



2004 Survey of Service Industries: Employment Services

This information is 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.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous téléphoner au 1 888 881-3666.

If necessary, please correct pre-printed information below.



0001	Legal name	0004	Address (number and street)		
0002	Business name	0005	City		
0003	C/O	0006	Province/Territory or State		
0008	First name of contact	0053	Country	0007	Postal code/Zip code
0028	Last name of contact	0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French	

A - General Information

Survey Purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs.

Data-sharing Agreements

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. Please see the enclosed reporting guide for details of these agreements.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Fax or Other Electronic Transmission Disclosure

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

Reporting Instructions

- Report for **all** operation(s) and/or location(s) pre-printed in the above address area. If it is not possible to report for the above business unit(s), please explain the reason(s) in the Comments section at the end of the questionnaire.
- When precise figures are not available, please provide your best estimates.
- For further information about this survey and definitions, please consult the enclosed reporting guide.

Return of Questionnaire

Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at 1 888 883-7999 within 30 days of receipt.

Lost the return envelope or need help? Call us at 1 888 881-3666 or mail to:
Statistics Canada, Operations and Integration Division, 120 Parkdale Avenue, Ottawa, Ontario K1A 0T6

B - Main Business Activity

Please describe the nature of your business.

0055 _____

Please check only one of the following categories that represents the **main** activity, at this business unit, which most accurately describes the principal source of operating revenue.

- 561310 ⁰²⁶⁷ Employment Placement Agency Services
- 561320 ⁰²⁶⁸ Temporary Staffing Services
- 561330 ⁰²⁶⁰ Co-employment Staffing Services / Professional Employer Organization Services (PEO'S)
- ⁰⁰⁴⁰ None of the above

If you responded "**None of the above**", please call **1 888 881-3666** for further instructions.

For further information, please refer to the enclosed reporting guide.

C - Reporting Period Information

Please report information for your **fiscal year** (normal business year) ending between April 1, 2004 and March 31, 2005. Please indicate below the period covered by this questionnaire.

1. **From** ⁰⁰¹¹ **To** ⁰⁰¹²

2. If you did not operate this business unit for a full year, please check the reason(s) below:

- ⁰⁰³¹ 1 Seasonal Operation 2 New Business 3 Change of Fiscal Year 4 Change of Ownership 5 Ceased Operations 6 Temporarily Inactive

3. Please indicate below, any change that may have occurred in the organization of this business unit during this fiscal year:

- ⁰⁰⁴⁷ 1 Acquired New Business Units 2 Disposed of/Sold Business Units

If you have had any other changes in your business within the year, please describe these changes in the Comments section at the end of the questionnaire.

D - Business Unit Organization

Type of organization (please check **one** only):

- ⁰⁰²⁴ 1 Unincorporated sole proprietorship 2 Unincorporated partnership 3 Incorporated company
- 4 Co-operative 5 Joint venture 6 Government business entity
- 7 Government 8 Non-profit organization

For further information, please refer to the enclosed reporting guide.

E - Revenue

Operating revenue from:

		\$ CDN
1. Employment placement agency services (<i>include contract staffing; report executive search services in question 4</i>)	2418	
2. Temporary staffing services	2419	
3. Co-employment staffing services / Professional employer organization services	2420	
4. Executive search and retained search services	2421	
5. Outplacement services	2422	
6. Managed services	2424	
7. Payroll services	2423	
8. Education and training services	2417	
9. Other sales and services produced (Please specify major items):	2000	
2001		
10. Total operating revenue (sum of 1 to 9)	2080	
11. Investment and other income (e.g., interest and dividend income, capital gains)	2097	
12. Total revenue (sum of 10 and 11)	2098	

F - Employment Placement Agency Services by Type of Personnel Placed

Please complete if revenue for placement services was reported in Section E, question 1.

		% of cell 2418
1. Searching for and referring qualified professional/management personnel to employers	2436	
2. Searching for and referring qualified information technology (IT) personnel to employers	2440	
3. Searching for and referring qualified industrial/trades personnel to employers	2443	
4. Searching for and referring qualified technical personnel to employers	2442	
5. Searching for and referring qualified sales and marketing personnel to employers	2444	
6. Searching for and referring qualified office, clerical and administrative support personnel to employers	2439	
7. Searching for and referring other qualified personnel not classified above to employers	2445	
8. Total revenue from placement services		100%

G - Temporary Staffing Services by Type of Personnel Assigned to Clients

Please complete if revenue for temporary staffing services was reported in Section E, question 2.

		% of cell 2419
1. Supplying professionals/management personnel for temporary and extended assignments to client firms	2435	
2. Supplying information technology (IT) personnel for temporary and extended assignments to client firms	2448	
3. Supplying industrial/trades personnel for temporary and extended assignments to client firms	2451	
4. Supplying technical personnel for temporary and extended assignments to client firms	2450	
5. Supplying sales and marketing personnel for temporary and extended assignments to client firms	2452	
6. Supplying office, clerical and administrative support personnel for temporary and extended assignments to client firms	2447	
7. Supplying other personnel not classified above for temporary or extended assignments to client firms	2453	
8. Total revenue from temporary staffing services		100%

For further information, please refer to the enclosed reporting guide.

H - Expenses

\$ CDN

1.	Salaries and wages of internal office staff	3030		
2.	Salaries and wages of employees temporarily placed	3020		
3.	Employer portion of internal office staff benefits	3043		
4.	Employer portion of employee benefits for temporarily placed employees	3044		
5.	Total labour remuneration (sum of 1 to 4)		3041	\$ CDN
6.	Telephone and other telecommunication expenses		4101	
7.	Rental and leasing of office space or other real estate		4120	
8.	Rental and leasing of motor vehicles (without driver) , computers and peripherals and other machinery and equipment (without operator)		4140	
9.	Repair and maintenance services purchased (include materials, parts and labour, janitorial and cleaning services)		4175	
10.	Employee placement and temporary staffing work subcontracted to other agencies		3045	
11.	Legal, audit and other professional fees		4230	
12.	Interest expenses (both long and short-term)		4630	
13.	Financial service fees and other banking charges		4325	
14.	Insurance premiums		4350	
15.	Advertising and sales promotion		4365	
16.	Travel, conference, meal and entertainment expenses		4370	
17.	Office supplies		3301	
18.	Energy costs (gas, oil, electricity)		4027	
19.	Property and business taxes, licences and permits		4410	
20.	Delivery, courier and postage expenses		4085	
21.	Amortization and depreciation		4520	
22.	Education, training and reference materials		4348	
23.	Write-offs, valuation adjustments, capital losses		4349	
24.	All other expenses (Please specify major items):		4569	
	4561 _____			
	4562 _____			
25.	Total expenses (sum of 5 to 24)		4699	

I - Personnel Characteristics

			Number
1.	Number of partners and working proprietors (non-salaried)	6321	
Placement Service Statistics			
2.	Number of permanent placements onto payrolls of client firms	6325	
3.	Number of individual contractors placed with client firms on the basis of written contracts	6323	
Temporary Staffing Statistics			
4.	Number of employees temporarily placed	6326	
5.	Total hours billed for employees temporarily placed	6327	
Internal Office Staff			
6.	Total number of internal office staff (based on year-end T4 payroll summaries)	6330	
%			
7.	Percentage of internal office staff who worked full-time	6328	
8.	Number of contract workers employed as internal office staff during the year	6322	

For further information, please refer to the enclosed reporting guide.

J - Distribution of Operating Revenue by Client Location

Please indicate the percentage of *Total operating revenue* (reported in **Section E**, question 10) by the location of the client to whom the goods or services were delivered.

Clients in Canada		% of cell 2080
1.	Newfoundland and Labrador	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
12.	Northwest Territories	8451
13.	Nunavut	8452
Clients outside Canada (exports)		
14.	United States	8465
15.	Mexico	8470
16.	Central and South America	8462
17.	European Union Countries	8477
18.	Other European Countries	8463
19.	Africa	8464
20.	Middle East	8466
21.	Asia	8471
22.	Australia, New Zealand	8467
23.	All other countries	8476
Total		100%

K - Distribution of Operating Revenue by Type of Client

Please indicate the percentage of *Total operating revenue* (reported in **Section E**, question 10) by the type of client to whom the goods or services were delivered.

1. Clients in Canada		% of cell 2080
a)	Individuals and households	8100
b)	Businesses	8110
c)	Public institutions (e.g., hospitals, schools, universities)	8120
d)	Governments (federal, provincial, territorial and municipal administration)	8130
2.	Clients outside Canada (exports) - (should equal sum of 14 to 23 in Section J above)	8140
Total		100%

L - Certification

I certify that the information contained herein is complete and correct to the best of my knowledge.

Signature of authorized person 0014		Title 0014	Date 0015		
			Year	Month	Day
			<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of person to contact for further information: 0026		0013	<input type="text"/>		
1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms		0054	First name <input type="text"/>		
			Last name <input type="text"/>		
E-mail address 0018		Web site address 0020			
Telephone number 0017		Extension number 0027	Fax number 0016		
How long did you spend collecting the data and completing this questionnaire?			Hour(s) 9910	Minutes 9909	
			<input type="text"/>	<input type="text"/>	

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

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Thank you for completing this questionnaire. Please retain a copy for your records.

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.

If you need help, please contact us at **1 888 881-3666**.