

53 DID ... USUALLY WORK 30 OR MORE HOURS PER WEEK?
 Full-time (30 or more hours per week)
 Part-time (Less than 30 hours per week)

54 WHAT WAS THE MAIN REASON WHY ... LEFT THAT JOB?
 Enter code

55 INTERVIEWER CHECK ITEM:
 * If "perm. unable to work" in 10 go to 80
 * Otherwise go to 56

56 IN THE PAST 6 MONTHS, HAS ... LOOKED FOR WORK?
 Yes No Go to 64

57 IN THE PAST 4 WEEKS, WHAT HAS ... DONE TO FIND WORK? (Mark all methods reported.)
 Nothing Go to 62
 * IN THE PAST 4 WEEKS, HAS ... DONE ANYTHING EL. TO FIND WORK? Mark all other methods reported.
 For each method given, ask:
 * WHEN DID ... LAST (Repeat method) ?

Checked with:	Method used	No. of weeks ago (excl. svy. week)
PUBLIC employment AGENCY	<input type="radio"/>	<input type="text"/>
PRIVATE employment AGENCY	<input type="radio"/>	<input type="text"/>
UNION	<input type="radio"/>	<input type="text"/>
EMPLOYERS directly	<input type="radio"/>	<input type="text"/>
FRIENDS or relatives	<input type="radio"/>	<input type="text"/>
Placed or answered ADS	<input type="radio"/>	<input type="text"/>
LOOKED at job ADS	<input type="radio"/>	<input type="text"/>
OTHER. Specify in NOTES	<input type="radio"/>	<input type="text"/>

DESCRIPTION OF MAIN JOB OR BUSINESS

72 FOR WHOM DID ... WORK? (Name of business, government dept. or agency, or person)
 No change or

73 WHEN DID ... START WORKING FOR THIS EMPLOYER?
 No change or Mo. Yr. If month unknown enter -- in month

74 WHAT KIND OF BUSINESS, INDUSTRY OR SERVICE WAS THIS? (Give full description: e.g., federal government, canning industry, forestry services.)
 No change or

75A WHAT KIND OF WORK WAS ... DOING? (Give full description: e.g., office clerk, factory worker, forestry technician.)
 No change or

75B IN THIS WORK, WHAT WERE ...'S MOST IMPORTANT ACTIVITIES OR DUTIES? (Give full description; e.g., filing documents, drying vegetables, forest examiner.)
 No change or

76 Class of worker:
 Main job No change or Enter Code
 Other job No change or Enter Code go to 80

NOTES

Item no.	<input type="text"/>
99	<input type="text"/>
99	<input type="text"/>
99	<input type="text"/>

58 UP TO THE END OF LAST WEEK, HOW MANY WEEKS HAS ... BEEN LOOKING FOR WORK? (Not counting weeks worked.)

59 WHAT WAS ...'S MAIN ACTIVITY BEFORE HE/SHE STARTED TO LOOK FOR WORK?
 Enter Code

60 IS ... LOOKING FOR A JOB TO LAST MORE THAN 6 MONTHS?
 Yes No (More than 6 months) (6 months or less)

61 IS ... LOOKING FOR A FULL-TIME OR PART-TIME JOB?
 Full-time (30 or more hours per week)
 Part-time (Less than 30 hours per week)
 Go to 63

62 WHAT WAS THE MAIN REASON WHY ... DID NOT LOOK FOR WORK LAST WEEK?
 Enter code

63 WAS THERE ANY REASON WHY ... COULD NOT TAKE JOB LAST WEEK?
 Enter code

64 INTERVIEWER CHECK ITEM:
 * If "No" (never worked) in 50 go to 80
 * If upper circle in 52 is marked go to 80
 * Otherwise go to 72

EDUCATIONAL ACTIVITIES (if age 65 or over, go to 90)

80 LAST WEEK, WAS ... ATTENDING A SCHOOL, COLLEGE OR UNIVERSITY?
 Yes No Go to 90

81 WAS ... ENROLLED AS A FULL-TIME OR PART-TIME STUDENT?
 Full time Part time

82 WHAT KIND OF SCHOOL WAS THIS?
 Enter code

INFORMATION SOURCE

90 HRD page-line No. of person providing the above information
 Last interview This interview



CODE SHEET

Labour Force Survey Questionnaire (Form 05)

Exemplaire français disponible sur demande

- 14
36
- 1 Own illness or disability
 - 2 Personal or family responsibilities
 - 3 Going to school
 - 4 Could only find part-time work
 - 5 Did not want full-time work
 - 6 Full-time work under 30 hours per week
 - 0 Other - Specify in NOTES

- 17
- 1 Own illness or disability
 - 2 Personal or family responsibilities
 - 3 Weather
 - 4 Labour dispute (strike or lockout)
 - 5 Layoff, expects to return (Paid Workers Only)
 - 6 New job started during week, or job terminated (does not expect to return)
 - 7 Vacation
 - 8 Holiday (legal or religious)
 - 9 Working short-time (because of material shortages, plant maintenance or repair, etc.)
 - 0 Other - Specify in NOTES

- 33
- 1 Own illness or disability
 - 2 Personal or family responsibilities (Include maternity leave)
 - 3 Weather
 - 4 Labour dispute (strike or lockout)
 - 5 Temporary layoff, expects to return (Paid Workers Only)
 - 6 New job to start in the future
 - 7 Vacation
 - 8 Seasonal Business (Excl. Paid Workers)
 - 0 Other - Specify in NOTES

- 54
- 1 Own illness or disability
 - 2 Personal or family responsibilities
Include: Marriage, pregnancy, trip, vacation, family illness, etc.
 - 3 Going to school
 - 4 Quit job for no specific reason
 - 5 Lost job or laid off job (Paid Workers Only)
Include: Seasonal job, on-call arrangement, temporary job, dismissal (fired), company moved or went out of business, economic conditions, etc.
 - 6 Changed residence
 - 7 Dissatisfied with job
Include: Low pay, poor hours, transportation problems, working conditions, conflict with employer or co-workers, no opportunity for advancement, etc.
 - 8 Retired
 - 0 Other - Specify in NOTES

- 59
- 1 Working
 - 2 Keeping house
 - 3 Going to school
 - 0 Other - DO NOT specify in NOTES

- 62
- 1 Own illness or disability
 - 2 Personal or family responsibilities
 - 3 Going to school
 - 4 No longer interested in finding work
 - 5 Waiting for recall (to former job)
 - 6 Has found new job
 - 7 Waiting for replies from employers
 - 8 Believes no work available (in area, or suited to skills)
 - 9 No reason given
 - 0 Other - Specify in NOTES

- 63
- Yes, because of:
- 1 Own illness or disability
 - 2 Personal or family responsibilities
 - 3 Going to school
 - 4 Already has a job
 - 0 Other - Specify in NOTES
 - 5 No (Was available for work)

- 76
- "IN... 'S JOB, WAS HE/SHE A PAID WORKER, SELF-EMPLOYED OR AN UNPAID FAMILY WORKER?"
- "IN... 'S OTHER JOB, WAS HE/SHE A PAID WORKER, SELF-EMPLOYED OR AN UNPAID FAMILY WORKER?"
- Worked for Others
- 1 Paid Worker
 - 2 Unpaid family worker
- Self-employed
- 3 Incorporated business - With paid help
 - 4 Incorporated business - No paid help
 - 5 Not incorporated business - With paid help
 - 6 Not incorporated business (Include self-employed without a business) - No paid help

- 82
- 1 Primary or secondary school
 - 2 Community college, junior college, or CEGEP
 - 3 University
 - 0 Other - Specify in NOTES

SPECIAL SURVEYS PROGRAMS

- SURVEY MONTH:** January 1986
- TITLE:** Survey of Displaced Workers
- SPONSOR:** Employment and Immigration Canada
- SAMPLE SIZE:** Persons 20 years of age and over in rotation groups 2, 3, 4, 5 and 6.
- SURVEY OBJECTIVES:** The information obtained from the *Survey of Displaced Workers* will provide:
1. the number of workers affected by job displacements and the reasons for job cutbacks or elimination of shifts;
 2. the pattern of stability of employment within certain industries and occupations;
 3. measurement of the impact of job displacement such as the period of time a person is without work between jobs and whether it was necessary for persons to relocate in order to find other work;
 4. information on insurance benefits and training following job displacements.

Anyone interested in obtaining more information should contact:

Client Services
Special Surveys Division
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