

NEGOTIATE

Overcoming early job-insecurity in Europe

Understanding unemployment scars: A vignette experiment of employers' decisions in Bulgaria, Greece, Norway and Switzerland

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NEGOTIATE
Overcoming early job-insecurity in Europe

NEGOTIATE – Negotiating early job-insecurity and labour market exclusion in Europe

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NEGOTIATE
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Abstract

In an effort to broaden the understanding of how early job insecurity can affect an individual's future career from an employer's perspective NEGOTIATE conducted an employer-sided survey with an integrated multidimensional vignette experiment in Bulgaria, Greece, Norway and Switzerland. This report documents the sampling and data-collection in the four countries. In addition we present some basic descriptive results from the survey. Data from the survey will be available for public use, following a quarantine period after the end of the project, through the data repository at the Norwegian Centre for Research Data (NSD).

Theoretical considerations underpinning the survey, state of research and a further description of the methodological approach is previously published in the NEGOTIATE Working paper D7.1 *Studying employer's risk assessment and the role of institutions: An experimental design* (Shi, L.P, C. Imdorf and R. Samuel 2016).

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1 Introduction

Persisting consequences of employment instability and unemployment have come to be known in the literature as scarring effects. Different theoretical explanations have been proposed in order to frame and explain scarring effects. Both demand as well as supply-side factors may be seen as driving mechanisms of scarring effects (Helbling et al. 2015).

In order to overcome the supply-side bias in research on the negative consequences – the so called scarring effects – of employment instability and unemployment, the NEGOTIATE project designed an employer-sided survey to be able to understand demand-side mechanisms behind observed scarring effects.

The aim of the study is to examine the role that employers play in the inclusion and exclusion of young adults who have experienced early job insecurity as an objective phenomenon in the labour market.¹ The impact of education, economic labour market conditions and employment policies on employer behaviour are of special interest. What kind of job biographies are recruiters looking for and what experiences are examined with caution?

One of the basic problems employers face during recruitment is the limited amount of accessible information on job applicants. Within a short space of time and with limited resources recruiters try to find out as much as possible about the job candidates' productivity. During the first stage of the hiring process, employers often have to entirely rely upon limited information extracted from CVs. The questions regarding what sort of information they draw upon from the CVs in order to predict the suitability of the candidates for a specific position, and how they interpret this information have brought about many studies in social sciences building on different theoretical concepts: human capital theory, job market signaling theory and employer discrimination theory.

In this project we apply a straightforward methodological design in order to study the scarring effects of insecure job experiences that are induced by employers: a multidimensional vignette experiment integrated in a web-based employer survey. The vignettes simulate hypothetical job candidates that differ in gender, education and experience of (un-)employment. So far, this methodology has only rarely been used in international comparative research in order to analyse employer behaviour in different national settings (Shi, L.P, C. Imdorf and R. Samuel 2016).

The main idea behind the factorial survey method is to present survey respondents with stimuli that resemble real-world evaluations and to force them to make trade-offs between several dimensions. The method is arguably better at enabling a more precise determination of the judgement principles that underlie evaluations than is possible using single-item questions for example (Ausburg & Hinz 2015).

The setup of a factorial survey follows the guiding principles of experimental research. The stimuli are manipulated by the researchers and the outcome can be causally related to this manipulation. The factorial survey design combines the advantages of experimental and survey research. The experiments guarantee internal validity and the survey methodology allows for a relatively cost-effective data collection reaching a heterogeneous population, thus also increasing its external validity.

Theoretical considerations underpinning the survey, state of research and a further description of the methodological approach is previously published in the NEGOTIATE Working paper D7.1 *Studying*

¹ For a definition of job insecurity as an objective phenomenon compared to a subjective experience see NEGOTIATE Deliverable 3.1 „Indicators and data sources to measure patterns of labour market entry across countries” (Karamessini et al. 2015).

employer's risk assessment and the role of institutions: An experimental design (Shi, L.P, C. Imdorf and R. Samuel 2016).

1.1 Study design

Designing and setting up the study required careful planning and collaboration between the four involved country teams. In addition, the survey is an integral part of the larger NEGOTIATE project building upon theoretical, empirical and methodological insight summarised and generated within the project. In the preparatory stage we relied on contributions published in the NEGOTIATE working paper series for theoretical discussions on the concepts of job-insecurity and scarring (Dingeldey et al. 2015, Helbling et al. 2015), empirical work on scarring effects of employment insecurity (Abebe et al. 2016) and methodological discussions on the study of scarring (Helbling et al. 2015). Building the survey in order to be able to investigate both national and comparative hypotheses for analyses we also rely on empirical contributions to understanding the role of economic crisis in determining the degree of early job insecurity (Karamessini et al. 2016) as well as how institutional determinants shape early job-insecurity in national contexts (Hora et al. 2016).

Figure 1. Study design summary

Preparatory stage	Pre-test	Sampling	Data collection
<ul style="list-style-type: none"> •Deciding on experimental variables •Developing survey •Deciding sample sizes 	<ul style="list-style-type: none"> •1st step: Switzerland •Adjusting instruments and procedures •2nd step: Bulgaria, Greece, Norway & Switzerland •Adjusting instruments and procedures 	<ul style="list-style-type: none"> •Real vacancies •Five sectors •Four countries 	<ul style="list-style-type: none"> •Online web-survey •Five sectors •Four countries

The preparatory stage included work on survey items and the design of the experiment. Survey items and questions were developed in order to cover the most important aspects of the hiring process from the employers point of view. In addition we developed questions that would cover the most important aspects of the job in question and the company hiring (Harkness et al 2010). Setting up the experiment included specification of dimensions and levels to be covered by the vignettes, exclusion of illogical cases in national contexts, deciding on the number of vignettes to be included for each respondent and making sure that the design would allow the identification of the impact of all vignette dimensions and interactions that may impact on the vignette ratings. In addition work was done to decide on the number of needed cases for sufficient statistical power (Ausburg & Hinz 2015).

A first pre-test in the German-speaking part of Switzerland was conducted in October 2015 with N=129 Swiss recruiters in order to test the field access procedure and the German questionnaire in five occupational sectors (see section 2). After adjusting both the procedures and the questionnaire, as well as translating the latter into Bulgarian, Greece and Norwegian language, a second series of pre-tests was realized in February 2016 in all four countries (accomplished samples: BG N=105; CH N=133; GR N=104; NO N=115). National response rates were calculated based on the pre-tests in order to

sample enough job ads in each country of the main data collection. Field procedures as well as the questionnaire were ameliorated again with regard to the latter. The main survey started 19th of May 2016 in BG, CH and GR (on 7th of June in NO) and lasted until 8th of July 2016 in all four countries. The data collection (through online survey) was outsourced to M.I.S. TREND (<http://www.mistrend.ch>) in Lausanne, Switzerland.

1.2 Open research data

NEGOTIATE is participating in the Open Research Data Pilot. The Open Research Data Pilot in Horizon 2020 aims to improve and maximise access to re-use of research data generated by funded projects. As participants we are required to deposit our data and enable access for third parties. This is further described in the NEGOTIATE's Data Management Plan.

To allow for verification and replication of the data generated by the project the employer survey questionnaires, the variable labels and coding of the data are translated into English and will be safely archived with the Norwegian Social Science Data (NSD) for re-use in future research. With a highly professional and experienced staff, the NSD has serviced the international research community for several decades. In support of the EU's efforts to improve access to scientific information and as required by the "Open Research Data Pilot", these data will be available to other researchers in anonymised form after they have been processed and analysed by the consortium. Access to and re-use of data collected as part of NEGOTIATE will be possibly free of charge. While NEGOTIATE is committed to keeping data access as unrestricted as possible, it should be noted that rules about confidentiality and protection of personal data may in some instances take precedence.

1.3 Ethics

Participation in the vignette experiment was based on the principle of free, explicit and informed consent. The principle means here to inform sufficiently to ensure the potential participants' full understanding of the context and objectives of NEGOTIATE. However, it was important not to disclose the researchers' assumptions or detailed hypotheses to an extent that undermines the intention of the vignette experiments. For instance, one might risk strengthening the tendency to give socially desirable responses rather than providing insights in the respondent's genuine views and preferences. The researchers did ensure participants' rights to withdraw at any time during data collection and data preparation.

In general, the project strictly adheres to the "Data Protection Directive" (Directive 95/46/EC on the protection of individuals with regard to processing of personal data and on the free movement of such data). Additionally the project also complies with the Charter of Fundamental Rights of the European Union and the Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for Recruitment of Researchers.

The project's success rely on contribution from respondents. In our case respondents are persons responsible for hiring processes. Taking part in a survey and vignette experiment like ours takes up respondents valuable time. In order to give something back to the field we have committed ourselves to bring the first results back to our respondents. The recruiters were given an option in the survey to have a report with first results sent to them during the first half of 2017.

1.4 This report

In addition to this short introduction, the second chapter introduces the sampling procedure followed by description of the data collection in chapter three. In the fourth chapter descriptive summary statistics are presented. The main topics and concepts in the survey are presented in the last part of the report as a code-book.

2 Sampling

To investigate and analyse how recruiters make hiring decisions, and how experiences of early job-insecurity among the job applicants affect this decision a number of recruiters were invited to participate in an online survey. Recruiters were identified through job advertisements sampled in Bulgaria, Greece, Norway and in German-speaking Switzerland.

To allow the results to be close to the outcomes of real hiring processes real vacancies were sampled. The idea behind this was that the real vacancies would allow for more precise evaluation of the vignettes when related to a real hiring process, either ongoing or recently concluded.

To be able to construct realistic vignettes for a number of vacancies open for young job-applicants a decision was made to limit the vacancies to specific jobs in a few sectors. As a trade-off, however, the choice of specific sectors constrains the generalizability of the study's results.

Five sectors were chosen for sampling on the precondition that they should cover vacancies for both low- and high-skilled positions, gender-typed and gender-neutral occupations, and they should be comparable across the four countries that were involved in the study. Through discussions and analyses of national labour-markets, a number of occupations were chosen that were considered comparable across the countries regarding their quality, their job-entry requirements and number of available vacancies.

It was decided to examine five main occupational fields representing different sectors: nurses (health), mechanics (manufacturing), ICT specialists (information and communication), waiters (hotel and restaurant industry) and financial service clerks (financial and insurance activities). These occupations meet the previously mentioned preconditions. All these sectors play a significant role in the labour markets of the four countries and the respective occupational fields provide an adequate mix of occupations with regard to gender as well as different levels of required educational credentials and skills. The international Standard Classification of Occupations (ISCO) was used at the four-digit level to adjust the occupational fields across the countries.

Occupations included in the initial sampling plan for all countries are presented in table 2.1.

Table 2.1. Plan for sampling occupations

Health	Manufacturing	IT	Service	Finance
3221 Nursing associate professionals	7230 Machinery mechanics and repairers	2512 Software developers	5131 Waiters	3311 Securities and finance dealers and brokers
5311 Child care workers	7233 Metal working machine tool setters and operators	2511 Stall and market sales		3321 Insurance representatives
5321 Health care assistants		2521 Database designers and administrators		
5322 Home-based personal care workers		2513 Web and multimedia developers		
		2522 Applications programmers		
		2523 Systems administrators		
		2523 Computer network professionals		

Due to some differences between the countries concerning availability of vacancies within particular occupations in the five sectors, some national adjustments were necessary. In some cases we had to move beyond the initial occupations in order to achieve sampling goals. This strategy and national differences in expansion of sampling criteria may be considered a threat to the quality of the data. However, due to different economic and political conditions in the four countries, significant differences in available vacancies do correspond with reality. In the final dataset, respondents sampled through vacancies deviating from the plan are easily identified through a particular control variable.

2.1 Job ads communication channels

Only vacancies for occupations in the five sectors in the four countries that were publically advertised were included in the sample. Not considering all available vacancies reduces the representativeness of the study as young people are also hired for positions not publically advertised. However, for many vacancies that are not publically advertised, the recruitment process will arguably be less formal. Limiting the sample to advertised positions increases the internal validity of the study.

The most important job-ad communication channel in all four countries were online-job portals. Most online portals for vacancies do not categorize their ads according to ISCO codes. National and channel-specific considerations and strategies were used in the actual searches in order to secure relevant vacancies.

The amount, quality and accuracy of information present on the job-portals vary, both between national channels and between countries. Because several online job-portals in many cases want their customers to use their technical solutions sometimes relevant information, like contact information, is withheld.

A general strategy was applied for sampling. First, databases and job ads communication channels covering the occupations and sectors were identified and analysed for structure and search-opportunities. Second, job-ad channel-sensitive search algorithms designed to capture vacancies in the relevant occupations in the five sectors were applied. This included text based searches where the description exactly coincided with one of the labels of interest for the study, and text based searches where appropriate sub-categories from the full labels of offered positions in the sector were chosen. The third step included sorting out vacancies identified that would not meet our criteria (for instance, vacancies needing more than 5 years of professional experience). In most cases this was done through manual screening of the ads.

In the cases where contact details of the recruiter were missing from, or not available through, the job-ad, this was obtained by a general online search, searching the company web-sites or calling up the employer. If the needed contact information still was unavailable, the job-ad was excluded and replaced with a new.

Differences in national markets for classified ads resulted in differences in means of sampling publically available vacancies. National specific issues regarding sampling are described in this report in chapter 3.3.1 through 3.3.4.

For a full documentation of the job ads communication channels used for sampling in each country see appendix. A.1 through A.4

2.2 Sampling information

A set of information was collected from the job-ads. This information was standardized across the four countries with some national-specific additional information. The sampled vacancies were collected in national databases. Each vacancy was coded using a 10-digit code including information on country, occupational field, sequence number, job portal and job category. Information on the coding is found in table n.

Table 2.2. Information contained in the ID code of each registered vacancy

Abbreviation	
ID	10-digit code, formed by: country+occup-field_code+seq_nr+job_portal_code+job_categor_code
country	Code of state: BG = 1; CH = 2; GR = 3; NO = 4.
occup_field_code	Number of job vacancy by professions. The number is placed in the cell: 1=Mechanic; 2= Finance clerk; 3=Nurse; 4=Waiter/tress; 5= IT specialist.
seq_nr	Consecutive number within occupation
job_portal_code	Code for job portal.
job_categor_code	Number of the sector under which the ad falls within the job portal.

In addition, a set of information on the firm, the recruiter and contact information was collected from the job-ad.

Table 2.3. Information captured from vacancies

Abbreviation	
job_Title	Title of job vacancy as written in the job ad.
gender	Gender of the recruiter: 1= male 2= female 3 =unknown
name	Family name of the recruiter
e-mail	E-mail address of the recruiter
vacancy_selection	Date on which the ad was selected by the researcher
start_job_ad	Date of publication of the ad
agency	The ad was published by a recruiting agency: 0=no 1=yes
match	Relevance of the advertised job to preselected occupational fields: 0=good match, 1=relative match, 2=mediocre match (sum index in case of Switzerland)
phone number (of recruiter)	Recruiter's phone number
company name	Name of the company looking for staff
URL link to the advertisement	Link to the job ad
Recruiter site	Link to the company site
Comments	Indication of additional things to be done
Phone call	Indication of whether phone contact is needed: Yes, No, Contact us, blanks

Finally a screenshot of the advertised vacancy was taken and stored in .jpg format with a unique ID. This unique ID allowed us to use the screenshot in the online survey, linking it to the contact details of the recruiter.

Information from the job-ads and screenshots were registered in a standardized database in each of the countries and sent to M.I.S. TREND in Lausanne, Switzerland.

2.3 Sample size

The complete final file included contact details for 12147 potential respondents sampled from vacancies in five sectors in four countries. The detailed sample is presented in table 2.4.

Table 2.4 Number of sampled vacancies in five sectors in Bulgaria, Greece, Switzerland and Norway (without pretests).

	Health	Restaurant	IT	Mechanics	Finance	
Bulgaria	446	658	655	650	700	3109
Greece	686	1130	540	655	709	3720
Switzerland	422	399	389	461	447	2118
Norway	1188	705	367	466	474	3200
Total	2742	2892	1951	2232	2330	12147

3 Data collection

After initial invitational letters containing information on the study sent by the national institutes, the data collection was done by M.I.S. TREND in Lausanne. The means of data-collection was an online survey-tool developed for the purpose of our study.

Figure 3.1. Data collection procedure

First contact	Survey invitation	1st reminder	2nd reminder	3d reminder	4th reminder
<ul style="list-style-type: none"> •By national institutes •e-mail, postal letters, telephone 	<ul style="list-style-type: none"> •By MiS Trend •e-mail from national domains 	<ul style="list-style-type: none"> •Automated from MIS Trend (All countries) 	<ul style="list-style-type: none"> •Automated from MIS trend (All countries) 	<ul style="list-style-type: none"> •Automated from MIS Trend (BG, GR & CH) 	<ul style="list-style-type: none"> •Automated from MIS Trend (BG & GR)

National contact points established to handle queries from respondents by e-mail and phone

3.1 Reaching and motivating respondents

A range of different strategies were applied prior to and during the data collection to secure participation of recruiters identified through the sampling. Due to national, cultural and formal differences between the four participating countries, some different strategies were applied in the different countries. For further information on the national specific issues regarding data collection see chapters 3.3.1 through 3.3.4.

As a general procedure all recruiters were first sent an invitation letter with information of the project and the survey. This letter was sent as a postal letter or as an e-mail with the responsible researchers at each institute as senders in each country respectively. The invitation letter was standardized across the four countries with some minor national adjustments. According to guidelines for research ethics, it included information on the responsible institutions, contact information to the researchers, general information about the project and how information from the survey will be used as well as how the data will be stored. In addition it included information on voluntary participation and the respondents opportunity to withdraw from the study. The invitation prepared the potential respondents for an e-mail containing a link to the survey.

The distribution of invitation letters and e-mails from the national institutes allowed a first test and additional quality control of the sample information. Undelivered and returned e-mails were checked for spelling mistakes and efforts were made to obtain working addresses.

Following the invitation letter, an e-mail containing a link to the survey as well as contact information and basic information on the project was distributed by M.I.S. TREND based on the updated sample list. The e-mail was sent from M.I.S. TREND, but distributed through national domains in each country in order to reduce the risk of ending up in “spam-filters” etc.

The national domains set up as senders for the survey were:

negotiate-recruitersurvey.bg

negotiate-recruitersurvey.gr

negotiate-recruitersurvey.no

negotiate-recruitersurvey.ch

The emails contained links giving access to the online survey. In addition it contained unique user-IDs and passwords allowing the respondents to return to the survey at a later stage or logging in to the survey if the link malfunctioned.

Respondents refusing to participate were excluded from the distribution lists prior to sending reminders. In Bulgaria and Greece, four reminders were sent with one week intervals and three reminders in Switzerland. Due to a later start of data collection only two reminders were sent in Norway.

Throughout the field-work national contact points were available in all the four countries handling queries from respondents on e-mail and telephone.

3.2 Response rates

In the below tables we present responses and response rates along the most important dimensions, country and occupational field. The survey was designed in order to minimize drop-out and secure responses to the most important elements of the survey – basic information on the advertised position and the vignette ratings. Still, we experienced partial dropout among respondents starting the survey. There was some drop-out also after having started rating vignettes. Below we present responses for the number of rated vignettes of complete rated decks.

Table 3.1. Sampled vacancies, completed surveys, response rates, and number of rated vignettes in Bulgaria, Greece, Norway and Switzerland

	Sampled vacancies	Completed surveys	Response rate (compl. surveys)	Rated vignettes ²
Bulgaria	3109	512	16.5 %	5620
Greece	3720	371	10.0 %	3520
Norway	3200	457	14.3 %	5150
Switzerland	2118	580	27.4 %	6310
Total	12147	1920	15.8 %	20600

Table 3.2. Number of responses in five sectors in Bulgaria, Greece, Norway and Switzerland

	Mechanics	Finance	Health	Restaurant	IT	Total
Bulgaria	92	73	188	67	92	512
Greece	82	77	72	76	64	371
Norway	54	79	228	40	56	457
Switzerland	105	93	164	86	132	580
Total	333	322	652	269	344	1920

² Rated vignettes of complete rated decks. Each respondent rated 10 vignettes in BG, CH and NO and 8 vignettes in GR. The number of respondents who rated all vignettes exceeds the number of completed surveys.

Table 3.3. Distribution of responses (percent) in five sectors in Bulgaria, Greece, Norway and Switzerland

	Mechanics	Finance	Health	Restaurant	IT	Total
Bulgaria	17.97	14.26	36.72	13.09	17.97	100.00
Greece	22.10	20.75	19.41	20.49	17.25	100.00
Norway	11.82	17.29	49.89	8.75	12.25	100.00
Switzerland	18.10	16.03	28.28	14.83	22.76	100.00
Total	17.34	16.77	33.96	14.01	17.92	100.00

3.3 National specific issues on sampling and data collection

Below we present, in detail, national specific issues on sampling for Bulgaria, Greece, Norway and Switzerland.

3.3.1 Bulgaria

The project fieldwork for selection of staff and occupied workplaces in Bulgaria was conducted by GLOBAL METRIX (<http://globalmetrics.eu>) in the period 18 January – 7 July 2016.

Job-ad communication channels

In order to select the necessary number of job ads by sectors, a total of 30 job ad communication channels were used. All of them are online portals, as follows: online job portals, social networks, advertisement guides, company websites, Internet page of the Employment Agency, and websites of municipalities on the territory of the country. For a full list of communication channels see appendix A.1.

The basic portal for selecting job offers was Jobs.bg. It is the biggest job portal in Bulgaria. Usually, the job advertisements published on other Internet platforms have links to this portal. The main criterion for choosing *Jobs.bg* was that, among other ads, they publish the greatest amount of ads relevant to the sectors required in the survey. Jobs.bg enables quantifying the coverage of the actual vacancies by industry, location, working time and job level.

Jobs.bg also provides information about who is publishing the ad: Companies/Organizations or HR Agencies. A total of 2,470 job ads were selected from *Jobs.bg*, which amounts to 79.4% of the whole sample (3,109 job ads).

The second largest number of selected ads was from the job ad communication channel “company websites”. A total of 222 ads were selected in this way. Importantly, the largest sector among these selected ads was Nursing. This is due to the active assistance given us by the Bulgarian Association of Healthcare Professionals, which provided us with the e-mail addresses and telephone numbers of their members, head medical nurses and senior nurses working in hospitals that had published job ads, and who were responsible for the selection of newly appointed staff; these nurses, moreover, were strongly motivated to take part in the survey.

In third place was *Zaplata.bg* – with 73 ads selected from there. This is the second largest site for seeking and offering jobs in Bulgaria. Next in the number of selected ads is the Employment Agency, from which 61 ads were selected – this site was used only for the Nursing sector, since state institutions (including hospitals, school, kindergartens, etc.) publish ads for their job agencies there and hence it is an appropriate portal for this sector. In fifth place is *litjobs.bg*, with 57 selected ads from it. Since this is a specialized portal for job vacancies in the IT sector, the selected ads were only in this sector.

The algorithm for selecting job ads within job portals was the same for all sectors in the survey, as follows:

Step 1: Selection of a database on employment for the profession code and selection of suitable professional categories within the database, including job portals, Internet pages of companies.

Step 2: Text-based search: Job ads were selected in which the description exactly coincides with one of the labels of offered positions in the sector (profession)

Step 3: Text-based search for appropriate sub-categories from the full labels of offered positions in the sector (profession).

Step 4: Sorting out job offers that were identified on the basis of steps 1 through 3; those that did not correspond (for instance, that require more than 5 years of professional experience, were excluded.

Step 5: Job offers from one and the same recruiter were erased from the database (the first record was preserved).

Algorithm for selected job ads within company websites

The Internet pages of companies from which job ads were selected, were chosen based on the principle: on the one hand, companies with the greatest number of ads published in job portals; on the other hand, the largest companies by number of employed in the respective sectors.

The files containing the required information on each advertisement, as well as photographs of the ads, were sent for control every two weeks. The files provide a column for links to the selected ads. A team member in Bulgaria has checked the ads for their meeting the requirements, including the photo, during the period when the link to the ad was still active.

One researcher was responsible for one of the five project sectors. The aim was, on the one hand, to avoid repetitions of recruiters in the database; on the other, so that the researcher may become familiar with the specificity of the sector.

Quality control strategy

In order to achieve the survey goals, qualified researchers with ample experience in fieldwork were engaged. A training, including demonstration, was conducted with these researchers. In the course of the project, three trainings in all were conducted, corresponding to the three phases of the programme. Phase 1: Selection of job advertisements for a vignette experiment, Phase 2: Phone call for invitation to participate in the survey and resending “undelivered e-mails” and Phase 3: Calling up and motivating potential participants. Detailed written instructions were prepared for the fieldwork in accordance with the project requirements.

The strategy applied for controlling the quality of selected job ads included 4 phases, beginning with the inclusion of the ad in the list (Phase 1: Selection of job advertisements for a vignette experiment) and continuing to additional motivating of the potential respondent (Phase 3: Calling up and motivating potential participants.).

Phase 1 – Control of the quality of collected information in Excel by team members in Bulgaria. *Result:* Ads not meeting the preliminary conditions were excluded from the list: those lacking contact details for the recruiter (e-mail address and/or phone number). The number of excluded ads was compensated for by selection of new ones.

Phase 2 - Phone calls with invitation for participation in the survey. During this phase, the team of researchers was enlarged with new ones who were to help complete as quickly as possible the task of

phoning to invite for participate. In making the phone calls, the new persons (as well as the others) were obliged to inform about inaccuracies in the information collected so far and to correct it. *Result:* updating the database with selected ads: change of e-mail address at the request of the recruiter; correcting errors in the spelling of the e-mail address; adding the name of the recruiter; replacement with new up-to-date contacts in case of non-existent telephone numbers; resending the invitation for participation in the project to the updated contacts.

Phase 3- Calling up and motivating potential participants. Calls and on-the-spot visits were made only for the potential respondents, those who definitely declared willingness to participate at the first telephone call made to invite them. Calls were also made to those who, according to the interim reports provided by M.I.S. TREND, had started filling in the questionnaire but had stopped without finishing it. This phase is also devoted to control: at the visits, the potential respondents, besides being invited once again to take part in the survey, were also asked whether they had already received an invitation by e-mail, and whether colleagues had phoned them to invite them personally. *Result:* there were some cases when the researchers had contacted a person from the company during Phase 2: Phone call with invitation for participation in the survey, and the person had promised but had not transmitted the invitation to his colleague (the recruiter); or the invitation had fallen in the Spam section of the e-mail. In both situations, the invitation for participation was sent once again.

Phase 4. The telecommunications company servicing the project in Bulgaria provided printed copies of the phone calls made by each researcher; in this way, it was possible to trace whether the researcher had called a specific telephone number in connection with the first/second invitation for participation. *Results:* No discrepancies were found.

Examples of quality control strategy in Bulgaria is included in appendix A.8.

Specific features by sectors

Mechanics (skilled mechanic)

Lack of interest in participation in surveys. They estimate the survey is of no use for the sector or for themselves personally. Usually small enterprises. Only the large ones in the branch show interest.

Finance (financial service clerk)

Difficult access to recruiters' contacts. The same e-mail address and telephone number of a particular bank is invariably published. When attempting to make contact by phone, the researcher gets to an automatic menu that offers no option for connecting to an operator. Also, explicit permission by the director is required for participation in the survey, especially in the case of Finance, as the information about the sector is confidential (a policy prohibiting giving information outside the company). Due to the insufficient number of recruiters (as one recruiter is responsible for a whole region of the country for the respective bank), it became necessary to select ads for insurance agents and accountants.

Nursing (skilled nurse)

Participation of the state sector – hospitals, schools, kindergartens, National Employment Agency, which express full willingness to cooperate but point out they require their directors' permission in order to participate in the survey.

Selection of ads for nurses abroad - the same requirements, different names for the position (incl.: home assistant / social assistant for the elderly in the UK or Germany, care for the elderly in ...; social assistants for retirement homes UK; caregiver for the elderly, etc.)

In the course of the survey, the researchers had active cooperation on the part of the Bulgarian Association of Healthcare Professionals, which helped achieve the project's highest response rate in this particular sector.

Restaurant/service (skilled waiter/waitress)

This sector displayed the least favourable attitude to the survey, and categorical refusals to participate were made here. The main indicated reason for the refusals was that hotels and restaurants in seaside resorts are very busy in the summer season, respectively, there are not enough people who can spare the time to take part in the survey. Lack of access to the Human Resources department or to a Manager – in a large number of cases, the published job ads for recruitment of staff give e-mails addresses for reservations, and these addresses are blocked because of the numerous reservation requests being made in the active season. Many people have access to the e-mail, and nobody in particular is responsible for it. Many of the receptionists are high school students who are doing their summer practice at the time of the fieldwork. The published ads on the Internet sites connect to them, and they in turn omit to pass on the information to the recruiters. Frequently, promises for participation are made in order to maintain the good name of the firm, but no personal commitment is made. An acute shortage of waiters is felt in this branch, and the standards of recruitment criteria are very reduced.

Information-technology (skilled IT specialist)

The presence of foreign firms where personnel selection is done by recruiters from outside Bulgaria who do not speak Bulgarian. Also, websites on which no contacts are published. A frequent case is the provision of a contact form that is to be filled in on the company's site. Another encountered difficulty was the prohibition for access to external links for the sake of security. In a large number of cases, this made it necessary to resend the invitations for participation to the personal e-mail addresses instead of those of the institution.

3.3.2 Greece

Given the complexity of the sampling procedure and the current situation in the Greek labour market, it was from the beginning clear that the tasks of sampling, testing and completing the survey would be demanding and uncertain as far as the outcome is concerned. In October 2015 several companies were reached in order to examine the possibility of collaborating with Panteion University in the survey. Two among them, Metron Analysis and ICAP, expressed their interest and sent their offers in November, providing estimated cost for both the pretest and the main survey. After discussing with the coordinator of the survey at the University of Basel, it was decided to proceed by employing individually PhD candidates who under the supervision of the Senior researcher of the Panteion University would undertake the prescribed tasks.

It was decided that a pretest would be carried out before the main survey. The pretest took place from February 9th to February 29th. The sampling procedure for the pretest started in the beginning of January and was completed by the end of January. 500 job vacancies, equally distributed among the five sectors were found and contacted during the pretest.

The sampling procedure for the main survey, which lasted from May 19th to July 8th, started in the beginning of March and was completed in the beginning of May. During the main survey an additional subsample of 624 job vacancies was created and sent to M.I.S. TREND in order to generate respective emails to recruiters. In total, 3720 job vacancies were found and contacted during the main survey.

Job ads communication channels

Online job portals were used for sampling in both the pretest and the main survey. Out of 36 online

job portals that were examined and researched, 8 were used in the pretest and 14 in the main survey.

Almost 80% of job vacancies were retrieved from three job portals, *Chryssi Efkairea*, *Skywalker* and *Aggelopolis*. Details of the number of vacancies found in each job-portal is found in appendix. A.n.

Quality control strategy

The fact that three job portals occupied almost 80% of the total sample is revealing that few job portals gather large numbers of job vacancies classified in a suitable way. In order to keep on track with relevant job ads an ordinal variable was added indicating the relevance of the job vacancy to prescribed occupational fields, i.e. 0 for good match, 1 for relative match and 2 for mediocre match.

The research team also proceeded to phone calls in order to check reception of invitation by the relevant person. This was facilitated by the fact that research teams from all participating countries were receiving by the end of each week an updated assessment of response rates, where completed and started questionnaires ('time-out' cases) as well as non-responses were indicated. Efforts were concentrated on communicating with recruiters who had abandoned the questionnaire, i.e. 'timed-out' cases, in order to convince them to continue. 145 email addresses were proven wrong; they were changed after phone calls and emails were resent to the new addresses.

General challenges for sampling

A general problem that hindered the process of sampling and undermined the overall response rate is linked to some general characteristics of the labour market in Greece, which were intensified during the time of crises when the survey was carried out. The Greek labour market is characterised by a low degree of formalisation. In addition, the economic crisis, which means among others more than 33% of GDP decline from 2008 to 2014 (2015 and 2016 are also years of recession) and official unemployment rate explosion from 7.3% in 2008 to 27.9% in 2013 (and struggling to fall under 25% in 2014 to 2016) could not in any case be disregarded.

This means that finding sufficient numbers of job ads, and particularly ads that fit as narrowly as possible to the predefined occupational fields, was an extremely hard task for the following reasons linked to the previous assessment:

- a) The labour market has significantly shrunk, therefore there was an objective difficulty of finding employers who were actually demanding for labour.
- b) The quality of the information in job portals is in general extremely poor, i.e. there are most often no names of contact persons mentioned, neither even the name of the company/employer, nor emails; in some cases, such as in the sectors of mechanics and nurses, employers are small enterprises or households which either do not dispose or use emails and furthermore proceed to their choices by meeting candidates or asking to fellow employers (by word of mouth).
- c) Linking strictly both the email and the survey questionnaire with one specific job ad (disposing also a screenshot of its publication) was in some cases excluding important pools of contacts. For example, researchers have found a list of contacts of senior care centres, members of a relevant association, which receive CVs and recruit nurses and care service workers, but they do not publish any job ads. The same applies for agencies which select candidates for nursing and care professionals as mediators between prospective employers (mainly households) and employees. Or in the case of some large companies, HR contacts could be found, but receipt of CVs, selection of candidates and recruitment is an ongoing process without necessarily publishing specific job ads; CVs are uploaded on online platforms which do not provide specific information neither on vacancies nor on recruiters' contact

details. By sticking each recruiter/respondent to a specific job ad (in both the invitation and in the introductory questions of the survey) a significant pool of potential respondents was missed.

d) While the timing of the survey was favourable in the case of restaurants, i.e. high demand due to the opening of touristic season, the finance sector presented significant problems due to the increasing workload that companies had to deal with during May and June which are months of income statements.

e) In the tourist industry provided contact details were either general, i.e. referring to hotel receptions or booking departments, hindering the possibility to reach recruiters.

3.3.3 Norway

Despite a generally favourable labour market in Norway, we encountered some challenges related to sampling the needed number of vacancies. This is mainly due to two factors: the size of the Norwegian labour market and a drop in oil prices affecting the number of vacancies in the private sector, in particular in the mechanics field during spring 2016.

Job ads communication channels

In Norway, sampling for both the pre-test and main sampling were performed by TNS Gallup based on detailed sampling criteria from NOVA. TNS Gallup is the Norwegian branch of the Global TNS working, among other things, with market research for clients. For the main sampling TNS Gallup monitored the two main online advertising channels *finn.no* and *nav.no* for vacancies in Norway from May 1st through June 1st (see appendix A.3 for results).

Finn.no is the largest website for classified advertisements in Norway, including sections on housing, cars, for sale, travel, services and jobs. *Finn.no* is owned by the mediahouses Schibsted and Polaris media. It was established as an alliance between regional and national newspapers to withstand competition from pure online actors in the market for classified ads. The website offers detailed categorized searches of advertisements within occupation and sector.

Nav.no is the web-portal of the Norwegian Labour and Welfare Administration. NAVs website advertises all publicly advertised job openings in all branches. The website offers detailed categorized searches in the advertisements.

Quality control strategy

Following instructions from the HiOA-NOVA team, the procedure used by TNS Gallup for sampling ads in Norway as follows: first establish the most effective search categories to be used in the job portals in order to identify relevant positions. Second, searches were conducted based on these categories. Third, the vacancies identified through the searches were visually controlled for relevance. If not relevant, the ad was discarded and replaced with a new. The fourth step included identifying a contact person for the vacancy. In cases where more than one contact person was included in the ad, the person with available contact information and closeness to the position/ process of hiring was prioritised. If no contact person was related to the ad, the ad was discarded and replaced with a new. The fifth step included identifying contact information, meaning primarily a working e-mail address. If no e-mail address was included in the ad, searches were made first in the companys web-sites or second, an online search. If no working e-mail was identified, the ad was discarded and replaced with a new.

3.3.4 Switzerland

With instructions from the UNIBAS team (including detailed sampling criteria) the Swiss job market monitor SMM (<http://www.stellenmarktmonitor.uzh.ch>) carried out the sampling for the second pretest and the main data collection in the German-speaking part of Switzerland..

The vacancies collection for the latter took place on the 8th of March 2016. Job advertisements in the preselected job portal categories and companies' websites that were posted within the previous 14 days were collected. The number of collected vacancies amounted to 14'799 jobs in eight job portals³ and 5'700 jobs on companies' websites. After a quality check of the sample and sorting out of all unsuitable job advertisements, the total number of collected vacancies did not meet the predefined sample size. Hence, a second data collection was carried out on the 23rd of March, in which all job advertisements that were posted within the previous seven days were collected. Four job portals that provided the largest proportion of usable job advertisements in the first data collection and companies' websites were used. As result, 5'800 positions from job portals and 4'300 positions from companies' websites were sampled in the second data collection.

Job ads communication channels

The selection of the communication channels were based on the panel of SMM: The panel includes all general online job portals (job portals for sector specific jobs were excluded) that contain at least one percent of the total number of all advertised jobs, which are posted in comparable job portals. Altogether, the selected portals reach a coverage of at least 95 percent. For the main data collection in March 2016 eight of these portals, which were tested for their suitability in the previous pretests, were used. In addition, job vacancies on companies websites, which were published by the local unemployment agencies (RAV) were collected (see appendix A.4).

Categories that are assumed to contain the predefined occupations "banker/jobs in finance", "IT jobs", "mechanics/machine technicians", "nurses/health professionals" and "service employees"⁴ with high probability were chosen within each online job portal. For two online job portals that did not offer suitable categories all job positions, which contain at least one term from a list with desirable search terms were checked for their suitability (see appendix A.5).

Quality control strategy

All jobs within the chosen categories were collected and rated according to their suitability. SMM matched the collected job titles with a list containing the search terms that UNIBAS has previously developed. Each term on the list is rated with either +1 for suitable or -1 for unsuitable. According to how many positively or negatively rated terms the collected job titles contain, they reached higher or lower ratings (sum index). In the main data collection all job titles with a non-negative ratings were included in the sampling, and in the second round of data collection all job titles higher than zero were sampled. A descriptive distribution of the sum index can be found in the appendix (see appendix A.6).

Beginning with the job titles with the highest sum index, the suitability of each job advertisement was examined according to four criteria: First, whether it was retrievable through the direct link, second, whether it was in German, third, whether the contact person already existed in the data base and fourth, whether the necessary contact details is complete. In total, 14'464 job advertisements could be retrieved with the direct link (the distribution of the usability of the job advertisements can be found in appendix A.7). At a further quality check 32 job advertisements, despite fulfilling the four criteria, were removed from the sample due to two main reasons. First, because the chosen job

³ *jobs.ch, jobscout.ch, job-room.ch, ostjob.ch, jobs.nzz.ch, publicjobs.ch, xing.com, stellenanzeige.monster.ch*

⁴ German: "Bankkaufleute/Finanzberufe", "Informatiker", "Mechaniker/Maschinentechniker", "Pflegefachpersonen", "Serviceangestellte"

categories within the job portals are relatively broad, they contain positions, which although scoring matches with the listed terms, did not belong to the defined occupational fields. This kind of mismatch was even more pronounced in job portals with no categories. Second, in order to meet the required sample size, also job advertisements with zero rating were included in the main data collection. Also, double capturings of recruiters could not be entirely avoided.

4 The survey

The survey was distributed in national languages in all four countries: Bulgarian, Greek, Norwegian and German⁵. To ensure similar wordings and meaning in all countries, the source questionnaire in German was directly translated into the national languages. As a common working document, an English version was also developed. The English version forms the basis for the variables in the public use file and the codebook included in this report⁶.

The online survey consisted of three parts. In the first part respondents were asked if the recruitment occurred externally by means of a professional personal recruitment company, followed by questions about the advertised job (e.g. workload, form of contract) and about the characteristics and requirements of the advertised position (e.g. required educational credentials and work experience, functions as a supervisor) beyond the information that was given in the advertised vacancy. It was further asked how difficult it was to find suitable candidates for the specific job that was being advertised, and how urgent it was that the vacancy is filled.

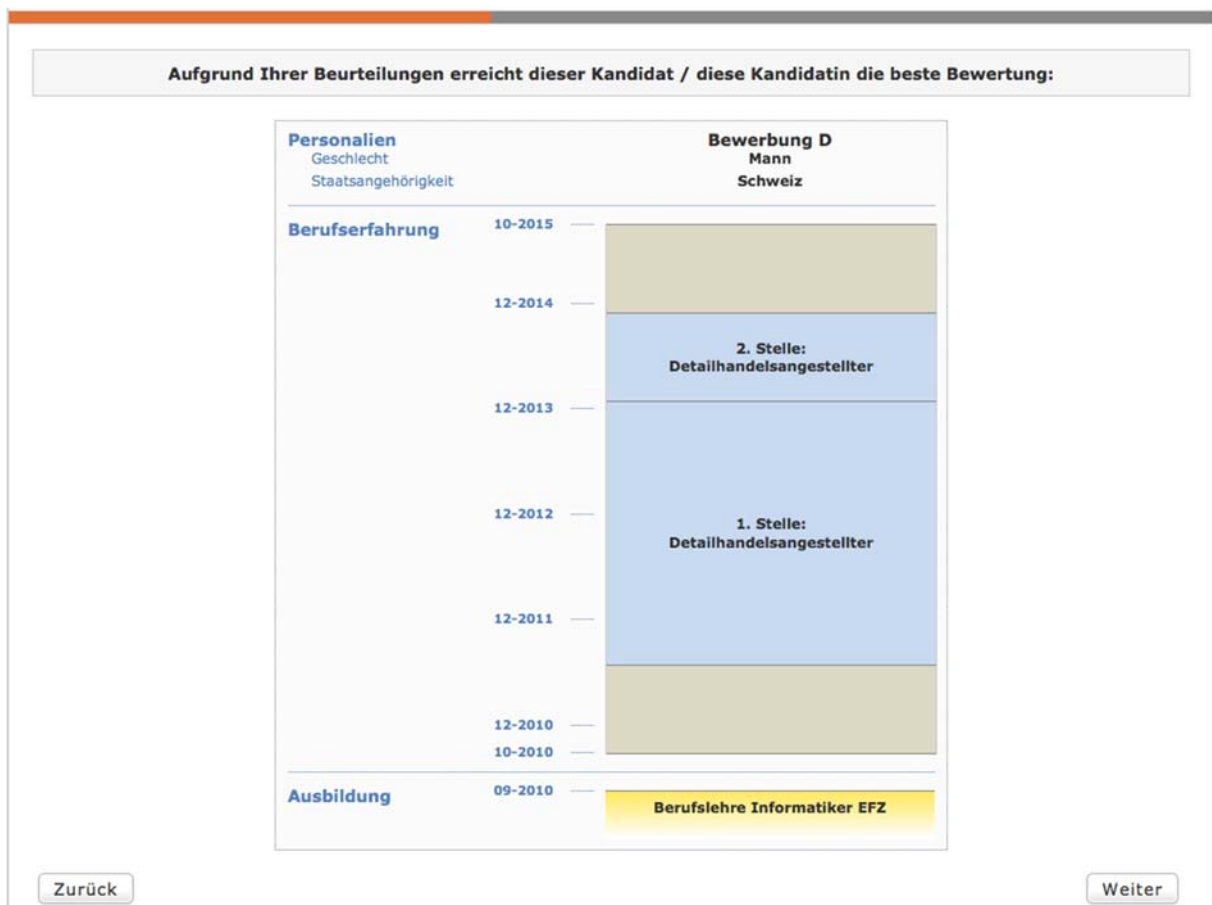
Following the first section of the survey, the respondents were asked to rate 10 vignettes (8 vignettes in the case of Greece⁷), representing hypothetical job candidates' CVs that were shown to them one by one. The vignettes were shown in a graphical format in order to visualize (un)employment history and education. Figure 4.1 shows a Swiss example vignette.

⁵ For pragmatic reasons (to avoid excessive sampling costs) only the German-speaking labour market was covered in the Swiss survey.

⁶ For national versions of the survey, please contact the authors.

⁷ Due to an error in the preparation of the Greek vignette file, 8 instead of 10 vignettes were implemented in the online survey. The error had no consequences on the *quality* of the data collection. However the lower number of assessed vignette data will have an impact on the power of statistical analysis of the Greek vignette data.

Figure 4.1. Example of vignette (visual CV) used in the survey



The vignette shown in figure 4.1 illustrates A CV for a male of Swiss nationality with both unemployment and employment experience. The vignette illustrates a working career including both early and late unemployment as well as education – job mismatch. The dates shown in the left hand of the figure were adjusted to match with the timing of the survey in that the latest date matched the date of the survey.

The vignettes (CVs) were designed to allow for a number of experimental variables, as well as for one national specific experimental variable:

- **Gender (male / female)**
- **Timing of unemployment (right after graduation / between two previous jobs / ongoing when applying for new job)**
- **Duration of unemployment (0 months / 10 months / 20 months)**
- **Educational level (Lower secondary / upper secondary / tertiary)**
- **Education type (specific to job ad / non-specific: retail sale)**
- **Employment experience (specific to job ad / retail sale / call centre work)**
- **National variables:**
 - o **Job-hopping (CH)**
 - o **Abroad work-experience (BG)**
 - o **ALMP participation during unemployment (NO & GR)**

In order to maximise the D-efficiency of the experimental design (Ausburg and Hinz 2015) given the expected sample size in each of the four countries, the experimental variables were organised in 180 vignettes, which were allocated to 20 decks à 10 vignettes in Switzerland and Norway, and to 10 decks

à 10 vignettes in Bulgaria. 10 decks à 10 vignettes were prepared for Greece, whereof 8 vignettes were showed in the survey. Each deck included at least one vignette (CV) with a good match with respect to the advertised position. The decks were randomly assigned to the respondents in the survey.

The first task for the respondents consisted of rating the likelihood of the illustrated candidate on the vignette being hired for the advertised position. The best-rated three vignettes entered the next round, where they were paired with one another. The respondents were asked to choose one preferred candidate for each pair (forced choice experiment). The vignette that was twice preferred was the winner. After the forced choice experiment, the respondents were asked to report what other information they would have liked to know about the candidates in addition to the limited dimensions of the vignettes.

The third part of the survey (that follows the vignette study) covered questions about the recruiting process and further questions on the characteristics of the advertised position (e.g. how, and through what channels, vacancies were communicated and who was involved in the recruitment process). The respective answers provide additional information on the various contexts and help us understand the vignette ratings. To find out how the recruitment process reflects organisational features, the questionnaire also included questions about the size of the organisation, whether it is located in the public or private sector and what the economic outlook of the company is like. Finally, we collected personal data from the respondents (e.g. work experience, professional background, function, education, gender, age) (see section 4.2 for a detailed list of collected information).

The survey included several questions with open text answers in order to collect additional information about the assessed vignette (the main reasons for selecting the best candidate, and potential requirements this candidate does not meet to get hired), about ethnic discrimination (in Bulgaria only: If and why ethnicity matters for the company), and about the meaning of employment insecurity stigmas (job hoppers, long term unemployed) for the recruiter or the company.

4.1 Basic descriptive statistics from the survey

Below we present the main topics and concepts in the study through the questionnaire used for the survey. We also present coding of the dataset. For some central topics and questions, we first present basic descriptive statistics. The statistics are discussed here. This section follows the structure of the questionnaire. The related question in the codebook is referred to in parenthesis.

Table 4.1 Surveyresponse (srveyrsp)

	Freq.	Percent
completed	1 920	66.55
discontinued	965	33.45
Total	2 885	100.00

Table 4.2 Number of vignettes evaluated per country (Country)

	Frequency	Percent
Bulgaria	8 850	32.05
Switzerland	7 390	26.76
Greece	5 002	18.12
Norway	6 370	23.07
Total	27 612	100

Table 4.3 Number of vignettes evaluated per occupational field (adocfld)

	Freq.	Percent
Mechanics	4 972	18.01
Finance	4 376	15.85
Health	8 754	31.70
Catering	4 862	17.61
IT	4 648	16.83
Total	27 612	100

Table 4.4. In-house recruiter or external recruiter (agency)

	Freq.	Percent
In the organization, in which the position is	1 991	81.53
External job agency/personnel service provider	357	14.62
Other	94	3.85
Total	2 442	100.00

Table 4.5. Type of position within the organization (jobpos)

	Freq.	Percent
A trainee position/internship	172	7.61
An employee position without executive	1 708	75.58
An executive position (not including executive board)	170	7.52
A position in the executive board	23	1.02
Other	187	8.27
Total	2 260	100.00

Table 4.6. Need for particular type of education in position (jobedlev_int)

	Freq.	Percent
No answer	9	0.4
Yes, at least a vocational degree or a	987	43.67
Yes, at least a tertiary degree	942	41.68
Yes, at least (an)other (degree)	111	4.91
No, the level of education is unimportant	211	9.34
Total	2 260	100

Table 4.7. Need for specific expertise in position (jobexper)

	Freq.	Percent
Yes, specific expertise is indispensable	1 428	63.58
Yes, some specific expertise would be desirable	664	29.56
No, specific expertise is not necessary	154	6.86
Total	2 246	100

Table 4.8. Vignette evaluation 0 – 10 (vgneval)

	Bulgaria	Switzerland	Greece	Norway	Total
0	2 186	3 307	1 323	2 763	9 579
1	369	478	240	380	1 467
2	310	566	189	384	1 449
3	291	349	146	268	1 054
4	261	260	114	171	806
5	569	401	248	309	1 527
6	247	228	133	183	791
7	245	247	170	220	882
8	307	241	146	192	886
9	280	102	82	115	579
10	588	159	92	240	1 079
Total	5 653	6 338	2 883	5 225	20 099

Table 4.9. Position is temporary (fixterm)

	Freq.	Percent
Temporary position	1 656	82.72
Permanent position	346	17.28
Total	2 002	100

Table 4.10. Position is a part-time job (parttiop)

	Freq.	Percent
No	379	18.92
Yes	1 624	81.08
Total	2 003	100

Table 4.11. Sector of employer (industry)

	Freq.	Percent
Manufacturing	132	6.73
Accommodation and food service activities	249	12.7
Information and communication	142	7.24
Financial and insurance activities	130	6.63
Human health and social work activities	635	32.38
Construction	83	4.23
Wholesale and retail trade	60	3.06
Professional, scientific and technical	33	1.68
Administrative and support service activities	50	2.55
Public administration and defence	43	2.19
Education	23	1.17
Other service activities	86	4.39
Other	295	15.04
Total	1 961	100

Table 4.12. Employer in Public or Private sector (pubpriv)

	Freq.	Percent
Don't know	6	0.31
Public	515	26.28
Private	1 345	68.62
Other	94	4.8
Total	1 960	100

Table 4.13. Geography of the employer (geograph)

	Freq.	Percent
In the center of one of the following large cities:...	858	43.84
Suburban quarter of one of the above mentioned large cities	310	15.84
Middle-sized (BG/GR/NO/CH) town	231	11.8
Small town	225	11.5
Village located close to a town	165	8.43
Village in rural area	168	8.58
Total	1 957	100

Table 4.14. Size of employer firm (firmsize)

	Freq.	Percent
Don't know	44	2.25
Less than 5	162	8.28
6 to 19	147	7.52
20 to 49	206	10.53
50 to 99	280	14.31
100 to 249	502	25.66
250 to 999	279	14.26
More than 1000	336	17.18
Total	1 956	100

Table 4.15. If recruiter has completed formal HR training (q5.5.2)

	Freq.	Percent
Yes	980	50.41
No	964	49.59
Total	1 944	100

Table 4.16. Educational level of recruiter (rcrhledu)

	Freq.	Percent
Other, no answer	1 053	36.5
Upper secondary	543	18.82
Tertiary	1 284	44.51
Compulsary education	5	0.17
Total	2 885	100

Table 4.17. Age of recruiter (rcrbrthy)

	Freq.	Percent
18-25 years old	41	2.12
26-50 years old	1 353	69.99
51-65 years old	522	27
66-78 years old	17	0.88
Total	1 933	100

Table 4.18. Gender of recruiter (rcrsex)

	Freq.	Percent
female	1 129	58.32
male	807	41.68
Total	1 936	100

4.2 Codebook

The structure of the codebook follows the original structure applied in the online survey including routing and instructions to the respondents. The codebook is based on an English translation of the national surveys which were all distributed in national languages: Bulgarian, Greek, Norwegian and German. It includes information on all variables available in the dataset: variable name, variable label, coding and values. Each variable is described as follows:

Title: Concept

Variable name	<i>Variable lable</i>
Value 1	Value lable 1
Value 2	Value lable 2
...	...

Variable names, variable labels and value labels refer to the future public use file of the Negotiate recruiter survey data.

Sampling information

Respondent identification code

recrutID	<i>Respondent ID</i>
----------	----------------------

Additional sample in Greece

grsuplsp	<i>GR: Additional Sample</i>
----------	------------------------------

Survey response status

Srveyrsp	<i>Response behaviour</i>
1	Completed
2	Stopped
3	Timed_out
4	Fresh

Last question answered in the questionnaire

Lstansit	<i>Last item answered</i>
----------	---------------------------

Country

Country	<i>Country</i>
1	Bulgaria
2	Switzerland
3	Greece
4	Norway
Adoccfop	<i>Occupational Field (TEXT)</i>

Occupational field

adocfld	<i>Occupational field</i>
---------	---------------------------

1	Mechanics
2	Finance
3	Health
4	Catering
5	IT

Survey Part I

Thank you for taking part in this survey about recruitment and personnel selection.

Your participation allows us to gain valuable insights in company human resource requirement in the field XY (dynamic field, e.g. 'IT jobs'). Please click Next to begin.

We are interested in how you have been proceeding in searching for personnel and staffing for a vacancy, which has been advertised recently by you or your company. The vacancy of interest was advertised as in the following: (dynamic field: vacancy ad shown)

Recruiting agencies and job title

Identification if respondent is a recruiting agency

In the job advertisement you are stated as the contact person.

agency	<i>Are you working in the organisation, in which the position is to be filled, or for an extern job agency or extern personnel service provider?</i>
1	In the organization, in which the position is to be filled
2	Extern job agency/personnel service provider
3	Other, [Open text]
-9	No answer

If [agency]=3

agencyop	[Open text]
----------	-------------

Job title according to job advertisement

Adjobtit	<i>Job title on job ad</i>
----------	----------------------------

Clarification of job title

First we would like to ask you some complementary information about the advertised vacancy.

jobtitle	<i>Please indicate as precisely as possible the job title of the advertised position</i>
1	The precise job title is as given in the job advertisement: [adjobtit] (dynamic field: job title from job ad)
2	The precise job title is [Open text]
-9	no answer

If [jobtitle] = 2

jobttlntw	[Open text]
-----------	-------------

jobtltrv	<i>Job title (revised variable based on [adjobtlt] and [jobttlntw])</i>
----------	---

Questions about the advertised job

Date of advertising the job vacancy

addatemo	<i>When was the vacancy initially advertised (Month)?</i>
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
-9	no answer

addatey	<i>When was the vacancy initially advertised (Year)?</i>
2013	2013 or earlier
2014	2014
2015	2015
2016	2016
-9	no answer

Current status of recruitment

jobfill	<i>Could the position be filled?</i>
1	Yes
2	No, the search for personnel is on-going
3	No, the search for personnel has been cancelled
-9	no answer

Date when the vacancy was filled

If [jobfill] =1

filldatm	<i>When could the vacancy be filled (Month)?</i>
1	January

2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
-9	no answer

filldaty	<i>When could the vacancy be filled (Year)?</i>
2014	2014
2015	2015
2016	2016
-9	no answer

Date when the recruitment has been cancelled

If [jobfill] =3

canccatm	<i>When was the search for personnel cancelled (Month)?</i>
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
-9	no answer

canccdaty	<i>When was the search for personnel cancelled (Year)?</i>
2014	2014
2015	2015
2016	2016
-9	no answer

Degree of difficulty of filling this vacancy

filldiff	<i>How difficult is/was it to find a suitable candidate for this advertised position?</i>
1	Very easy
2	Quite easy
3	Quite difficult
4	Very difficult
-9	no answer

Degree of importance of filling this vacancy

(If [agency]=1) How important is/was it to fill the advertised position?

(If [agency]=2/3) How important is/was it for the firm/organisation for which you are/were recruiting to fill the advertised position?

fillimpo	<i>How important is/was it to fill the advertised position?</i>
1	Not important at all
2	Not important
3	Somewhat important
4	Very important
-8	Don't know (only available for [agency]= 2/3)
-9	No answer

Type of the advertised position

jobpos	<i>What type of position within the enterprise is the advertised job?</i>
1	A trainee position/internship [go to [jobedlev]]
2	An employee position without executive functions [go to [jobedlev]]
3	An executive position (not including executive board) [go to [poslead]]
4	A position in the executive board [go to [poslead]]
5	Other [go to [jobedlev]]
-9	No answer

Jobposop	<i>What type of position within the enterprise is the advertised job?</i>
	[Open text]

Number of people under the supervision of the advertised position

([agency]=1) How many people in the organisation are under the supervision of the advertised position?

([agency]= 2/3) How many people in the organisation are under the supervision of the advertised position?

poslead	<i>How many people in the organisation are under the supervision of the advertised position?</i>
0	None
1	1 to 5
2	6 to 19
3	20 to 49
4	More than 50
-8	Don't know (only available for [agency]= 2/3)
-9	No answer

Characteristics and requirements of the advertised position

Required level of education of the advertised position

jobedlev_bg	<i>Does the advertised position require a certain level of education? (Bulgaria)</i>
1	Yes, at upper secondary education (general or vocational)'
2	Yes, at least vocational education after upper secondary education but not tertiary
3	Yes, at least Professional Bachelor degree
4	Yes, at least Bachelor or Master degree
5	Yes, at least (an)other (degree)
6	No, the level of education is unimportant
-8	Does not apply
-9	No answer

jobedlev_gr	<i>Does the advertised position require a certain level of education? (Greece)</i>
1	Yes, at least a vocational degree or compulsory secondary education
2	Yes, at least a higher vocational degree
3	Yes, at least a university of applied sciences degree
4	Yes, at least a university degree
5	Yes, at least (an)other (degree)
6	No, the level of education is unimportant
-8	Does not apply
-9	No answer

jobedlev_no	<i>Does the advertised position require a certain level of education? (Norway)</i>
1	Yes, at least a vocational degree or an upper secondary school degree
2	Yes, at least a higher vocational degree
3	Yes, at least a university of applied sciences degree
4	Yes, at least a university degree
5	Yes, at least (an)other (degree)
6	No, the level of education is unimportant

-8	Does not apply
-9	No answer

jobedlev_ch	<i>Does the advertised position require a certain level of education? (Switzerland)</i>
1	Yes, at least a vocational degree or an upper secondary school degree
2	Yes, at least a higher vocational degree
3	Yes, at least a university of applied sciences degree
4	Yes, at least a university degree
5	Yes, at least (an)other (degree)
6	No, the level of education is unimportant
-8	Does not apply
-9	No answer

jobedlev_int	<i>Does the advertised position require a certain level of education? (International)</i>
1	Yes, at least a vocational degree or a secondary school degree
2	Yes, at least a tertiary degree
3	Yes, at least (an)other (degree)
4	No, the level of education is unimportant
-8	Does not apply
-9	No answer

If [jobedlev_bg OR jobedlev_gr OR jobedlev_no OR jobedlev_ch] =-8

jobedlop	[Open text]
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Required type of education for the advertised position

jobspeduc	<i>Does the advertised position require a specific vocational training or a specific field of study and corresponding expertise?</i>
1	Yes, a specific education is indispensable
2	Yes, a specific education would be desirable
3	No, a specific education is not necessary
-9	No answer

Required expertise for the advertised position

jobexper	<i>Does this position require specific expertise?</i>
1	Yes, specific expertise is indispensable
2	Yes, some specific expertise would be desirable
3	No, specific expertise is not necessary
-9	No answer

Required certificate for the advertised position

If [jobspeduc]≠3

idlocrct	What certificate should a candidate ideally have? (e.g. carpenter business economist)
	[Open text]

If [idlocrct]= missing

Jobcerna	What certificate should a candidate ideally have?
-9	No answer

Required experience for the advertised position

jobexpir	Is occupation or sector specific job experience required for the advertised job?
1	Yes, many years of experience is indispensable
2	Yes, some experience would be desirable
3	No, experience is not necessary
-9	No answer

Vignettes Experiment

Next, we will show you some graphically enhanced CVs from people who might apply for this job in your company. All shown persons (CVs) have completed their training 5 years ago and have gained some work experience since then. We would like to ask you to indicate for each CV how good the chances to be recruited are when applying for this job.

Order of the vignette deck

deckordr	CV: Deck order
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Vignette set identification code

vgnsetid	Vignette Set ID
----------	-----------------

Vignette identification code

vgnid	Vignette ID
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Vignette IDs within vignette set

Vgnsetid	Vignette ID	Range of vignette IDs
vgnidt01id	1st vignette: vignette ID	110101 to 451810
vgnidt02id	2nd vignette: vignette ID	110101 to 451810
vgnidt03id	3rd vignette: vignette ID	110101 to 451809
vgnidt04id	4th vignette: vignette ID	110102 to 451805
vgnidt05id	5th vignette: vignette ID	110101 to 451810
vgnidt06id	6th vignette: vignette ID	110101 to 451808
vgnidt07id	7th vignette: vignette ID	110101 to 451808
vgnidt08id	8th vignette: vignette ID	110101 to 451808

vgn09id	9th vignette: vignette ID	110101 to 451807
vgn10id	10th vignette: vignette ID	110101 to 451805

Experimental variables (per vignette / CV)

Job candidate's gender (vignette)

vgnsex	<i>CV: Gender</i>
0	Female
1	Male

Job candidate's level of education (vignette)

vgnedulv	<i>CV: Level of education</i>
1	Lower secondary
2	Upper secondary
3	Tertiary education

Job candidate's type of education and job experience (vignette)

vgnjobxp	<i>CV: Match of education and job specificity with occupational field</i>
1	Sector specific education and job experience
2	Education and job experience in retail sale
3	Sector specific education, job experience in call centre

Job candidate's type and level of education and job (vignette)

vgnseq	<i>CV: Sequence type of the vignette</i>
1	Lower secondary education, sector specific low skill job
2	Sector specific upper secondary education, sector specific middle skill job
3	Sector specific tertiary education, sector specific high skill job
4	Lower secondary education, not sector specific low skill job (retail sale)
5	Not sector specific upper secondary education, not sector specific middle skill job (retail sale)
6	Not sector specific tertiary education, not sector specific high skill job (retail sale)
7	Lower secondary education, call centre agent job
8	Sector specific upper secondary education, call centre agent job
9	Sector specific tertiary secondary education, call centre agent job

Job candidate's duration of unemployment (vignette)

vgnuedur	<i>CV: Duration of unemployment</i>
1	0 months of unemployment
2	10 months of unemployment

3	20 months of unemployment
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Job candidate's point in time of unemployment (vignette)

vgnuetim	CV: Point in time of unemployment
1	Never unemployed
2	Unemployment after graduation
3	Unemployment between jobs
4	Currently unemployed

Job candidate's occupation sequence (vignette)

vgnoccu	CV: Occupation sequence of the vignette (m=months ⁸)
1	1st job 24m, 2nd job 36m
2	1st job 25m, 2nd job 25m, 10m unemployment'
3	1st job 20m, 2nd job 20m, 20m unemployment
4	1st job 25m, 10m unemployment, 2nd job 25m
5	1st job 20m, 20m unemployment, 2nd job 20m
6	10m unemployment, 1st job 25m, 2nd job 25m
7	20m unemployment, 1st job 20m, 2nd job 20m
8*	1st job 7m, 2nd job 20m, 3rd job 10m, 4th job 20m
9*	1st job 7m, 2nd job 20m, 3rd job 10m, 4th job 10m, 10m unemployment
10*	1st job 7m, 2nd job 11.5m, 3rd job 11.5m, 4th job 7m, 20m unemployment
11*	1st job 7m, 2nd job 20m, 10m unemployment, 3rd job 10m, 4th job 10m
12*	1st job 7m, 2nd job 11.5m, 20m unemployment, 3rd job 11.5m, 4th job 7m
13*	10m unemployment, 1st job 7m, 2nd job 20m, 3rd job 10m, 4th job 10m
14*	20m unemployment, 1st job 7m, 2nd job 11.5m, 3rd job 11.5m, 4th job 7m

*) Additional options for Switzerland only (job hopping = Swiss experimental variable)

National experimental dummy variable

natvarbl	CV: National Variable
0	No
1	yes

Job candidate's abroad job experience (vignettes for Bulgaria)

abroadex	CV: Abroad experience
0	No abroad experience
1	Abroad experience
-8	Does not apply

⁸ Slightly shorter job spells (by 0.5 – 1.5m) in the case of Switzerland

Job candidate's experience of job hopping experience (vignettes for Switzerland)

jobhop	<i>CV: Job hopping experience</i>
0	No job hopping experience
1	Job hopping experience
-8	Does not apply

Job candidate's ALMP experience during unemployment (vignettes for Greece and Norway)

almp	<i>CV: ALMP experience</i>
0	No ALMP
1	ALMP
-8	Does not apply

Assessment of vignettes

The following display might include persons, who have low or no chances to obtain the advertised position. Please indicate the application chances for such persons as precise as possible.

Vignette evaluations

What are the chances for a candidate with the above shown CV to be considered for the advertised job? (Rating scale from 0-10, 0= zero, 10=excellent)

vgn1eval	<i>Evaluation of 1st vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn2eval	<i>Evaluation of 2nd vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn3eval	<i>Evaluation of 3rd vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn4eval	<i>Evaluation of 4th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn5eval	<i>Evaluation of 5th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn6eval	<i>Evaluation of 6th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn7eval	<i>Evaluation of 7th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn8eval	<i>Evaluation of 8th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn9eval	<i>Evaluation of 9th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na
vgn10eval	<i>Evaluation of 10th vignette</i>	0	1	2	3	4	5	6	7	8	9	10	na

na) No answer (value -9)

Forced Choice Experiment

Order of vignette

vgnordr	<i>CV: Vignette order/position within series of 10 (GR: 8) vignettes</i>
1	<i>1st position</i>
2	<i>2nd position</i>
3	<i>3rd position</i>
4	<i>4th position</i>
5	<i>5th position</i>
6	<i>6th position</i>
7	<i>7th position</i>

8	<i>8th position</i>
9	<i>9th position</i>
10	<i>10th position</i>

In the next section we would like you to decide for one of the candidates, which you have rated the highest. We are going to show you two CVs at a time.

Forced Choice Experiment

[3 pairs of vignettes, one pair by one]

1st forced choice vignette pair

vgnpale1	<i>1st paired comparison – left side vignette order</i>
vgnpari1	<i>1st paired comparison – right side vignette order</i>

1st forced choice decision

If you have to decide for one of the two persons with the above shown CVs: Which application would you prefer for this position?

frcchoi1	<i>1st forced choice between pair of vignettes (position of selected vignette)</i>
1-101- 10	<i>1st to 10th position</i>
-9	No answer

2nd forced choice vignette pair

vgnpale2	<i>2nd paired comparison – left side vignette order</i>
vgnpari2	<i>2nd paired comparison – right side vignette order</i>

2nd forced choice decision

If you have to decide for one of the two persons with the above shown CVs: Which application would you prefer for this position?

frcchoi2	<i>2nd forced choice between pair of vignettes (position of selected vignette)</i>
1-101- 10	<i>1st to 10th position</i>
-9	No answer

3rd forced choice vignette pair

vgnpale3	<i>3rd paired comparison – left side vignette order</i>
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vgnpari3	<i>3rd paired comparison – right side vignette order</i>
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3rd forced choice decision

If you have to decide for one of the two persons with the above shown CVs: Which application would you prefer for this position?

frcchoi3	<i>3rd forced choice between pair of vignettes (position of selected vignette)</i>
1-10	<i>1st to 10th position</i>
-9	No answer

Best rated vignette

(Best rated vignette is the vignette which was rated best twice in the three forced choice experiments)

bestvign	<i>Best rated vignette (position of selected vignette)</i>
1-10	<i>1st to 10th position</i>

Based on your assessment, this candidate is rated the best (displaying the respective vignette)

Reasons why the displayed vignette represents the best candidate

reabchoi	<i>Main reasons for rating this candidate the best</i>
	[Open text]

reabchoc	<i>Main reasons for rating this candidate the best</i>
-9	No answer

Requirements that the best rated candidate does not meet

missrequ	<i>Requirements, which this candidate does not meet</i>
	[Open text]

missreqc	<i>Requirements which this candidate does not meet</i>
-9	No answer

Survey Part II

Questions about the recruiting process

The information provided by the short CVs you have just evaluated was eventually not informative enough to fully judge the candidates' suitability for the advertised position.

Criteria for assessing job candidates

Please indicate what information is important when assessing candidates for the advertised position (Rate each item with 5 points Likert scale (0-4) with the two extremes 0= not important and 4 = very important)

rtedulev	Level of education	0	1	2	3	4	na
rtvetfit	Suitability of vocational training	0	1	2	3	4	na
rtunifit	suitability of university training	0	1	2	3	4	na
rtgrades	School grades, grades in diploma	0	1	2	3	4	na
rtfrthed	Further education (completed or ongoing)	0	1	2	3	4	na
rtmotfe	Willingness for further education	0	1	2	3	4	na
rtindexp	Industrial sector experience	0	1	2	3	4	na
rtitsklls	IT skills	0	1	2	3	4	na
rtsftskl	Soft skills	0	1	2	3	4	na
rtsocfit	Team fit	0	1	2	3	4	na
rtfrglng	Foreign language skills	0	1	2	3	4	na
rttmpflx	Flexible as to time	0	1	2	3	4	na
rtlocflx	Flexible as to place	0	1	2	3	4	na
rtmtovtm	Willingness to work overtime	0	1	2	3	4	na
rt1text	Other	[Open text:]					
rt1nothr		1 = No answer (on item [rt1text])					

na: -9 if no answer

Assessment of activities pursued during non-employment

Do the following activities during recent periods of non-employment impact the chance of getting hired? (Rate each item with Increases chance to get hired (1) - No effect (0) - Decreases chance to get hired (-1))

rttmhlth	Time out because of health reasons	1	0	-1	na
rtfstcrf	Foster care for family members	1	0	-1	na
rtvltwrk	Voluntary work	1	0	-1	na
rtholiday	Holiday	1	0	-1	na
rtlngcrs	Language course	1	0	-1	na
rtcmpcrs	Computer course	1	0	-1	na
rtocspfe	Occupation specific further education	1	0	-1	na
rttravel	Travelling	1	0	-1	na
rtlmam	Enrolment in employment scheme for the unemployed	1	0	-1	na
rtmapalv	Maternity-/paternity leave	1	0	-1	na
rtgpcv	No explanation about gap in CV	1	0	-1	na
rt2text	Other	[Open text:]			

rt2nothr		1 No answer (on item [rt2text])
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na: No answer (-9)

Instruments used for assessing the candidates

On what basis are candidates selected for this position? Tick all that apply

rtmotlet	Motivation letter	0	1
rtcurvit	CV	0	1
rtempref	Past employer's references	0	1
rttrncrt	Training certificates	0	1
rtwrtrcm	Written recommendations	0	1
rtreccmp	Recommendations from recruiting company	0	1
rtinqref	Further inquiry with referees	0	1
rtsocmed	Information obtained from social media (Facebook, LinkedIn, etc.)	0	1
rtjobint	Job interview	0	1
rtassmte	Assessment tests	0	1
rttrdys	Unpaid trial days	0	1
rtprobtm	probationary time	0	1
rt3other	Other (dummy)	0	1
rt3text	Other (open text)	[Open text]	
rt3nothr		0	1

Further questions on characteristics of the advertised position

Duration of probationary period for the advertised position

prbprdur	<i>How long is the probationary period for the advertised position?</i>
0-24	0 - 24 months

probperc	<i>How long is the probationary period for the advertised position?</i>
-8	Don't know (only available for [agency]=2/3)
-9	No answer

nprbprdur	<i>Duration of probationary period (variable computed based on [prbprdur] and [probperc])</i>
0-24	0 - 24 months
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Duration of the settling-in period the advertised position

settlper	<i>Usually, about how long is the settling-in period for this job?</i>
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0-48	0-48 months
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settlpec	<i>Usually, about how long is the settling-in period for this job?</i>
0	A settling-in period is not required
-8	Don't know (only available for [agency]=2/3)
-9	No answer

nsettlper	<i>Settling-in period (variable computed based on [settlper] and [settlpec])</i>
0-48	0-48 months
0	A settling-in period is not required
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Monetary expenses for the introductory training of the advertised position

How much do you expect the average effort for the introductory training of the successful candidate for the advertised position to be?

intrtrme	<i>Monetary expenses for the introductory training</i>
1	Large investment
2	Significant investment
3	Marginal investment
4	None
-8	Don't know
-9	No answer

Personnel expenses for the introductory training of the advertised position

How much do you expect the average effort for the introductory training of the successful candidate for the advertised position to be?

intrtrpe	<i>Personnel expenses for the introductory training</i>
1	Large investment
2	Significant investment
3	Marginal investment
4	None
-8	Don't know
-9	No answer

Identification of whether the advertised position is temporary or permanent

fixterm	<i>Is the advertised job a temporary or permanent position?</i>
1	It is a temporary position
2	It is a permanent position

-9	No answer
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Identification of whether the advertised position is full time or part time

parttime	<i>Is Is the advertised job a part-time job?</i>
0	No
1	Yes
-9	No answer

parttiop	<i>If the advertised job is a part-time job, how many percentage is it of a fulltime position?</i>
0-99	0%-99%

parttioc	No answer
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npercent	<i>Employment percentage (variable computed based on [parttime], [parttiop] and [parttioc])</i>
0 - 100	0%-100%
-9	No answer

Contracted working hours per week

workhour	<i>What are the total designated contracted hours each week of the advertised job?</i>
0-65 (168)	0-65 (168) hours

workhouc	<i>What are the total designated contracted hours each week of the advertised job?</i>
999	No fixed hours, on demand
-8	Don't know (only available for [agency]=2/3)
-9	No answer

nworkhour	<i>Workhour (variable computed based on [workhour] and [workhouc])</i>
0-65 (168)	_ hours
999	No fixed hours on demand
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Identification of whether the position offers flexible working hours

flexhour	<i>Does the advertised job offer flexible weekly working hours?</i>
1	The job allows for full control over working hours
2	The job allows some control over working hours

3	This job does not offer flexible work time (fixed working hours)
-8	Don't know (only available for [agency]= 2/3)
-9	No answer

Identification of how the position is financed

jobfund	<i>How is the position financed?</i>
1	Exclusively by the organisation which has posted the job
2	Partially by subsidies (e.g. unemployment insurance donation etc.)
3	Exclusively by subsidies (e.g. unemployment insurance donation etc.)
-8	Don't know (only available for [agency]= 2/3)
-9	No answer

Wage of the advertised position

What is the customary average monthly gross wage for the advertised job at your company? Based on a workload of 100% the monthly gross wage at the commencement of the advertised job amounts to about:

grswg_bg	<i>Average monthly gross wage in BNG (Bulgaria)</i>
	[Open text in BNG]

grswg_gr	<i>Average monthly gross wage in EUR (Greece)</i>
	[Open text in EUR]

grswg_ch	<i>Average monthly gross wage in CHF (Switzerland)</i>
	[Open text in CHF]

grswg_no	<i>Average monthly gross wage in NOK (Norway)</i>
	[Open text in NOK]

Questions on channels of recruiting and personnel involved in recruiting

Online placement of job advertisement

Is this type of position normally advertised online? Please indicate all appropriate answers (0 No, 1 Yes, multiple choice required)

adonlcwe	Yes, on company website	0	1
adonljbp	Yes, in online job portal	0	1
adonlsmd	Yes, on social media (Facebook, LinkedIn, etc.)	0	1
adonlno	No	0	1
adonlna	No Answer	0	1

Measures undertaken in order to fill the position

What was done in attempting to fill this vacancy? Please indicate all appropriate answers.

rchnueof	<i>Announcement at the unemployment office</i>	0	1
rchnrgac	<i>Search request personnel placement services or temporary employment agencies</i>	0	1
rchnprss	<i>Job ad in daily press or sector/occupation specific magazines</i>	0	1
rchncowp	<i>Job ad on company's webpage</i>	0	1
rchnjpwp	<i>Job ad on job portal webpage</i>	0	1
rchninco	<i>In-company job ad (e.g. postings, intranet)</i>	0	1
rchnsoci	<i>Search via employees' social circles</i>	0	1
rchnwomo	<i>Word-of-mouth advertising outside the company</i>	0	1
rchnothr	<i>Other (open text)</i>	0	1
rchnntext	OPEN TEXT (rchnothr=1)	Open text	
rchnnoan	No answer	0	1

Personnel directly involved in recruitment process

Who is directly involved in the recruitment process of the advertised position? Please, tick all answers that apply.

rcageco	Manger/owner of the organisation	0	1
rcaghrhd	Head of HR	0	1
rcagtldr	Team leader/area manger/head of department	0	1
rcagcowr	Other co-workers	0	1
rcagextr	External recruiters or consultants	0	1
rcagothr	Other	0	1
rcagtext	OPEN TEXT (rcagothr=1)	Open text	
rcagnoan	No answer	0	1

(If [agency]=1) Who is responsible for the searching of personnel in the company?

(If [agency]=2/3) In the company which has advertised the vacancy who is responsible for the searching of personnel?

rccrespco	<i>Who is responsible for the searching of personnel in the company?</i>
1	The HR department
2	A person/persons in charge of all HR needs
3	Other employees of the company
4	The management/ the employer him-/herself
5	An external service provider
6	Other
-8	Don't know (only available for agency=2/3)
-9	No answer

If [rcrcrespco]=6

recretext	[Open text]
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Questions about your employer

Sector belonging of the hiring organisation

(If [agency]=1) What sector does your employer belong to?

(If [agency]=2/3) What sector does the organisation for which are recruiting for belong to?

industry	What sector does your employer belong to?
100	Manufacturing
101	Accommodation and food service activities
102	Information and communication
103	Financial and insurance activities
104	Human health and social work activities
109	Construction
110	Wholesale and retail trade; repair of motor vehicles and motorcycles
113	Professional scientific and technical activities
114	Administrative and support service activities
115	Public administration and defence; compulsory social security
116	Education
118	Other service activities
999	Other
-9	No answer

If [industry]=99

indutext	[Open text]
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Identification of whether the hiring organisation belongs to the public or private sector

(If [agency]=1) Is your employer private or public?

(If [agency]=2/3) Is the organisation for which you are recruiting private or public?

pubpriv	Is your employer private or public?
1	Public
2	Private
3	Other
-8	Don't know (only available for [agency]=2)
-9	No answer

If [pubpriv]=3

pbprtext	[Open text]
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Geographical location of the advertised position

Where is the geographical location of the advertised position?

geograph_bg	<i>Geographical location of the advertised position (Bulgaria)</i>
1	In the center of one of the following large cities: Sofia, Plovdiv, Varna, Burgas, Ruse, Stara, Zagora, Pleven
2	Suburban quarter of one of the above mentioned large cities (within ca. 15 km distance)
3	Middle-sized Bulgarian town (30,000 to 100,000 inhabitants) e.g. Sliven, Dobrich, Shumen, Pernik, Haskovo
4	Small Bulgarian town (10,000 to 30,000 inhabitants)
5	Village located close to a town (within ca. 15 km distance of a small middle-sized or large town/city)
6	Village in a rural area
-8	Does not apply
-9	No answer

geograph_gr	<i>Geographical location of the advertised position (Greece)</i>
1	In the center of one of the following cities: Athens, Thessaloniki, Patra, Heraklion, Larissa, Volos
2	In a suburban quarter of one of the above mentioned large cities (within ca. 15 km distance)
3	In a town (30,000 to 100,000 inhabitants), e.g. Ioannina, Trikala, Chalkida, Serres, Alexandroupoli
4	In a small town (10,000 to 30,000 inhabitants)
5	Close to a town (within ca. 15 km distance of a small, middle-sized or large town/city)
6	Village in a rural area
-8	Does not apply
-9	No answer

geograph_ch	<i>Geographical location of the advertised position (Switzerland)</i>
1	In the center of one of the following large cities: Zürich, Basel, Genf, Bern, Lausanne
2	Suburban quarter of one of the above mentioned large cities (within ca. 15 km distance)
3	Middle-sized Swiss town (30,000 to 100,000 inhabitants), e.g. Luzern, St. Gallen, Biel, Chur, Neuchâtel, Lugano, Fribourg
4	Small Swiss town (10,000 to 30,000 inhabitants)
5	Village located close to a town (within ca. 15 km distance of a small middle-sized or large town/city)'
6	Village in a rural area
-8	Does not apply
-9	No answer

geograph_no	<i>Geographical location of the advertised position (Norway)</i>
1	In the center of one of the following large cities: Oslo, Bergen, Trondheim or Stavanger
2	Suburban quarter of one of the above mentioned large cities
3	Middle-sized town (30'000 to 100'000 inhabitants), e.g. Kristiansand, Drammen, Bodø, Tromsø, Skien, Tønsber
4	Small town (10'000 to 30'000 inhabitants)
5	Close to a middle-sized or small town
6	Village in a rural area
-8	Does not apply
-9	No answer

geograph	<i>Geographical location of the advertised position (comparative item)</i>
1	In the center of a large city
2	Suburban quarter of a large city
3	Middle-sized town (30'000 to 100'000 inhabitants)
4	Small town (10'000 to 30'000 inhabitants)
5	Close to a middle-sized or small town
6	Village in a rural area
-8	Does not apply
-9	No answer

Numbers of branches of the hiring organisation

(If [agency]=1) How many branch establishments does your employer operate?

(If [agency]=2/3) How many branch establishments does the organisation for which you are recruiting operate?

brnchnum	<i>How many branch establishments does your employer operate?</i>
1	None
2	1 to 9 branch establishments
3	10 or more branch establishments
-8	Don't know
-9	No answer

Number of people working in the hiring organisation

(If [agency]=1) Including yourself about how many people work for your employer in total i.e. including all branches? (Please include employees with part-time contracts)

(If [agency]=2/3) Including yourself about how many people work for the organisation for which your are recruiting in total i.e. including all branches? (Please include employees with part-time contracts)

firmsize	<i>About how many people work for your employer in total?</i>
1	Less than 5
2	6 to 19
3	20 to 49
4	50 to 99
5	100 to 249
6	250 to 999
7	More than 1000
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Financial performance of the hiring organisation

([agency]=1) Considering the last three years how would you describe the financial performance of your employer?

([agency]=2/3) Considering the last three years how would you describe the financial performance of the organisation for which you are recruiting?

econperf	<i>How is the financial performance of your employer in the last three years?</i>
1	The financial performance improved.
2	The financial performance was stable.
3	The financial performance worsened.
4	The organisation is not profit oriented.
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Change in numbers of people in the hiring organisation over time

(If [agency]=1) If you consider the last three years how did the number of employees in your company change?

(If [agency]=2/3) If you consider the last three years how did the number of employees in the organisation for which you are recruiting change?

emplchn	<i>How did the number of employees in your company change in the last three years</i>
1	The number of employees is smaller than three years ago.
2	The number of employees is about the same compared to three years ago.
3	The number of employees is bigger than three years ago.
-8	Don't know (only available for [agency]=2/3)
-9	No answer

Recruiter information

Current job position of the recruiter

Which of the following best describes your current job position?

rcrjopos	<i>Recruiter: current job position</i>
1	Self-employed with own company
2	Employed member of executive board
3	Managerial position not member of executive board
4	Employed without supervisory role
5	Other
-9	No answer

If [rcrjopos]=5

rcrpotx	[Open text]
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HR training of the recruiter

Did you complete formal HR training?

rcrhrtr	<i>Recruiter: has completed formal HR training</i>
1	Yes
2	No

Level of education of the recruiter

What is the highest level of education you have completed?

rcrhledu_bg	<i>Recruiter: highest completed level of education (Bulgaria)</i>
1	Basic education
2	Vocational education or training (1st or 2nd level of professional qualification)
3	Upper secondary vocational education (3rd level of professional qualification)
4	Upper secondary general education (degree from a gymnasium)
5	Professional training after upper secondary education but not tertiary (4th level of professional qualification)
6	Professional Bachelor degree
7	Bachelor or Master degree
8	Other
-8	Does not apply
-9	No answer

rcrhledu_gr	<i>Recruiter: highest completed level of education (Greece)</i>
1	Compulsory education
2	Vocational education or other upper secondary degree
3	Vocational or specialised baccalaureate

4	Upper secondary general education (degree from a gymnasium)
5	Advanced vocational qualification (Professional education and training)
6	University of applied science degree
7	University degree
8	Other
-8	Does not apply
-9	No answer

rcrhledu_ch	<i>Recruiter: highest completed level of education (Switzerland)</i>
1	Compulsory education
2	Vocational education or other upper secondary degree
3	Vocational or specialised baccalaureate
4	Academic baccalaureate
5	Advanced vocational qualification (Professional education and training)
6	University of applied science degree
7	University degree
8	Other
-8	Does not apply
-9	No answer

rcrhledu_no	<i>Recruiter: highest completed level of education (Norway)</i>
1	Compulsory education
2	Vocational education or other upper secondary degree
3	Vocational or specialised baccalaureate
4	Academic baccalaureate
5	Advanced vocational qualification (Professional education and training)
6	University of applied science degree
7	University degree
8	Other
-8	Does not apply
-9	No answer

If [rcrhledu_bg]=8 OR If [rcrhledu_gr]=8 OR If [rcrhledu_ch]=8 OR If [rcrhledu_no]=

rcredetx	[Open text]
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rcrhledu	<i>Recruiter: highest completed level of education (comparative)</i>
1	Compulsory school
2	Vocational education (VET)
3	VET enabling university access
4	Upper secondary general education (Gymnasium)
5	Advanced vocational qualification

6	University of applied science degree (BG: Professional Bachelor degree)
7	University degree
8	Other
-8	Does not apply
-9	No answer

Recruiter's working hours devoted to HR-activities

In an average week how many hours do you spend on HR-activities?

rcrwhour	<i>Recruiter: weekly hours spend on HR-activities</i>
0 – 168	0 – 168 hours

rcrwhrna	<i>Recruiter: weekly hours spend on HR-activities</i>
-9	No answer

Year, when the recruiter started working in the current organisation

Since which year have you been working at your current employer?

rcrstyer	<i>Recruiter: year since having been working at current employer</i>
1965-2015	1965-2015 (drop list)

rcrsyrna	<i>Recruiter: year since having been working at current employer</i>
-9	No answer

Recruiter's birth year

What is your year of birth?

rcrbrthy	<i>Recruiter: Year of birth</i>
1936-1998	1936-1998 (drop list)

rcrbyna	<i>Recruiter: Year of birth</i>
-9	No answer

Recruiter's gender

What is your gender?

rcrsex	<i>Recruiter: gender</i>
1	female
2	male
-9	No answer

Further questions about applicant characteristics and experiences

Bulgarian recruiter's judgement on candidate's ethnicity

(If [Country]= 1)

bgethnor	<i>Does ethnic origin of the candidate matter for the present job placement?</i>
1	Yes [→ [bgethtxt]]
2	Sometimes [→ [bgethtxt]]
3	No [→ [unemrese]]
4	I don't want to answer this question [→ [unemrese]]
-9	No answer

(If [Country]= 1)

bgethtxt	<i>Why does ethnicity matter for the company?</i>
	[Open text]

(If [Country]= 1)

bgethna	<i>Why does ethnicity matter for the company?</i>
-9	No answer

Ethnic preference of Bulgarian recruiter

(If [Country]= 1) *When would you prefer an ethnic Bulgarian to another candidate for the present job placement ? (multiple choice)*

bgetbgje	rather an ethnic Bulgarian candidate than ethnic Jews	0	1
bgetbgtu	rather an ethnic Bulgarian candidate than ethnic Turkish	0	1
bgetbgro	rather an ethnic Bulgarian candidate than ethnic Roma	0	1
bgetbgar	rather an ethnic Bulgarian candidate than ethnic Armenian	0	1
bgetnoan	No answer	0	1

Last Questions about the experiences with candidates

Judgment on unemployment experience of the candidate

Would you have some reservations to hire a person who has been unemployed during the last two years?

unemrese	<i>Would you have some reservations to hire a person who has been unemployed during the last two years</i>
1	No [→ [jobhopre]]
2	It depends
3	Yes
-9	No answer

If [unemrese]= 2 OR [unemrese]= 3

unemargu	<i>Please write a few sentences, what your reservations would be</i>
	[Open text]

unemarna	<i>Please write a few sentences, what your reservations would be</i>
-9	No answer

Judgment on job hoping experience of the candidate

jobhopre	<i>Would you have some reservations to hire a person who has been changing jobs frequently</i>
1	No [→ [report]]
2	It depends
3	Yes
-9	No answer

If [jobhopre]= 2 OR [jobhopre]= 3

jhopargu	<i>Would you have some reservations to hire a person who has been changing jobs frequently</i>
	[Open text]

jhoparna	<i>Please write a few sentences, what your reservations would be</i>
-9	No answer

End of the questionnaire

Report request

We would be happy to send you a survey report with the results. If you are interested in receiving such report, please indicate your name and email address below.

report	
1	Please send me a survey report
2	I do not wish a survey report
-9	No answer

Recruiter's personal information⁹

Please send a survey report to: (recruiter's contact information)

⁹ Information solely used for shipment of survey report.

Comments

Thank you very much for your time to answer this questionnaire! Please feel free to comment on your recruitment experiences or to our Survey.

comments	<i>Comment on recruitment experiences or on survey</i>
	[Open text]

commntna	<i>Comment on recruitment experiences or on survey</i>
-9	No answer

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Appendix

A.1 List of job ads communication channels used for sampling in Bulgaria. Number of sampled vacancies in each channel.

Range	Code	Job portals	Mechanics	Finance	Nursing	Restaurant/service	IT	TOTAL
1	1	http://www.jobs.bg/	700	590	250	648	282	2470
2	99	Company website	0	18	178	0	26	222
3	40	http://www.zaplata.bg/	0	8	18	6	41	73
4	43	www.az.government.bg	0	0	61	0	0	61
5	5	www.itjobs.bg	0	0	0	0	57	57
6	41	http://www.alo.bg	0	0	46	0	0	46
7	4	http://www.jobtiger.bg	0	5	7	0	27	39
8	2	http://www.rabota.bg/	0	14	20	1	2	37
9	45	http://www.bg-rabota.com	0	0	20	0	0	20
10	23	http://www.karieri.bg/	0	13	0	0	6	19
11	85	https://www.facebook.com	0	0	12	0	0	12
12	47	http://www.jobsagents.com	0	0	9	0	0	9
13	93	http://spravochnik.framar.bg	0	0	7	0	0	7
14	3	http://www.buljobs.bg	0	2	3	0	0	5
15	46	http://www.rio-sofia-grad.com	0	0	5	0	0	5
16	44	http://pozvanete.bg	0	0	4	0	0	4
17	51	http://jobspace.bg/	0	0	2	0	2	4
18	22	https://www.linkedin.com/job/	0	0	0	0	3	3
19	83	www.ct-personalvermittlung.de	0	0	2	0	0	2
20	88	http://4bg.biz	0	0	2	0	0	2
21	90	http://www.berkovitsa.bg/	0	0	2	0	0	2
22	91	http://zdravenspravochnik.com/	0	0	2	0	0	2
23	42	http://olx.bg	0	0	1	0	0	1
24	80	http://bulgarianheadhunters.com	0	0	1	0	0	1
25	82	http://garson.bg	0	0	1	0	0	1
26	84	http://www.555.bg/	0	0	1	0	0	1
27	86	http://www.lechebnizavedenia.com/	0	0	1	0	0	1
28	87	http://biznes-bulgaria.com	0	0	1	0	0	1
29	89	http://www.montana.bg/	0	0	1	0	0	1
30	92	http://www.burgas.bg	0	0	1	0	0	1
Total job ads			700	650	658	655	446	3109

A.2 List of job ads communication channels used for sampling in Greece. Number of sampled vacancies in each channel

Initial sample							
	Job portal	Mechanics	Finance	Nursing	Tourism	IT	TOTAL
1	http://www.kariera.gr	6	74	13	0	43	136
2	http://www.proslipsis.gr	2	0	7	0	0	9
3	http://www.skywalker.gr	184	207	68	350	194	1003
4	http://www.xe.gr	260	218	234	341	101	1154
5	https://portal.tee.gr	61	0	0	0	0	61
6	http://www.naftemporiki.gr/careeronline	0	9	1	0	5	15
7	http://aggeliesergasias.com/	0	3	2	0	0	5
8	http://www.paramana.eu	0	0	1	0	0	1
9	http://www.aggeliopolis.gr	80	71	55	309	70	585
10	http://www.aggeliorama.gr	5	2	7	0	0	14
11	http://ergasia24.com	0	0	4	0	0	4
12	http://www.freelist.gr	0	0	2	0	0	2
13	http://www.ene.gr	0	0	2	0	0	2
14	http://career.duth.gr/portal/	0	0	1	0	0	1
99		2	16	59	0	27	104
	TOTAL	600	600	456	1000	440	3096
Additional sample							
	Job portal	Mechanics	Finance	Nursing	Tourism	IT	TOTAL
1	http://www.kariera.gr	0	16	1	0	16	33
2	http://www.proslipsis.gr	0	0	0	0	1	1
3	http://www.skywalker.gr	68	55	10	103	33	269
4	http://www.xe.gr	77	27	57	27	22	210
5	https://portal.tee.gr	0	0	0	0	0	0
6	http://www.naftemporiki.gr/careeronline	0	0	0	0	5	5
7	http://aggeliesergasias.com/	0	0	0	0	0	0
8	http://www.paramana.eu	0	0	0	0	0	0
9	http://www.aggeliopolis.gr	54	11	14	0	9	88
10	http://www.aggeliorama.gr	0	0	0	0	3	3
11	http://ergasia24.com	0	0	0	0	0	0
12	http://www.freelist.gr	0	0	2	0	0	2
13	http://www.ene.gr	0	0	0	0	0	0
14	http://career.duth.gr/portal/	0	0	0	0	0	0
99		0	0	2	0	11	13
	TOTAL	199	109	86	130	100	624

A.3 List of job ads communication channels used for sampling in Norway. Number of sampled vacancies in each channel

	Mechanics	Finance	Nursing	Restaurant/ service	IT	Total
Finn.no	235	295	2	181	189	902
nav.no	231	179	1186	524	178	2298
Total	466	474	1188	705	367	3200

A.4 List of job ads communication channels used for sampling in Switzerland. Number of sampled vacancies in each channel

Job portals	Job categories	Main data collection	Second round data collection
jobs.ch	Banking/Versicherungswesen	1306	1168
jobs.ch	Informatik/Telekommunikation	2172	1982
jobs.ch	Maschinen-/Anlagenbau/Produktion	1420	1241
jobs.ch	Medizin/Pflege/Therapie	1487	
jobs.ch	Gastronomie/Lebensmittel/Tourismus	591	
jobscout24.ch	Banking / Financial Services	300	
jobscout24.ch	Informatik	1120	
jobscout24.ch	Medizin / Gesundheit / Psychologie ...	1100	634
jobscout24.ch	Handwerk / Bau / Produktion / Gewer...	1600	
jobscout24.ch	Dienstleistungsberufe / Gastronomie...	300	136
ostjob.ch	alle (keine Kategorien)	2050	1300
treffpunkt-arbeit.ch	Finanzwesen / Versicherungen...	56	62
treffpunkt-arbeit.ch	Gastronomie / Lebensmittel	99	97
treffpunkt-arbeit.ch	Gesundheitswesen / Naturwiss...	77	63
treffpunkt-arbeit.ch	Industriehandwerk / Technik ...	100	100
treffpunkt-arbeit.ch	Informatik / Ingenieure	61	44
monster.ch	Hotel & Gastronomie	15	
monster.ch	IT/Telekommunikation	413	
monster.ch	Medizin und Gesundheit	78	
monster.ch	Produktion	49	
monster.ch	Rechnungswesen/Finanzen/Controlling/Ba...	397	
publicjobs.ch	Finanzen / Steuern	22	
publicjobs.ch	Medizin – Pflege	49	
publicjobs.ch	Informatik / IT	12	
publicjobs.ch	Handwerk / Fertigung	46	
publicjobs.ch	Andere	24	
nzz.ch	alle (keine Kategorien)	1240	
xing.com	Internet und Informationstechnologie	299	
xing.com	Gesundheit und Soziales	300	

xing.com	Maschinenbau und Betriebstechnik	240	
xing.com	Hotelgewerbe	173	
xing.com	Bankwesen	244	
Firmenwebseite n	Finanzwesen / Versicherungen...	1033	756
Firmenwebseite n	Gastronomie / Lebensmittel	871	702
Firmenwebseite n	Gesundheitswesen / Naturwiss...	1270	842
Firmenwebseite n	Industriehandwerk / Technik ...	1542	1299
Firmenwebseite n	Informatik / Ingenieure	971	694

A. 5 Rating for the occupational specific (Begriffe) Switzerland

Occupation field	Exact match	Rating	Partial-string	Rating	Partial-string	Rating
Mechaniker/Maschinen- techniker	'mechanikerin'	100	'mechaniker'	+1	'lkw'	-1
	'mechaniker'	100	'cnc'	+1	'kfz'	-1
	'maschinentechnikerin'	100	'poly'	+1	'elektro'	-1
	'maschinentechniker'	100	'techniker'	+1	'fahrzeug'	-1
	'hilfsmechanikerin'	100	'maschinentechnik'	+1	'auto'	-1
	'hilfsmechaniker'	100			'lastwagen'	-1
	'leiterin maschinentechnik'	100			'monteur'	-1
	'leiter maschinentechnik'	100			'flugzeug'	-1
					'baumaschin'	-1
					'chauffeur'	-1
					'velo'	-1
					'landmaschinen'	-1
					'fräser'	-1
					'dreher'	-1
				'berufsbild'	-1	
				'ingenieur'	-1	
				'holzbau'	-1	
Bankkaufleute/Finanz- berufe	'kauffrau bank'	100	'bank'	+1	'immobilien'	-1
	'kaufmann bank'	100	'junior'	+1	'analyst'	-1
	'bankwirtschafterin'	100	'assist'	+1	'senior'	-1
	'bankwirtschafter'	100	'sachbearbeit'	+1	'buchhalt'	-1
	'kauffrau efz bank'	100	'kundenbetr'	+1	'anwalt'	-1
	'kaufmann efz bank'	100	'backoffice'	+1	'technisch'	-1
	'büroassistentin bank'	100	'relationship'	+1	'technical'	-1
	'büroassistent bank'	100	'portfolio'	+1	'cfo'	-1

	'bankangestellte'	100	'anlage'	+1	'chief'	-1
	'bankangestellter '	100	'kredit'	+1	'ceo'	-1
	'abteilungsleiterin bank'	100	'finan'	+1	'pps'	-1
	'abteilungsleiter bank'	100	'kundenbera'	+1		
Pflegefachpersonen	'fachfrau gesundheit'	100	'pflegefach'	+1	'expert'	-1
	'fachmann gesundheit'	100	' akp '	+1	' toa '	-1
	'pflegefachfrau'	100	'mann gesundheit'	+1	'operation'	-1
	'pflegefachmann'	100	'frau gesundheit'	+1	' fa '	-1
	'hilfspflegerin'	100	'person gesundheit'	+1	'studiu'	-1
	'hilfspfleger'	100	'fage'	+1	' nds '	-1
	'krankenpflegerin'	100	'hilfs'	+1	'weiterbi'	-1
	'krankenpfleger'	100	'assisten'	+1	'berufsbild'	-1
	'abteilungsleiterin pflege'	100	'stationsleit'	+1	'lernend'	-1
	'abteilungsleiter pflege'	100	'gruppenleit'	+1	'bildungsverant'	-1
			'leiter/in pflege'	+1		
			'leitung pflege'	+1		
			'leiterin pflege'	+1		
			'leiter pflege'	+1		
Serviceangestellte	'servicefachangestellte'	100	'servier'	+1	'köchin'	-1
	'servicefachangestellter'	100	'chef de'	+1	'koch'	-1
	'leiterin restauration'	100	'aushilfe'	+1	'sommeli'	-1
	'leiter restauration'	100	'bar'	+1	'consultant'	-1
	'serviceaushilfe'	100	'service'	+1	'wäsche'	-1
	'serviceaushilfe'	100	'bistro'	+1	'geschäftsführ'	-1
	'serviceangestellte'	100	'take away'	+1	'office '	-1
	'serviceangestellter'	100	'restaura'	+1	'detailh'	-1
	'serviceleiterin restaurant'	100	'kellner'	+1		
	'serviceleiter restaurant'	100	'serviertochter'	+1		
Informatiker	'assistentin im it-bereich'	100	'program'	+1	'wirtschaft'	-1
	'assistent im it-bereich'	100	'datenbank'	+1	'financ'	-1
	'informatikerin'	100	'database'	+1	'mediz'	-1
	'informatiker'	100	'system ad'	+1	'medic'	-1
	'leiterin informatik'	100	'informat'	+1	'maschine'	-1
	'leiter informatik'	100	'IT'	+1	'spezialist'	-1
			'architekt'	+1	'web'	-1
			'architect'	+1	'senior'	-1
			'leiter'	+1	'java'	-1

	'junior'	+1	'SAP'	-1
	'assist'	+1	'enginee'	-1
	'support'	+1	'ingenieu'	-1
			'technik'	-1
			'akademi'	-1

A.6: Distribution of the sum index Switzerland

	Summenindex							
	-3	-2	-1	0	1	2	3	
Main data collection	65	689	3332	9567	5456	1171	95	20375
Second round data collection	21	344	1842	4535	2673	583	63	10061
Total	86	1033	5174	14102	8129	1754	158	30436

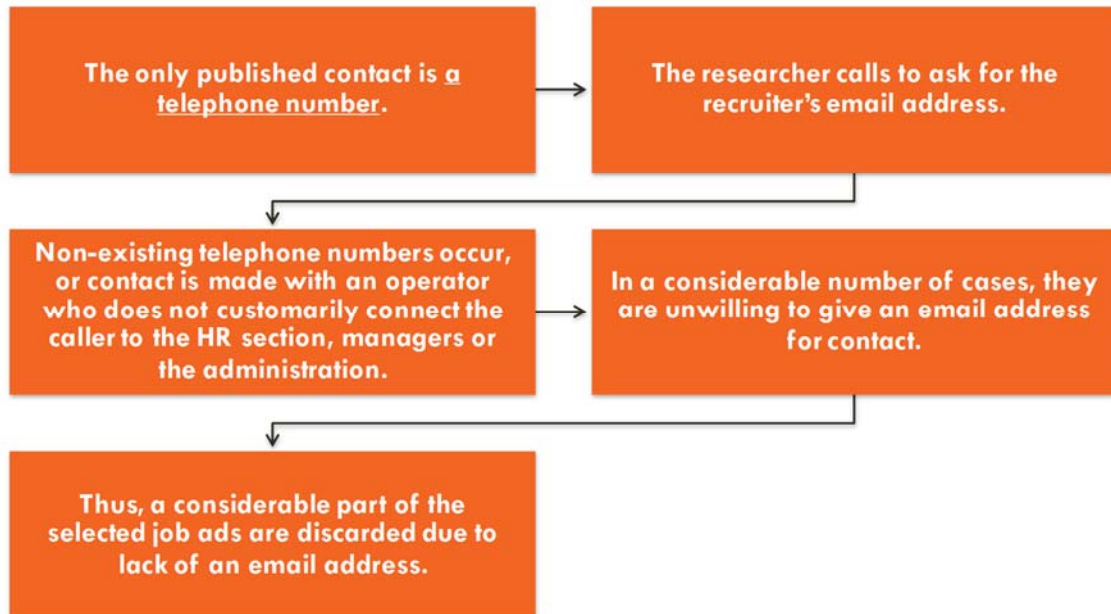
A.7: Distribution of the Usability of the job advertisements Switzerland

	Main data collection	Second round data collection	Total
ok	2808	414	3222
No or no sufficient information	2587	254	2841
Job advertisement not retrievable	2361	545	2906
Not in German	1106	50	1156
Contact already existing	3697	642	4339
Total	12559	1905	14464

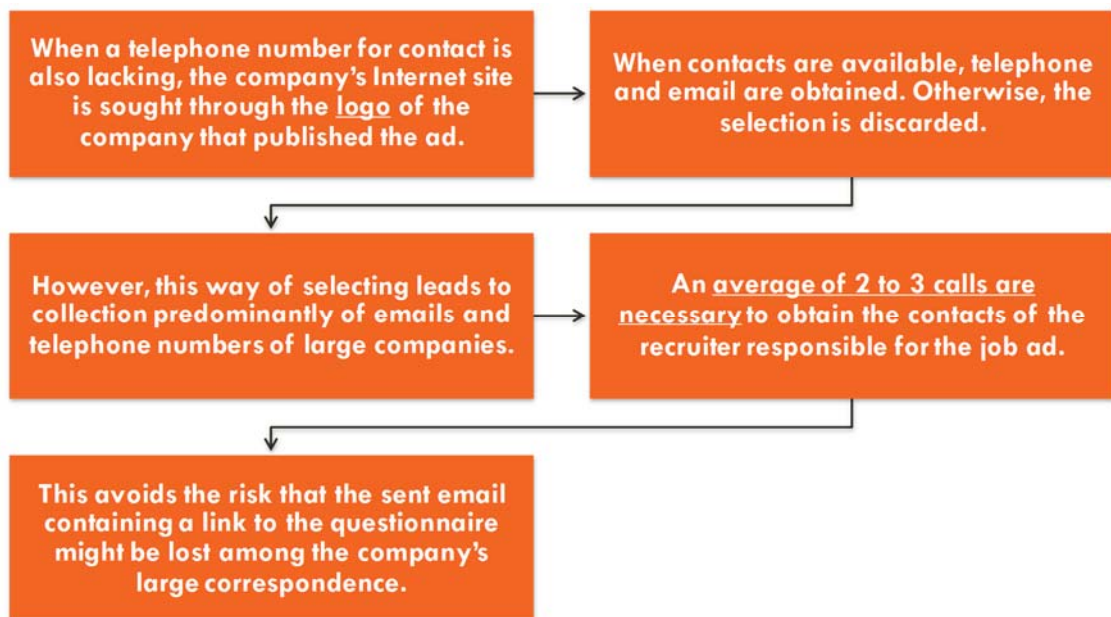
A.8 Difficulties during selecting job ads in Bulgaria. Three types:

Usually the sole application option the advertisement provides is on-line through a link designated "Apply".

Variant 1:



Variant 2:



Variant 3:

Only an e-mail address for applying for the job is published. The company's site provides no telephone number for contact. This contact option is not used.

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CONSORTIUM MEMBERS

