

Methodological notes:

Data source:

Data regarding the rate and the number of job vacancies are obtained from the quarterly statistical sample survey, having as reference period the **middle month of the quarter**. For sizing the sample getting estimates of the main surveyed characteristics was considered, to be affected by errors in the limit of +/-3% and guaranteed with a probability of 95%. Since the first quarter of 2015, the sample includes 22800 economic and social units. Units from budgetary sector are exhaustively included in the survey, except for local public administration units for which data at level of local communal councils are collected based on a representative sample at county level (about 770 units). For the economic sector, the survey covers units with 4 employees and over, representing 93.10% of total employees in this sector.

Aggregation of indicators is done by main activity of respondent economic and social unit (if it has no local subordinated units), respectively by main activity of each local subordinated unit. It is considered as local unit the unit which carries out activity in a different location than the headquarters premises of economic and social unit selected in the sample of statistical survey.

Information regarding „budgetary sector” should be used carefully, because data refer to statistics from economic activities, according to CANE Rev.2, of public administration, education and health and social assistance (including private sector of education – about 3%, respectively health and social assistance - about 9%), except for armed forces and similar (Ministry of National Defence, Romanian Intelligence Office, Ministry of Interior etc.).

These statistics do not take into consideration the type of financing, their purpose being to provide information by economic activity according to CANE Rev.2.

Information corresponding to the type of financing are administered by the Ministry of Public Finances, according to the stipulations of UGO no. 48/2005, with later completions and modifications.

Number of job vacancies includes number of paid jobs, newly created, unoccupied or which are to become vacant, for which:

- i. employer is taking **active steps** and is prepared to take further steps to find a suitable candidate from outside the enterprise concerned (examples of active steps taken by the employer: announce of a vacancy existence by means of employment services, issued in the newspapers, media, Internet, direct contact of possible candidates etc.) and;
- ii. employer intends to fill either immediately or within a specific period of time. The specific period of time refers to the maximum period of time necessary for filling in the vacancy.

Are considered job vacancies the jobs meant for persons outside the enterprise (on which can also compete persons from inside the enterprise), irrespective of their definite or indefinite duration, full or part time program.

Are not considered job vacancies, the unoccupied jobs:

- meant **exclusively** to promote persons from inside the enterprise or institution;
- from public administration units, blocked by a normative document.

Jobs occupied by persons who are absent for a certain period of time (maternity leaves, leaves for child care, medical leaves, unpaid leave, other absences), are considered job vacancies, if employer wishes the substitution for a definite (temporary) period and if he takes active steps to find candidates.

Number of occupied posts is measured by means of the indicator regarding **number of employees (except those with suspended labour contract/civil servants agreement) at end of middle month of reference quarter**. This indicator expresses total number of persons with individual labour contract / civil servants agreement with enterprise or local unit, on definite or indefinite duration

(including seasonal workers, manager or administrator) and which are not suspended being valid in the last day of the month for which the questionnaire is filled in. Military staff and similar (Ministry of National Defence, Ministry of Interior, Romanian Intelligence Office etc.) are excluded.

Job vacancies rate represents the ratio between number of job vacancies and total number of jobs (occupied and vacant, *except those blocked or meant only for promotion inside the enterprise or institution*), expressed in percentages:

$$JVR = \frac{no_vacancies}{(no_occupied + no_vacancies)} * 100 = \frac{JV}{OP + JV} * 100$$

where: JVR = job vacancies rate

JV = number of job vacancies

OP = number of occupied posts

Classification of Activities in the National Economy (CANE Rev.2)

CANE Rev.2 code Section level	Name of economic activity
A	Agriculture, forestry and fishing
B	Mining and quarrying
C	Manufacturing
D	Electricity, gas, steam and air conditioning supply
E	Water supply; sewerage, waste management and remediation activities
F	Construction
G	Wholesale and retail trade; repair of motor vehicles and Motorcycles
H	Transportation and storage
I	Accommodation and food service activities
J	Information and communication
K	Financial and insurance activities
L	Real estate activities
M	Professional, scientific and technical activities
N	Administrative and support service activities
O	Public administration and defence; compulsory social
P	Education
Q	Human health and social work activities
R	Arts, entertainment and recreation
S	Other service activities

Classification of Occupations in Romania (COR 2008)

COR 2008 code Level of major group	Name of major groups of occupations
MG 1	Managers
MG 2	Professionals
MG 3	Technicians and associate professionals
MG 4	Clerical support workers
MG 5	Service and sales workers
MG 6	Skilled agricultural, forestry and fishery workers
MG 7	Craft and related trades workers
MG 8	Plant and machine operators and assemblers
MG 9	Elementary occupations