

**Interviewer's Manual for Retirement Survey**

INTERVIEWER'S MANUAL

## RETIREMENT SURVEY

February 1975

<u>Contents</u>	<u>Page</u>
1. Purpose of the survey	1
2. Drop-Off procedure	1 - 2
3. Pick-up procedure	3 - 4
4. Interviewer's Control form RS-2	5 - 7
5. Shipping to Regional Office	7
6. The Survey Questionnaires - Retired RS-1 and Pre-retired RS 1-A	8 - 9

Field Division  
6 4000: 26-11-74

## 1. Purpose of the Survey

This survey is sponsored by Health and Welfare Canada (formerly department of National Health and Welfare). The purpose of this survey is to provide data which will increase the understanding of retirement as it is experienced by approximately 2,000,000 retired (male & female) Canadians. In order to do this, we are seeking information from retired people and from people 55 years of age and over who are facing retirement. Such an understanding is essential to all levels of government in their efforts to improve the quality of retired life.

## 2. Drop-off Procedures

Before becoming involved in the procedures for the Retirement Survey it is essential to know the following:

The Retirement survey is only applicable to households which are rotating out of the sample after the current (February) Labour Force survey. These rotating-out households are easily identified since the last digit of the Segment Number must be "3" AND only those persons (in rotating-out households) who are 55 years of age and over will be requested to complete a retirement questionnaire.

Complete your Labour Force Survey questionnaires for all members of the household before doing anything about the Retirement Survey.

When a household is rotating out (3 being the last digit of the Segment number) - CHECK THE LISTING ON THE HOUSEHOLD RECORD CARD FOR PERSONS 55 YEARS OF AGE AND OLDER:

- A.
- i) should one or more persons in this age group be present in the dwelling at the time of the LFS interview -
    - ask the screening questions directly to the individual(s) from the "Interviewer's Control Form - RS 2" and leave the appropriate questionnaire(s) RS 1 or RS 1A, arrange for the pick-up;
  - ii) should one or more of the persons in this age group be absent at the time of the LFS interview -
    - arrange to contact the individual(s) at another time when you can ask the screening questions directly to him (from the Interviewer's Control Form - RS 2") and leave the appropriate questionnaire(s) RS 1 or RS 1A arrange for the pick-up;
  - iii) if there is no person 55 years of age and older listed on the Household Record Card - END INTERVIEW.

**B. Households Interviewed by Telephone:**

For households normally interviewed by telephone - as usual, the Labour Force Survey questionnaires will be completed first. When a household, which is rotating out, has one or more persons 55 years of age or older listed on the HRC, the screening questions can be asked over the telephone only if you can speak directly to the individual(s). Then, make an appointment for the sole purpose of dropping-off the appropriate questionnaire and arranging for its pick-up. In the case where there is one or more persons (55 years of age or older) with whom you cannot speak over the telephone at the time of the regular LFS interview, you must arrange a personal interview solely to ask the screening questions directly to the individual(s), leave the appropriate questionnaire RS 1 or KS 1-A and arrange for its pick-up.

In order to maximize accuracy in the "drop-off" of the appropriate questionnaire RS 1 and RS 1-A, all persons 55 years of age and older listed on the HRC which is rotating-out must be asked the screening questions directly (non-proxy), and proxy screening will not normally be permitted. (Where circumstances are such that a proxy screening must be done a reason must be recorded in item 9 of the Interviewer's Control - RS 2.)

**BEFORE LEAVING THE APPROPRIATE QUESTIONNAIRE RS 1 OR RS 1-A:**

Complete the identification on page 1 of the questionnaire in the spaces provided -

Name(surname)	(Given names)	This questionnaire will be picked up by your interviewer on

- i) Inscribe the name and given name of the individual respondent to whom the particular questionnaire is given;
- ii) Specify the date (no later than Saturday, March 1) arranged with the respondent for the pick-up of the completed questionnaire;

1-5	6-8	9-12	13-14	15	16-17
PS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Segment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Listing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Line <input type="checkbox"/> <input type="checkbox"/>	M <input type="checkbox"/> 0 F <input type="checkbox"/> 1 A <input type="checkbox"/> <input type="checkbox"/>	

iii) Copy the household identification numbers and the respondents' line 16-17

number and age A   from the Household Record Card by completing the boxes no. 1 to 17. Check (✓) M  0 F  1 one of the boxes in item 15 to identify the sex of the individual.

Ensure that all pertinent information relating to this household identification and respondent's name is recorded on the Interviewer's Control RS 2 and that the "pick-up date" arranged with the respondent is the same as recorded on the questionnaire.

3. Pick-up procedure

Only two (2) attempts should be made to pick-up the completed questionnaire. If not successful on the first one, try to re-schedule pick-up by making a telephone call prior to your second visit. If still not successful, leave a Head Office reply envelope (E37) with the respondent. In some cases, respondents may need assistance in completing either form. You should encourage the respondent to complete as many questions as he can by himself or with the help of some other member of his household. However, you should assure him that you will be available to help him with difficult questions when you return to pick up the questionnaire.

When you "pick-up" the completed questionnaire, interviewers are asked to check certain questions to ensure that the respondent has completed the questionnaire in a satisfactory manner. On both the Retired RS 1 and Pre-retired RS 1-A forms question 1 is very important as it determines those questions which are applicable to the individual. The others are listed here also.

Retired Form RS 1

Question 1 -

Ensure that the proper "SKIP" has been followed. If not, attempt to complete required questions.

Questions 7, 8, 9, 10 & 11 -

These questions relate to the person's work history and require answers only for those persons who permanently stopped full-time work (for pay or profit) at age 45 or later.

Question 27 -

This question concerns the person's marital status and should be completed on all Retired RS 1 questionnaires.

Questions 39 to 45 -

These questions are asked regarding the person's income from various sources during 1974. These questions apply for all persons who received this questionnaire.

Pre-retired Form - RS 1-A

Question 1 -

Ensure that the proper "SKTP" has been followed. If not attempt to complete the required questions.

Questions 5, 6, 7, 8, 9 & 10 -

These questions relate to the person's work history and require answers for those persons who answered "Yes" in question 1 that they had worked full time for pay or profit since the age of 45.

Question 13 -

This question asks the person's opinion concerning retirement and should be answered by all persons (including those marked "No" in question 1) who received this pre-retirement form.

Question 18 -

This question concerns the person's marital status and should be completed on all RS 1-A questionnaires.

Question 19 -

This question asks for the person's income from all sources during 1974 and should be answered by all persons who received this pre-retirement form.

Question 37 to 48 -

These questions are asked to determine from what sources and the approximate amounts of finances this person expects to receive when they will be permanently (or consider themselves to be) retired from full time work (for pay or profit). These questions should be answered by all persons who received this pre-retirement form.

As you check the questionnaire for completeness you could ask the respondent if he/she had any difficulty with a particular question for which they require your help. If the "check points" are answered you should assume that the respondent has been able to complete the questionnaire properly. However, if any respondent has left all or part of the questionnaire blank and refuses to accept your assistance, or to give you the required answers, record this fact on your Interviewers Control Form RS 2 and do not press him/her for the information.

4. Interviewer's Control Form RS 2

Statistics Canada Statistique Canada

INTERVIEWER'S CONTROL - RETIREMENT SURVEY

INTERVIEWER.....  
 ASSIGNMENT NO.....  
 NO. OF HRC'S ROTATING OUT.....  
 REGIONAL OFFICE.....

5- SCREENING QUESTIONS				CALL-BACK			
ASK THESE QUESTIONS DIRECTLY OF ALL PERSONS LISTED ON THE HRC WHO ARE 55 YEARS OF AGE OR OLDER.				DATE & TIME			
A- ARE YOU PRESENTLY WORKING FULL TIME FOR PAY OR PROFIT?		B- ARE YOU PRESENTLY LOOKING FOR FULL TIME WORK FOR PAY OR PROFIT?		C- DO YOU CONSIDER YOURSELF PERMANENTLY RETIRED FROM FULL TIME WORK (FOR PAY OR PROFIT)?			
1-SU	2-SEG.	3-Listing No.	4- Line No.	YES <input type="checkbox"/> -End Screen Leave Form RS-1A	YES <input type="checkbox"/> -End Screen Leave Form RS-1A	YES <input type="checkbox"/> -Leave Form RS-1	Drop-Off
Name				NO <input type="checkbox"/> → Ask B	NO <input type="checkbox"/> → Ask C	NO <input type="checkbox"/> -Leave Form RS-1A	Pick-Up
Address							
1-SU	SEG.	Listing No.	Line No.	YES <input type="checkbox"/> -End Screen Leave Form RS-1A	YES <input type="checkbox"/> -End Screen	YES <input type="checkbox"/> -Leave Form	Drop-Off
Name							

The Regional office will have completed the top left-hand corner of one of these forms; i.e., Interviewer, Assignment No., No. of HRC's rotating out and the Regional Office name. This form and any additional copies required should be placed in the front part of your binder. This control form is very important as it is your only record of:

- 1) respondent's name and address,
- 2) the type of questionnaire left,
- 3) record of date and time to "drop-off" the questionnaire (when applicable);
- 4) record of date and time to "pick-up" the questionnaire;
- 5) whether the questionnaire was "picked-up" or an envelope left;
- 6) the reason for non-response or other Comment.

All persons 55 years of age or older who are listed on your rotating-out Household Record Cards must be accounted for on the RS 2 - Control Form whether or not they have been given a questionnaire. This will apply for all cases of Non-response to the Retirement Survey. The reason why the interviewer was unable to contact these individuals or the questionnaire was refused, must be recorded in item 9. If it was a Non-interview household in the Labour Force Survey enter the same reason as recorded in item 14 of the Household Record Card. As you make your visits during Interview Week and a person 55 years of age or older has been asked the screening questions and a questionnaire is left, complete items 1, 2, 3, 4, 5, 6 (Pick-up date) & 10. If, however, the person 55 years of age or older is

not available to be asked the "screening questions", arrange to call-back at a convenient time and complete items 1, 2, 3, 4, 6 (Drop-off date) and 10. When he is interviewed for the "screening questions" complete items 5 and 6 (Pick-up date).

In the case of a "non-response" complete entries 1, 2, 3, 4, 9 and 10.

Entries

1 - P.S.U.

2 - Seg.

3 - Listing No.

4 - Line No.

5 - Screening Questions

} To be copied from H.R.C.

Before asking the screening questions read the following definition to each respondent.

"Full-time employment - is working for 35 or more hours per week for more than half the year or its equivalent."

The questions A, B and C must be asked directly to all persons listed on the H.R.C. who are 55 years of age or older.

A - Are you presently working full-time for pay or profit? If the respondent answers "YES" check (✓) YES  End Screen and leave form RS 1A - PRE-RETIRED FORM. Do not ask questions B & C. If the respondent answers "NO", check (✓) NO  → Ask B.

B - Are you presently looking for full-time work for pay or profit? If the respondent answers "YES", check (✓) YES  End Screen and leave form RS 1A - PRE-RETIRED FORM. Do not ask question C. If the respondent answers "NO" check (✓) NO  → Ask C.

C - Do you consider yourself permanently retired from full-time work (for pay or profit)? If the respondent answers "YES", check (✓) YES  Leave Form RS 1 - RETIRED FORM. If the respondent answers "NO", check (✓) NO  Leave Form RS 1A - PRE-RETIRED FORM.

Note: A problem may arise with persons, mostly females, who are presently neither working nor looking for full-time work, and who have never worked to any extent. These persons may not feel that they have a retirement decision to make and thus may have some difficulty with this question. They should be encouraged to consider whether or not they are apt to commence working full-time in the future. If not, then the RETIRED FORM (RS 1) should be given to the respondent.



6 - Call-Back Date/Time

Drop-off - Enter here the date and time for the call-back tentatively arranged between the respondent and yourself to enable you to contact the individual(s) 55 years of age and over who was not available during the Labour Force Survey interview.

Pick-up - Enter here the date & time for the call-back, tentatively arranged between the person and yourself, to pick-up his completed Retirement Survey questionnaire (no later than March 1st).

7 - Questionnaire Picked-up

To be checked (✓) only when the questionnaire has been picked-up.

8 - Envelope left

To be checked (✓) when a Head Office reply envelope is left for the respondent after 2 personal call-backs have been unsuccessful in picking-up the completed questionnaire.

9 - Non-Interview - Reason/Comments

A non-interview household in the Labour Force Survey will be a non-interview for the Retirement Survey because there was no opportunity to ask the screening questions and leave a questionnaire. Therefore, you must record the reason on the RS 2 for the non-interview which should agree with what is recorded in item 14 of the HRC. For all other cases where an eligible person is not able or does not intend to complete a retirement questionnaire, the specific reason for the non-response must be given under col. 9 of the RS 2. i.e., Refused; in hospital with serious illness; etc.

10 - Name - Address - Tel. No. To be copied from H.R.C.

5. Shipping to Regional Office

Interviewers are to retain all of their Retirement Survey documents until the assignment is completed. Please number the pages of your RS 2 - INTERVIEWER'S CONTROL forms and arrange your RS 1 - Retired and RS 1-A - Pre-retired forms in order behind their respective control form. These documents will then be forwarded to Regional Office in one shipment no later than Monday, March 3rd.

All unused Retirement Survey supplies (including the small reply envelope E-37, addressed to Head Office) should be returned to the Regional Office approximately one week later and should be identified as such on the outside of the envelope.

UNDER NO CIRCUMSTANCES SHOULD THE RETIREMENT SURVEY DELAY YOUR  
LABOUR FORCE SURVEY RETURNS BEYOND YOUR REGULAR DEADLINES.

6. The Retirement Survey Questionnaires RS 1 and RS 1-A

The Retired RS 1 form

This document is dropped off to those respondents who considered themselves permanently retired from full-time work (for pay or profit) (i.e., a "yes" response to screening questions #3 on Control Form RS 2). As you will observe, the R-form questionnaire begins by asking a further screening question about the age when the respondent retired. Note the skip patterns involved with this question.

---

At what age did you permanently stop full-time work for pay or profit (that is: working 35 or more hours per week for an employer or for yourself)?

Age 45 or later.....	<sup>18</sup> <input type="checkbox"/> 1	What age?.....	<table border="1"><tr><td><sup>19</sup></td><td><sup>20</sup></td></tr></table>	<sup>19</sup>	<sup>20</sup>	years → Go to question 2.
<sup>19</sup>	<sup>20</sup>					
Before age 45.....	<input type="checkbox"/> 2					
Never worked.....	<input type="checkbox"/> 3	Go to question 27.				

---

The rest of the questionnaire is divided into six groups of questions with an introductory statement in italics at the beginning of each group.

The Pre-retired RS 1-A form

This document is dropped off to those respondents who are either:

- (a) working full-time
- (b) looking for full-time work, or
- (c) do not consider themselves permanently retired.

See the screening questions on Control Form RS 2. The first two questions on this document repeat some of the screening questions in order to send the respondent to the appropriate parts of the questionnaire. Note the skip patterns involved here.

1.	Have you worked full-time for pay or profit since the age of 45?	
	No.....	18 <input type="checkbox"/> 1 → Go to question 13.
	Yes.....	<input type="checkbox"/> 2
2.	Are you presently working for pay or profit?	
	No.....	19 <input type="checkbox"/> 1 → Go to question 5.
	Yes.....	<input type="checkbox"/> 2

The rest of the questionnaire is divided into six groups of questions with an introductory statement in italics at the beginning of each group.

The respondent may enquire concerning the reason for the little numbers printed over the boxes to be check-marked (✓) on the questionnaire. (In some cases they seem to suggest an answer.) These numbers are used solely for coding purposes and should be ignored.

Most respondents will have no difficulty in understanding and completing the questionnaire since the information required is usually known by the respondent and the questions which are not applicable are clearly indicated on the Retired RS 1 and Pre-retired RS 1A forms.

These questionnaires are designed for self-enumeration and it is not our intention that the interviewer should spend time with persons who are physically or mentally incapable of completing a questionnaire. As mentioned, in item 3 - Pick-up procedure, should a respondent have difficulty understanding what information is required for one or more questions you will be able to help him/her when you pick-up the completed questionnaire.

NOTE: Should a respondent complain regarding the size of the retirement questionnaire explain that it is a bilingual form with the questions well spaced and instructions in bold type for his/her convenience.