

- the employer is **taking active steps** to find a suitable candidate for filing in the respective post (examples of active steps: the announcement of the vacant post through the official services of employment, advertising through newspapers, media, Internet, direct recruitment of the candidates etc) and
- the employer intends to fill either immediately or within a specific period of time, established by the employer. The specific period of time refer to the maximum time the vacancy is open and intended to be filled.

Are considered job vacancies the posts designated for persons outside the enterprise (but for which persons from inside the enterprise could also compete), irrespective if the posts are for an indefinite or definite duration or are in full-time or part-time working program.

Are not considered job vacancies the unoccupied posts:

- **exclusively** designated to the hierarchical promotions inside the enterprise or institution;
- from public administration bodies blocked by a legal act.

The posts occupied by persons who are absent for a certain period of time (maternity leave, leave for child care, sickness leave, unpaid leave, other absences) are considered vacancies, if the employer wants to substitute for a definite period (temporary) and takes active steps in finding the replacing candidates.

! Warning: Unoccupied posts existing on the reporting unit scheme are considered vacancies **only if** the conditions mentioned for the indicator " **Number of job vacancies at the end of the month (job vacancies blocked by law are excluded)**" are fulfilled. Otherwise, the unoccupied posts **will not be included** in the JVS - quarterly statistical questionnaire.

!Warning: Temporary employment agencies (division 78 NACE Rev.2) **will report** the employees (occupied posts) with which they directly conclude employment contracts **even if the employees carry out their activity in other economic units. In the same way, the related job vacancies will be treated.** The economic units (*excluding those belonging to division 78 NACE Rev.2*) who carry out their own activity with the employees (occupied posts) and/or who need employees (job vacancies) whose employment contract is directly concluded with the temporary employment agencies (division 78 NACE Rev.2) **will not report** the respective employees (occupied posts). **In the same way, the related job vacancies will be treated.**

Correlations in chapter A1:

$$Row_1 Col_0 = \sum_{i=1}^9 Row_1 Col_i \quad Row_2 Col_0 = \sum_{i=1}^9 Row_2 Col_i$$

A2. The enterprise can have or can not have more local units. It is considered to be a **local unit**, the unit which carry out the economic activity in another location than the headquarter.

If the answer for chapter A2 is "YES", the chapter A4 must be filled in as follows:

- for each local unit, if it performs a different main economic activity that the one performed by the enterprise and it is located in the same county or in other counties than the enterprise;
- centralized by each county, if the local units are in other counties than the enterprise and performs the same main economic activity as the enterprise.

Example 1. An enterprise has 5 local units, of which 4 are in the same county with the enterprise (and carry out activities different from the main activity of the enterprise) and one unit in another

county (irrespective of the economic activity that it carries out). In Chapter A4 it will be filled 5 rows, one for each local unit.

Example 2. A bank has local units which perform the same economic activity located in 100 places, across the 42 counties. In chapter A4 42 rows will be filled in, centralized by each county.

A3. Causes of differences (±) compared to the previous quarter is filled in by ticking X in the box corresponding to the causes which determined the differences as against previous quarter. One or several causes could be filled in.

A4. Number of employees and job vacancies by major groups of occupations and by local units of the enterprise, at the end on the middle month of the quarter

According to the explanatory notes from chapter A2, for each local unit of the enterprise and for the headquarters (rows 1 to 30) will be filled in:

- local unit name or centralized county name;
- county name where the local unit is located; the county code will be filled in by the regional/territorial statistical offices;
- the local unit economic activity at division level according to NACE Rev.2 (2 digit level);
- number of employees at the end of the month (employees with suspended labour contract/agreement are excluded), by total local unit and by major groups of occupations;
- number of job vacancies at the end of the month (job vacancies blocked by law are excluded), by total local unit and by major groups of occupations.

In case you have more local units that exceed the number of rows from Chapter 4, and who carries out other activities that the main activity of the enterprise and/or who are located in other counties than the one of the enterprise, please attach another sheet to Chapter A4.

Correlations in chapter A4:

$$Row_i Col_0 Code_{01} = \sum_{j=1}^9 Row_i Col_j Code_{01} \quad i = 1, \dots, 28$$

$$Row_i Col_0 Code_{02} = \sum_{j=1}^9 Row_i Col_j Code_{02} \quad i = 1, \dots, 28$$

Correlations between chapters:

$$A4 \sum_{i=1}^{30} Row_i Col_0 Code_{01} = A1 Row_1 Col_0$$

$$A4 \sum_{i=1}^{30} Row_i Col_0 Code_{02} = A1 Row_2 Col_0$$

$$A4 \sum_{i=1}^{30} Row_i MG_k Code_{01} = A1 Row_1 MG_k \quad \text{cu } k = 1, \dots, 9$$

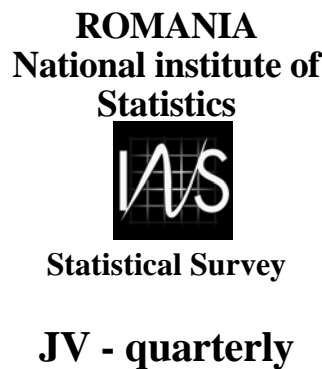
$$A4 \sum_{i=1}^{30} Row_i MG_k Code_{02} = A1 Row_2 MG_k \quad \text{cu } k = 1, \dots, 9$$

¹⁾ **Unit legal status:** R.A. – public corporation – code 01; S.N.C. – code 02; S.C.S. – code 03; S.C.A. – code 04; S.A. – joint-stock company – code 05; S.R.L. – private limited company – code 06; O.C1. – handicraft cooperative – code 07; O.C2. – consumer cooperative – code 08; O.C3. – credit union – code 09; profit organization (other than cooperative) – code 13; agricultural companies (Law 36/1991) – code 14; branches of foreign companies (with legal status) – code 15; other legal forms (units of economic, cultural, social, public without express legal status) – code 29.
²⁾ **Ownership type:** state-owned capital – code 10; state capital over 50% - code 20; private capital over 50% - code 25; romanian private capital or romanian and foreign capital – code 30; cooperative property – code 40; public property – code 50; entirely foreign ownership – code 60; public national and local ownership – code 70.
³⁾ To be fill in at economic activity class level (4 digit level) according to the National Economic Activity Classification (NACE Rev.2), approved by National Institute of Statistics President Order no. 337/2007, published in National Official Gazette no. 293/03.05.2007

Confidential
For statistical survey purposes only

Unit name
Statistical identification number.....
.....
County.....	Unique identification code (U.I.C.) / FISCAL code
City.....	SIRUTA code
Street	No District
Phone	E-mail
Legal status ¹⁾	Code
Type of ownership ²⁾	Code
Main activity ³⁾	CANE Rev.2

* Not to be fill in by the unit
^{1,2,3)} Fill in accordance with the methodological notes



Approved by the National Institute of Statistics based on Law no. 226/2009 on the organisation and functioning of official statistics in Romania, with its further amendments, stipulating that:
 - "The National Institute of Statistics is authorised to require and go obtain, free of charge, statistical data from all the natural and legal persons resident or non-resident in Romania developing their activity on Romania's territory."
 - The deeds stipulated under Art. 45 letters a), b), c) of the Law no. 226/2009 on the organisation and functioning of official statistics in Romania are contraventions.
 Statistical survey carried out in compliance with Council Regulation no. 453/2008.
 This questionnaire is to be transmitted to the National Institute of Statistics, Regional Statistical Office (Regional Statistical Office Bucharest)/County Statistical Office **until 19th of the last month of the quarter for which the questionnaire is fill in.**

The name of the person responsible for the information contained:

(unit manager signature)

L.S.

Mr (Mrs)

Phone

No. date 2019

Job vacancy survey for quarter 2019

- for the middle month of the quarter: February, May, August, November -

A1. Number of employees and job vacancies by major groups of occupations at the end of the middle month of the quarter

No. row	Total unit (col.1 + ... + col.9)	from which, by major groups of occupations (in accordance with the Classification of Occupations in Romania - COR, 1 digit level)									
		Managers	Professionals	Technicians and associate professionals	Clerical support workers	Service and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trades workers	Plant and machine operators and assemblers	Elementary occupations	
A	B	0	1	2	3	4	5	6	7	8	9
1.	Number of employees at the end of the month (employees with suspended labour contract/agreement are excluded) -persons -										
2.	Number of job vacancies at the end of the month (job vacancies blocked by law are excluded)										

! Warning: The number of employees at the end of the month (employees with suspended labour contract/agreement are excluded), from **Row.1 Col.0** must be equal with the number of employees at the end of the month (employees with suspended labour contract/agreement are excluded) from the monthly survey S1/IND-TS/CON-TS/SERV-TS.

A2. The enterprise has local units? YES 1 (fill in chapter A4 according to the methodological notes) NO 2

A3. Causes of differences (±) compared to the previous quarter (Tick with X in the appropriate boxes the reported cases):

- | | | | |
|--|--------------------------|--|--------------------------|
| Organisational changes (merges, splits etc.) | <input type="checkbox"/> | Changing the occupation following qualification/re-qualification /training of the employees..... | <input type="checkbox"/> |
| Economic activity expansion and/or the carrying out a seasonal activity..... | <input type="checkbox"/> | Economic activity restriction and/or ceasing up of a seasonal activity..... | <input type="checkbox"/> |
| Suspension for a definite period of the labour contract/agreement | <input type="checkbox"/> | Reporting errors | <input type="checkbox"/> |
| Open up of the locked job vacancies from the public sector..... | <input type="checkbox"/> | Other causes, namely: | <input type="checkbox"/> |

! Warning: When filling in chapter A4 should take note of the following correlations:

- the sum of employees in the local units = total number of employees of the enterprise; the sum of the number of job vacancies in the local units = the number of job vacancies per enterprise;
- the same correlations must be applied for each major group of occupations (sum of employees in local units = total number of employees per enterprise and sum of the number of jobs vacancies in local units = the number of job vacancies per enterprise).

▶ In case you have more local units that exceed the number of rows from Chapter 4, and who carries out other activities that the main activity of the enterprise and/or who are located in other counties than the one of the enterprise, please attach another sheet to Chapter A4.

A4. Number of employees and job vacancies by major groups of occupations and by local units of the enterprise, at the end on the middle month of the quarter

No. row	Local unit name	Local unit county		Local unit economic activity NACE Rev.2 code	The number of employees at the end of the month (employees with suspended labour contract/agreement excluded) and the number of job vacancies at the end of the month (job vacancies blocked by law are excluded) at the end of the month	code	Total local unit (col.1+...+col.9)	from which, by major groups of occupations (in accordance with the Classification of Occupations in Romania - COR, 1 level digit)								
		name	code					MG 1	MG 2	MG 3	MG 4	MG 5	MG 6	MG 7	MG 8	MG 9
A	B	C	D	E	F	G	0	1	2	3	4	5	6	7	8	9
1			---	---	Number of employees	01										
					Number of job vacancies	02										
2			---	---	Number of employees	01										
					Number of job vacancies	02										
3			---	---	Number of employees	01										
					Number of job vacancies	02										
4			---	---	Number of employees	01										
					Number of job vacancies	02										
5			---	---	Number of employees	01										
					Number of job vacancies	02										
6			---	---	Number of employees	01										
					Number of job vacancies	02										
7			---	---	Number of employees	01										
					Number of job vacancies	02										
8			---	---	Number of employees	01										
					Number of job vacancies	02										
9			---	---	Number of employees	01										
					Number of job vacancies	02										
10			---	---	Number of employees	01										
					Number of job vacancies	02										
11			---	---	Number of employees	01										
					Number of job vacancies	02										
12			---	---	Number of employees	01										
					Number of job vacancies	02										
13			---	---	Number of employees	01										
					Number of job vacancies	02										
14			---	---	Number of employees	01										
					Number of job vacancies	02										
15			---	---	Number of employees	01										
					Number of job vacancies	02										
16			---	---	Number of employees	01										
					Number of job vacancies	02										
17			---	---	Number of employees	01										
					Number of job vacancies	02										
18			---	---	Number of employees	01										
					Number of job vacancies	02										
19			---	---	Number of employees	01										
					Number of job vacancies	02										
20			---	---	Number of employees	01										
					Number of job vacancies	02										
21			---	---	Number of employees	01										
					Number of job vacancies	02										
22			---	---	Number of employees	01										
					Number of job vacancies	02										
23			---	---	Number of employees	01										
					Number of job vacancies	02										
24			---	---	Number of employees	01										
					Number of job vacancies	02										
25			---	---	Number of employees	01										
					Number of job vacancies	02										
26			---	---	Number of employees	01										
					Number of job vacancies	02										
27			---	---	Number of employees	01										
					Number of job vacancies	02										
28			---	---	Number of employees	01										
					Number of job vacancies	02										

METHODOLOGICAL NOTES

The survey questionnaire is filling in with data for the middle month of each quarter: **February, May, August, and November. !!! The questionnaire, the methodological notes and the classification of Occupations in Romania can be downloaded from the INS website: <http://www.insse.ro/cms/en/content/statistics-earnings> Statistical questionnaires\Statistics on earnings (Job vacancy survey for the quarter ... 2019(JV - quarterly))**

The **quarterly JVS** questionnaire is filled in by using the **web Portal on collecting statistical data e-SOP** (using <https://esop.insse.ro/esop-web/> link) or on a single paper copy which is sent to the Regional Statistics Department/ County Statistics Department or to INS, with data on **total unit**, and if the case, **broken down by local units** (in accordance with Chapter A2 detailed methodological notes).

“**The Job Vacancy Survey**” has the purpose of evaluating the **quarterly number of occupied posts** (number of employees) and **job vacancies**. The questionnaire is filled in by economic and social agents with data, according to their registers at the end of the middle month of each quarter, by total enterprise and by local units.

A1. Number of employees and job vacancies by major groups of occupations at the end of the middle month of the quarter

• “**Number of employees at the end of the month (employees with suspended labour contract/agreement excluded)**” comprising all the persons with individual labour contract/agreement for a definite or indefinite duration (including seasonal workers, the manager or the administrator) whose labour contract/agreement was not suspended, being in force in the last day of the month for which the questionnaire is filled in. Are **included** persons who worked and were remunerated, irrespective of the type of work performed and number of hours worked (full-time or part-time) **being on the payroll of the employer** at the last day of the middle month

of the reference quarter. **Are not included:** the persons whose labour contract/agreement was **suspended**, in the last day of the middle month of the reference quarter, being under one of the situations stipulated by Law no. 53/2003 – Labour code republished, with its further amendments, in article 49-54, on “Individual labour contract suspension” and Law no. 161/2003, art. 87 from Title III section 2, related to the labour agreement suspension (e.g.: maternity leave, temporary work incapacity leave, appointment within and executive, legislative or judicial authority, for the entire mandate duration, a.s.o.); the persons **working abroad**; the persons **cumulating several jobs** and do not have the **main job at the reporting unit; city and town councils**. In view to avoid double/multiple registration, please observe the definition from the Fiscal code (with further amendments) referring to the dependent activity at the main job, i.e. „any activity carried out based on an individual labour contract or on a special status provided by law, declared to the employer as being the main job; in case the activity is carried out for several employers, the employee is obliged to declare to each employer the unit where he/she has the job considered as main job”.

! Warning: The number of employees (employees with suspended labour contract/agreement are excluded) from **Row.1Col.0 must be equal** with the **number of employees** (employees with suspended labour contract/agreement are excluded) from the **monthly survey S1** (Chapter **NRSAL Row.12**)/ **IND-TS** (Chapter **NRSAL Row 12**)/ **CON-TS** (Chapter **NRSAL Row 12**)/ **SERV-TS** (Chapter **NRSAL Row 12**).

• “**Number of job vacancies at the end of the month (job vacancies blocked by law are excluded)**” includes paid posts that are newly created, unoccupied or about to become, for which: