



1998 Survey of Service Industries: Employment

Collected under the Authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19

Completion of this questionnaire is a legal requirement under this Act

Confidential when completed

Si vous préférez recevoir ce questionnaire en français, veuillez appeler au numéro de téléphone indiqué dans la boîte ombragée ci-dessous.

Correct pre-printed label information if necessary using the corresponding boxes below:

0001	Legal Name	
0002	Business Name	
0003	C/O	
0004	No. & Street	
0005	City	
0006	Province	Postal code
0007		
0008	Contact Name	
0010	Language preference: <input type="radio"/> English <input type="radio"/> French	

A - Introduction

Survey Purpose:

This survey collects the financial and operating data needed to produce statistics concerning your industry. These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. These estimates are used by government for national and regional programs and policy planning and by the private sector for industry performance measurement and market development.

Coverage:

Please complete this questionnaire for the operation(s) and location(s) described on the address label above. You should only report for those operations located in Canada.

Confidentiality:

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence,** used for statistical purposes and published in aggregate form only. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other legislation.

Returning your questionnaire:

Please complete and return within 30 days of receipt. Please send the completed questionnaire(s) in the enclosed envelope or, if you wish to send the questionnaire by facsimile, please see **Reporting Instructions**, in **section A**, for further details. Thank you.

Do you need another questionnaire?

Do you have any questions?

Please refer to the following telephone number (1-888-881-3666).

Name of person completing this questionnaire: (please print)			
0026	0013		
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Miss	<input type="radio"/> Ms.
First Name		Last Name	
Title			
0014			
Telephone #	Ext.	Fax #	Date completed
0017	0027	0016	YYYY MM DD
Signature:			0015
I certify that the information contained herein is complete and correct to the best of my knowledge.			

Thank you for your co-operation.



Reporting Period Information

"Business Unit" refers to the operation(s) and/or location(s) described on the address label.

Reporting Period:

Please report information for your **12 month fiscal period** for which the **FINAL DAY** occurs on or between January 1, 1998 and December 31, 1998. For example, if your fiscal period ends March 31, please report for the period April 1, 1997 to March 31, 1998.

1. From ⁰⁰¹¹

--	--	--	--	--	--	--	--

 To ⁰⁰¹²

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2. If you **DID NOT** operate this business unit for the **full year**, please check the appropriate box(es) below:

0042 Seasonal operation

0032 New business

0033 Change of fiscal year end

0034 Change of ownership

0035 Ceased operations

0036 Temporarily closed (Please specify reason):

⁰⁰³⁷

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3. ⁰⁰³⁸ Other (Please specify):

⁰⁰³⁹

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4. Type of organization (please **check one**):

0024 1 Sole proprietorship

2 Partnership

3 Incorporated company

4 Co-operative

5 Joint venture

6 Government business entity

7 Government

8 Non-profit organization

5. Did the establishment participate in any **joint ventures** during the reported period?

(A joint venture refers to a specific commercial undertaking entered into jointly by two or more parties or companies who agree to contribute the necessary capital and share in profits or losses of the project in agreed proportions. The association terminates either upon completion of the undertaking or at a specific time).

0170 **Yes** **No** If **No**, please go to section on **Main Business Activity**.

6. If **Yes**, are detailed revenue and expenses for the company's share in the joint venture(s) included in this report?

0171 **Yes** **No**

Please provide the names of the joint ventures and the names of the other venture partners. Also, provide the Business Number of any joint ventures that were incorporated.

Name of joint venture	Venture partners	Revenue Canada Business Number (if applicable)
0180	0181	0182
7. 8. Is this joint venture: ⁰¹⁹⁰ 1 <input type="radio"/> Incorporated or 2 <input type="radio"/> Unincorporated		
9. If it is an unincorporated joint venture, please provide the length of time of the joint venture. From ⁰¹⁹¹ _____ To ⁰¹⁹² _____		

If more space is required, please enclose a separate page.

Main Business Activity

Please check the **MAIN** activity, at this business unit, which most accurately describes the principal source of operating revenue. **(Please check ONE only)**

1. 561310 ⁰²⁶⁷ **Employment Placement Agencies**
Establishments primarily engaged in listing employment vacancies and selecting, referring and placing applicants in employment, either on a permanent or temporary basis. The individuals placed are not employees of the placement agencies.
- 561320 ⁰²⁶⁸ **Temporary Help Services**
Establishments primarily engaged in supplying workers for limited periods of time to supplement the work force of the client. The individuals provided are employees of the temporary help service establishment. These establishments do not provide direct supervision of their employees at the clients' work sites.
- 561330 ⁰²⁶⁹ **Employee Leasing Services**
Establishments primarily engaged in providing employees to clients on a lease basis. Employee leasing service establishments typically acquire and lease back some or all of the employees of their clients and serve as the employer of the leased employees for payroll, benefits and related purposes.
2. ⁰⁰⁴⁰ **None of the above** (please describe briefly the nature of your business activity)
⁰⁰⁴¹

If you have responded '**None of the above**', please refer to the following telephone number **(1-888-881-3666)** and call us for further instructions.

Data Sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal Statistics Act and corresponding provincial and territorial legislation. The data are to be kept confidential and used for statistical purposes only. **Individual responses are not shared with Revenue Canada.** More details are provided on a separate sheet included in this package.

Reporting Instructions

- Report all dollar amounts in **CANADIAN DOLLARS (\$ CDN)**.
- All dollar amounts reported should be rounded to whole dollars (e.g. \$8,555,417.40 should be reported as \$8,555,417).
- Percentages should be rounded (e.g. 37.3% to 37%, 75.8% to 76%).
- Your best estimates are acceptable when precise figures are not available.
- Please print clearly.
- This survey questionnaire can be sent back to Statistics Canada using facsimile communications. If you are reporting by facsimile, please refer to the following fax number **(1-888-883-7999)**.

Statistics Canada advises you that there could be a risk of disclosure during the facsimile communication process. However, upon receipt of your facsimile, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the Statistics Act.

B - Revenue

Please include:

- revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business.
- all foreign revenue recorded by this business unit.

exclude:

- federal or provincial **sales taxes** collected for remittance to a government agency.

	\$ CDN
1. Total sales of services and goods produced	2299
2. Total operating revenue	2080
3. Total revenue (includes interest income and dividends)	2098

Revenue by Type of Service or Good

Please report your **Total sales of services and goods produced** (as reported in section B, on line 1, Total sales of services and goods produced), by the following categories.

		\$ CDN
4. Employment Placement		2410
Employment agency services		
Includes: Services consisting of selecting, referring and placing applicants in employment by others on a permanent or temporary basis, except executive search services. The services may be supplied to the potential employer or to the prospective employee and may involve: <ul style="list-style-type: none"> • the formulation of job descriptions • the screening and testing of applicants • the investigation of references, etc • other research 		
Personnel supplier (Temporary Help Services and Employee Leasing Services)		2411
5.	Supply of office support personnel services	
	Includes: • provision of personnel such as secretaries, clerks, receptionists, bookkeepers, data entry operators, typists and word processor operators	
6.	Supply of domestic help services	2412
	Includes: • provision of personnel such as maids, nannies, housekeepers, companions, etc.	
	Includes: • provision of maid services, nanny services, housekeeping services, companion services, and other domestic services.	
7.	Supply of other commercial or industrial workers services	2413
	Includes: • provision of personnel such as construction workers, maintenance workers, drivers, machinists, assemblers, metalworking machine operators, labourers, movers, shippers, etc.	
8.	Supply of medical personnel services	2414
	Includes: • provision of personnel such as doctors, nurses, or other health care aids.	
9.	Supply of casting personnel services	2416
	Includes: • provision of individuals seeking engagements in radio, television, video, motion pictures, and theatrical productions.	
10.	Supply of other workers not specified above	2415
	Includes: • provision of teachers and other personnel not elsewhere classified, such as model agency services.	
11. Education and Training Services		2417
12. Sales of all other services and goods produced		2000
Please name major items:		
	2001	
	2002	
	2003	
13. Total	(Sum of entries must equal the amount entered in section B, on line 1, Total sales of services and goods produced.)	2305

Revenue by Employee Base

Please estimate the percentage of your sales of employment services (placement and supply) derived from the following employee base:

	%
	2731
14. Administrative and clerical	2732
15. Labour – general, industrial, factory and warehouse	2733
16. Labour – construction	2734
17. Informatics and EDP	2735
18. Health care professionals (e.g. doctors, nurses)	2736
19. Other health care workers (e.g. technicians, care givers, etc.)	2737
20. Engineers, architects, etc.	2738
21. Other professionals	2739
22. Drivers and equipment operators	2740
23. Domestic help	2741
24. Marketing and sales	2742
25. Executives	2743
26. Other, please specify: <input type="text" value="2744"/>	
Total	100%

C - Expenses

Please: include all foreign expenses recorded by this business unit.

exclude income tax and the portion of federal or provincial **sales taxes** refunded by government.

\$ CDN

4699

- 1. Total expenses** - Includes interest (i.e. interest expenses on capital lease obligations plus all other miscellaneous interest expenses) (e.g. interest on loans and interest portion of mortgage payments).

Purchased Service Expenses

Of the Total Expenses reported at Section C, on line 1 above, please report expenses for the following purchased service expenses.

Include: only expenses for services purchased from another business or from a separate unit of your business.

Exclude: services that you produce within this business unit.

\$ CDN

2. Telephone and other telecommunications expenses Include: <ul style="list-style-type: none"> • Telephone, fax, cellular phone, or pager services for transmission of voice, data or image • Internet access charge. • Purchased cable and satellite transmission of television, radio and music programs 	4101
3. Rental and leasing expenses Include: office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
4. Purchased maintenance and repair service expenses Include: materials, parts and labour. Include: janitorial and cleaning services.	4175
5. Payments to employment agency or personnel supplier (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services)	3080
6. Staffing, search or placement work sub-contracted to others.	3083
7. Legal, accounting and auditing fees	4230
8. Architectural, engineering, scientific and technical service fees Include: land surveying, interior design and drafting.	4245
9. Consulting fees	4270
10. Other professional and business service fees Include: fees for education and training, research and development, payroll preparation, etc.	4275
11. Financial service fees (e.g. bank charges, etc.) Exclude: interest expenses.	4325
12. Insurance premiums (liability, auto, building, equipment, etc.)	4350
13. Advertising expenses	4365
14. Travel expenses Include: passenger transportation, accommodation, meals while travelling, and other travel allowances.	4366
15. Meals and entertainment expenses Include: purchases for clients.	4367
16. Property and business taxes, licences and permits Include: <ul style="list-style-type: none"> • Property taxes (except those which are covered in your rental and leasing expenses). • Property transfer taxes. • Vehicle licence fees. 	4410
17. Royalties and franchise fees	4440

D - Employment Characteristics

Question 1- Paid Employees

Please estimate the number of employees on your payroll in a typical pay period.

Exclude: contract workers (i.e. those not on your payroll who were engaged for a specific project or term.)
Please allocate this number by the following:

	Number
1. Full-time Employees Employees who worked the standard work week as observed by the business.	6310
2. Part-time Employees Employees who worked fewer hours than standard or who worked only for a given period or season.	6311
3. Total number of paid employees (full-time and part-time)	6312

Question 2 - Categories of Paid Employees (refer to category definitions below)

Report each employee only once - if an employee could belong to more than one category, report him/her in the 'highest' category in the table (i.e. a professional who is also a manager should be reported as a manager only.)

Definitions

Managers	Those who carry out the functions of management by planning, organizing, coordinating, directing, controlling, staffing and formulating, implementing or enforcing policy, either directly or through other levels of management. Supervisors who do not carry out any of the above functions are not considered to be managers. Examples: President, senior partners, vice-presidents, junior partners, department heads, heads of specific product lines, assistant managers.
Professionals	Employees requiring at least an undergraduate university degree or the equivalent. Exclude anyone reported as a manager above. Examples: Lawyers, accountants, architects, engineers, science professionals, computer professionals, marketing and research professionals and project managers and supervisors not in the "Manager" group.
Technical / Trades	Employees requiring a community college certificate/diploma, vocational/trades accreditation or equivalent and who are not primarily involved in sales/marketing. Exclude anyone reported as a manager above. Examples: Technologists, lab technicians, legal secretaries, computer programmers, draftspersons, construction trades, machinists, stationary engineers, mechanics, repair occupations.
Marketing / Sales	Non-supervisory staff primarily engaged in sales/marketing of products/services. Exclude anyone reported as a manager above. Examples: Retail sales clerk, telemarketers, real estate agents, insurance agents. Exclude employees whose duties require a university degree or college certification or those whose duties are primarily supervisory.
Administrative, clerical, production and support staff	Staff providing clerical/administrative services and staff in production or maintenance positions that require no vocational/trades accreditation or the equivalent in on-the-job training. Exclude anyone reported as a manager above. Examples: Secretaries, receptionists, claims adjusters, mail/distribution clerks, assemblers, packers, sorters, machine operators, warehousemen, cleaning staff, transportation equipment operators (drivers), and jobs that require no more than one-month's training for someone with no vocational/trade accreditation.
Other	If you have employees that do not fit into any of the above categories, please write in their occupation(s).

4. Managers Include: partners and working proprietors.	6331
5. Professionals	6332
6. Technical/Trades	6333
7. Marketing/Sales	6337
8. Administrative, clerical, production and support staff	6334
9. All others Please specify: <input type="text" value="6336"/>	6335
10. Total (Sum of the above must equal the number of paid employees (full-time and part-time) from lines 1 and 2 above.)	6339
Question 3 - Contract Workers Please report the number of contract workers usually engaged at this business unit (i.e. during a typical pay period.)	6320
11. Contract workers Individuals engaged only for the duration of a specific project or term.	

E - Distribution of Operating Revenue by Type of Client

Data on your revenue by type of client will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and we welcome your comments on how to improve it.

Please indicate the percentage of "Total operating revenue" (reported in section B, on line 2) by type of client to whom the good or service was delivered.

	%
Clients in Canada:	8100
1. Individuals and households	8120
2. Public Institutions (hospitals, schools, universities, etc.)	8130
3. Government (federal, provincial, territorial and municipal administration)	8112
4. Financial Businesses (e.g. financial intermediaries including banks, trust companies, financial crown corporations, etc.)	8115
5. All other businesses (including non-financial crown corporations)	8140
6. Clients outside Canada (exports)	
Total	100%

Name of **person** reporting **Type of Client information** (if different from name on page 1) (Please print)

8190

First Name	Last Name
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Telephone number 8192
(include area code)

F - Distribution of Operating Revenue by Client Location

Data on your revenue by client location will be used to improve information on the movement of goods and services between provinces and to other countries. We recognize that this may be a difficult question to answer, and we welcome your comments on how to improve it.

Please indicate the percentage of "Total operating revenue" (reported in section B, on line 2) by the location of the client to whom the service or good was delivered.

	%
1. Newfoundland	8400
2. Prince Edward Island	8415
3. Nova Scotia	8405
4. New Brunswick	8410
5. Quebec	8420
6. Ontario	8425
7. Manitoba	8430
8. Saskatchewan	8435
9. Alberta	8440
10. British Columbia	8445
11. Yukon	8455
Northwest Territories:	
12. Northwest Territories (excluding Nunavut)	8451
13. Nunavut	8452
14. Northwest Territories (old boundaries) (sum of lines 12 and 13 above)	8450
Clients outside Canada (exports):	
15. United States	8465
16. Mexico	8470
17. All other countries	8476
Total	100%

G - Events that may have affected your business unit

Compared to last fiscal year, was there any event(s) that may have caused significant differences in reported values of your business unit during this reporting period?

1. If **yes**, please check the boxes that best reflect this change.

- | | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 9930 <input type="checkbox"/> Longer scheduled work week | 9931 <input type="checkbox"/> Shorter scheduled work week |
| 9932 <input type="checkbox"/> Increase in business | 9933 <input type="checkbox"/> Decrease in business |
| 9934 <input type="checkbox"/> More overtime | 9935 <input type="checkbox"/> Less overtime |
| 9936 <input type="checkbox"/> Foreign exchange | 9937 <input type="checkbox"/> Merger/Acquisition |
| 9938 <input type="checkbox"/> Layoffs | 9939 <input type="checkbox"/> Increase in hiring |
| 9940 <input type="checkbox"/> Temporary shutdown | 9941 <input type="checkbox"/> Permanent shutdown |
| 9942 <input type="checkbox"/> Strike | 9943 <input type="checkbox"/> Adverse weather or natural disaster |
| 9944 <input type="checkbox"/> Change in supplier | 9945 <input type="checkbox"/> Change in product line |
| 9946 <input type="checkbox"/> Price changes, goods and/or services sold (output) | 9947 <input type="checkbox"/> Price changes, labour and/or raw materials (input) |
| 9948 <input type="checkbox"/> Changes in industry regulation | 9949 <input type="checkbox"/> Changes in government taxes (duty levies - dumping duties from offshore companies) |

2. 9950 Other, please specify:

H - Comments

1. How long did you spend collecting the data and completing this form?

9910 hours

2. **Comments?**

We invite your help in improving our business survey program. Your comments on the following range of suggested topics along with your more general remarks would be greatly appreciated:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • questionnaire content • new questions of interest to your industry • questionnaire language • use of business terminology • comprehension of questions (e.g. through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides, etc.) | <ul style="list-style-type: none"> • order and flow of questions • timing of receipt of questionnaire and the period given for response • other sources of data to further reduce response burden • potential for electronic data reporting • general (non-proprietary) business software packages in use. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

9920

Lost the postpaid envelope?



Please refer to the following telephone number (1-888-881-3666)
or
the following FAX number (1-888-883-7999).

Thank you for completing the questionnaire.

Statistics Canada's publications are available for use in Statistics Canada's regional offices and all major libraries. As well, please visit our web site at www.statcan.ca.