

EXPLANATORY NOTES FOR THE VARIABLES ON 'JOB SKILLS' (MODULE TO BE IMPLEMENTED IN 2022)

For all variables of this module, the **subjective perception** of the respondents should be recorded. Respondents should choose the answer modality that they found the most appropriate.

Scales for the answer categories

For comparability reasons, scale harmonization across countries is critical. If the scale is difficult to translate in national language, please have a look at other international surveys, like the European Working Conditions Survey (EWCS) and the Survey of Adult Skills (PIAAC).

In case of CAPI or CATI interview, it is important that the interviewers read out loudly the answering categories, at least in the first question of each scale.

1) Proportion scale

The scale to use for most variables of this module is the following 5-point proportion scale:

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

These are the answer categories for the questions beginning with "*How much time do you spend ...*"

For the analysis, these answer categories will be transformed in proportions of time as described in the table here below:

Answer categories	(Rough) corresponding proportions of time (in %)
<i>All or most of the working time</i>	≥ 75%
<i>Half of the working time or slightly more</i>	≥ 50% but < 75%
<i>Some of the working time</i>	≥ 25% but < 50%
<i>Little of the working time</i>	> 0% but < 25%
<i>None of the working time</i>	0%

However, corresponding proportions of time shall not be given to respondents.

Forbidden deviations:

- 6-point scales, 7-point scales, 4-point scales, etc. Even if answers from these 6-point scale can be recoded into a 5-point scale, answers would not be comparable to others countries.
- Any scale involving a frequency in terms of days, weeks, months (like "Every day, At least once a week but not every day, Less than once a week but at least once a month, Less than once a month, Never" or "Daily, Weekly, Monthly, Less often, Never").

2) Extent scale

For the two variables REPETITIVE and PROCEDURE the scale to use is the following 5-point extent scale:

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*

Nevertheless, if it eases the translation, the following 5-point extent scale can be used instead:

- *To a great extent*
- *To a large extent*
- *Somewhat*
- *Little*
- *Not at all*

For the variable JOBAUTON, the scale is to be simplified in the following 3-point extent scale:

- *To a very large or large extent*
- *To some extent*
- *To little or no extent*

Reference period

For all the variables of this module, the reference period is the “usual situation” as defined for the core LFS variable HWUSUAL, i.e. “the last four (to twelve) working weeks preceding the end of the reference week”. In most cases, “the usual situation” refers to the last four working weeks preceding the end of the reference week. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working tasks (due to a particular situation), “the usual situation” will refer to a longer time period of twelve working weeks.

It is then proposed to add the following introductory sentences at the beginning of the module questions:

- For people currently in employment:

I am going to ask you some questions about tasks of your (main) job. Please think about the usual situation to answer. If your tasks are varying from week to week, please refer to the most common situation in the last twelve working weeks.

- For people not currently in employment and who left their last employment in the last 24 months:

I am going to ask you some questions about tasks you performed in your last job. Please think about the usual situation to answer. If your tasks were varying from week to week, please refer to the most common situation in the last twelve working weeks.

DIGITAL

Variable name

Time spent on working on digital devices in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	327
Flow number	001

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of the use of digital technologies, for work purposes, in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent using a computer, tablet, phablet or smartphone for work tasks, excluding phone calls.

Implementation guidelines

Only the use of computers (mainframe, desktop or laptop computers), tablets, phablets and smartphones shall be taken into account.

Only their use for working purposes shall be taken into account. Respondents are asked about the proportion of time they work *on* computers, tablets and smartphones (i.e. use them for work purposes), and not about the proportion of time they work *with* computers, tablets and smartphones (in particular, many people go to work *with* smartphones but use them only for personal or family reasons).

The following uses must be taken into account: web-surfing, video-chatting, reading and writing e-mails, reading and texting messages (transmitted either via cellular network or internet connection), working on word processors, spreadsheet editors, presentation programs or any other computer software or phone/tablet application... (Non-comprehensive list).

One exception: phone calls that do not involve a video shall not be taken into account. In order to ensure comparability of answers across countries, national questions shall explicitly exclude phone calls.

If someone has as a job the repair of computers, tablets, smartphones or other similar equipment, he/she is expected to answer "All or most of the working time".

The question only refers to the main/last job. For the definition of "job" and "main job", see "00_General definitions".

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

Intro: *I am going to ask you some questions about tasks of your (main) job. Please think about the usual situation to answer. If your tasks are varying from week to week, please refer to the most common situation in the last twelve working weeks.*

(In your (main) job) How much time do you spend working on a computer, tablet or smartphone? Please exclude phone calls.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

Intro: *I am going to ask you some questions about tasks you performed in your last job. Please think about the usual situation to answer. If your tasks were varying from week to week, please refer to the most common situation in the last twelve working weeks.*

(In your last job) How much time did you spend working on a computer, tablet or smartphone? Please exclude phone calls.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

READING

Variable name

Time spent on reading work-related manuals and technical documents in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	328
Flow number	002

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks requiring reading work-related documents, in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent on tasks that entail reading work-related manuals or technical documents.

Implementation guidelines

Work-related manuals are documents that provide information that is necessary or useful for the implementation of the job tasks. Documents read to be “up-to-date” with one’s field (scientific literature...) or for self-education shall be taken into account if they are/were read during working hours and if they enable/enabled respondents to be more efficient or were necessary to do tasks of their main or last job.

Technical documents are relatively complex and detailed documents that require specific skills or

knowledge to be understood. They can include technical complaints, publications, acts, contracts, technical guidelines, technical reports, bills, etc.

Work-related manuals and technical documents may be read on paper, tablets, computer or other electronic device.

Simple documents such as emails or letters shall not be taken into account. In order to ensure comparability of answers across countries, national questions shall explicitly exclude emails and letters.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) How much time do you spend reading work-related manuals or technical documents? Please exclude letters and emails without attached document.

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) How much time did you spend reading work-related manuals or technical documents? Please exclude letters and emails without attached document.

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

CALCULATE

Variable name

Time spent on doing relatively complex calculations in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	329
Flow number	003

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks requiring the manipulation and transformation of numeric information in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent to do relatively complicated computations while working.

Implementation guidelines

The variable focuses on more complex computations than those that only involve integer numbers, i.e. calculations involving fractions, percentages, etc. The computations may involve the use of a calculator, software, or can be done manually or mentally.

Persons working in small/familiar companies, like cafes, groceries or shops, that regularly do elementary computations (mentally or not), without doing any more complex computation, are expected to answer "None of the working time".

In order to ensure comparability of answers across countries:

- examples of calculations from the model question shall be faithfully translated and included in national questions,
- national questions shall explicitly include using a calculator or software.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- $15 \leq \text{AGE} \leq 74$ and $\text{EMPSTAT}=1$

(In your (main) job) How much time do you spend doing relatively complicated calculations, such as fractions or percentages? This can include using a calculator or software.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

- $15 \leq \text{AGE} \leq 74$ and ($\text{EXISTPR} = 2, 3$ and ($\text{REFYEAR}-\text{YEARPR} = 0, 1$ or ($\text{REFYEAR}-\text{YEARPR}=2$ and $1 \leq \text{MONTHPR} \leq 12$ and $\text{MONTHPR} \geq \text{REFMONTH}$)))

(In your last job) How much time did you spend doing relatively complicated calculations, such as fractions or percentages? This can include using a calculator or software.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

PHYSICAL

Variable name

Time spent on doing hard physical work in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	330
Flow number	004

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks that primarily require energy and strength in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent on manual tasks that entail intense muscular power.

Implementation guidelines

Working physically refers to activities such as lifting, pushing, pulling or carrying objects, using heavy instruments, lifting or moving people (including children), assuming tiring or painful positions (including standing for a long time), using muscular strength in action (soldiers, policemen, guardians), cycling (delivery jobs) or professional sport activities.

Please note that working in tiring/painful positions does not refer to people having specific health problems, like shoulder or back pain. Only cases where the working conditions would be tiring/painful

for most people should be considered.

In order to ensure comparability of answers across countries, examples from the model question shall be faithfully translated and included in national questions.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) How much time do you spend doing hard physical work, such as moving heavy objects, lifting people or working in painful or tiring positions?

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) How much time did you spend doing hard physical work, such as moving heavy objects, lifting people or working in painful or tiring positions?

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

DEXTERITY

Variable name

Time spent on tasks involving finger dexterity in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	331
Flow number	005

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of fine motor skills entailed in different types of jobs, i.e. coordination of small muscles, in movements, usually involving the synchronisation of hands and fingers, with the eyes.

Definition

The variable describes the proportion of time spent by the respondent on tasks that entail finger dexterity.

Implementation guidelines

The question must focus on the skilful use of fingers, the ability to make precisely coordinated movements of the fingers in order to grasp, manipulate, or assemble objects. National question must stress that finger dexterity implies a certain extent of accuracy. Picking up the phone or picking fruits, for example, is not a relevant activity.

Task implying finger dexterity may include:

- Surgery, giving an injection, doing dental restoration,
- Drawing, painting,
- Repairing and assembling objects, machinery,
- Decorating pastries,
- Playing music instruments,
- ...

This variable however excludes the activities of typing (on a keyboard, smartphone...) and handwriting.

In order to ensure comparability of answers across countries:

- examples from the model question shall be faithfully translated and included in national questions,
- national questions shall explicitly excludes typing and handwriting.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) How much time do you spend carrying out precise tasks with your fingers, such as surgery, drawing or repairing objects? Please do not take into account typing or handwriting.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) How much time did you spend carrying out precise tasks with your fingers, such as surgery, drawing or repairing objects? Please do not take into account typing or handwriting.

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

COMMINT

Variable name

Time spent on interacting with people from the same enterprise or organisation in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	332
Flow number	006

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks that involve interaction, in the sense of verbal communication for work purposes, with people from the same enterprise or organisation, in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent interacting with people from the same enterprise or organisation. Interaction should be understood here as verbal communication for work purposes.

Implementation guidelines

The actual **interaction with people** is a crucial element for this variable. An interaction means a situation where two or more people communicate with each other simultaneously. Interactions face-to-face, by phone or by video chatting shall be taken into account. Interactions in written form, by text messages or emails, shall not be taken into account.

If the respondent spontaneously answers that he/she has no co-workers, the code 5 “None of the working time” shall be used.

“Enterprise or organisation” refers to:

- A business, understood as a firm, a company (and not as a sector or industry),
- An organisation: association, government, non-governmental organization, political party, etc.

An enterprise may have one or several local units, each situated in geographically identified places.

People from the same enterprise or organisation shall include:

- People from the same enterprise or organisation, even if they work in another unit / department / building / local unit,
- Employers if they work in the same enterprise,
- Unpaid family workers working in the same enterprise,
- People supplied to the enterprise or organisation on a regular basis to perform activities related to the core business of the enterprise or organisation (for example, people working for a temporary employment agency).

Reversely, people working for a temporary employment agency should refer to people from the enterprise or organisation where they actually perform their work and not refer to the temporary employment agency. This applies, for example, to interimaire or intramuros working arrangement.

People from the same enterprise shall not include:

- Employers if they do not work in the same enterprise (for example, when employers are households),
- People performing activities that are subcontracted to another enterprise, even if regularly working, if performing activities are not related to the core business of the enterprise (such as cleaning or catering...),
- Manpower occasionally supplied to the enterprise by other enterprises, persons carrying out repair and maintenance work in the enquiry enterprise on behalf of other enterprises,
- One-person companies or workers on the payroll of a different companies, even if they work in the same co-working space, shared space.

Only interactions for working purposes shall be taken into account.

In order to ensure comparability of answers across countries:

- examples from the model question shall be faithfully translated and included in national questions,
- national questions shall explicitly state that only verbal communications for working purposes must be taken into account.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) How much time do you spend communicating verbally for work purposes with people from your business or organisation, such as colleagues and managers?

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

- $15 \leq \text{AGE} \leq 74$ and $(\text{EXISTPR} = 2, 3 \text{ and } (\text{REFYEAR-YEARPR} = 0, 1 \text{ or } (\text{REFYEAR-YEARPR}=2 \text{ and } 1 \leq \text{MONTHPR} \leq 12 \text{ and } \text{MONTHPR} \geq \text{REFMONTH})))$

(In your last job) How much time did you spend communicating verbally for work purposes with people from your business or organisation, such as colleagues and managers?

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

COMMEXT

Variable name

Time spent on interacting with people from outside the enterprise or organisation in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	333
Flow number	007

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks that involve the interaction, in the sense of verbal communication for work purposes, with people from outside the enterprise, in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent interacting with people from outside the enterprise for work purposes. Interaction should be understood here as verbal communication for work purposes.

Implementation guidelines

See 'Implementation guidelines' of COMMINT for the definition of interaction.

People from outside the same enterprise or organisation are people that are not from the same enterprise or organisation, as defined in 'Implementation guidelines' of COMMINT.

For example, people from outside the enterprise or organisation may include:

- Clients, customers, patients (for doctors, nurses...), pupils, students (for teachers...), children, elderly people, disable people (for nurses...), passengers (for drivers...), visitors (for people that work in museums...), the employers or the family of the employer in the case of people employed by a household (for housecleaners, private teachers...)...
- Workers of client companies, of supplier companies, bankers, people from outside the enterprise that are working on the same construction site...
- People from another organisation working in close cooperation.

Cashiers and general practitioners are for example expected to answer “All or most of the working time”.

In order to ensure comparability of answers across countries:

- examples from the model questions shall be faithfully translated and included in national questions,
- national questions shall explicitly state that only verbal communications for working purposes have to be taken into account.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) How much time do you spend communicating verbally for work purposes with people from outside your business or organisation, such as customers, suppliers, patients or pupils?

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) How much time did you spend communicating verbally for work purposes with people from outside your business or organisation, such as customers, suppliers, patients or pupils?

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

GUIDANCE

Variable name

Time spent on advising, training or teaching other people in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	334
Flow number	008

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	All or most of the working time
2	Half of the working time or slightly more
3	Some of the working time
4	Little of the working time
5	None of the working time
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of tasks that involve interaction with other people, in the sense of giving advice, training or teaching other people, in different types of jobs.

Definition

The variable describes the proportion of time spent by the respondent on advising, training or teaching other people from inside or outside the enterprise or organisation.

Implementation guidelines

As for the variables COMMINT and COMTEXT, the actual **interaction with people** is a crucial element for this variable. An interaction means a situation where two or more people communicate with each other simultaneously. Interactions face-to-face, by phone or by video chatting shall be taken into account. Interactions in written form, by text messages or emails, shall not be taken into account.

Recorded video lessons should not be taken into account as they do not imply social interaction.

Giving advice, training, teaching can be done in an informal setting.

Advice can be about personal (for example, in the case of a psychologist) or professional issues (for example, advising colleagues). Teaching can be about knowledge that may be useful in labour market or not. Teaching how to play a musical instrument shall be taken into account, among many other topics that are taught. Training can be about job practices (training new colleagues) or about any other topic (including sport).

Respondents are asked about when giving advice, training or teaching other people are implied by their main/last job. For example, giving one's colleague advice about non-work-related issues shall not be taken into account.

People can be from inside or outside the enterprise or organisation.

If the guidance/training is given to people inside the enterprise or organisation, it can be expected that the variable COMMINT is not coded as 5 (None of the working time), and if the guidance/training is given to people outside the enterprise or organisation, then COMMEXT would normally not be coded as 5 (None of the working time).

In order to ensure comparability of answers across countries, examples from the model question shall be faithfully translated and included in national questions.

The question only refers to the main/last job. For definition of job and main job, see "00_General definitions".

Even if respondents were asked in the beginning of the questionnaire to think about their (main)/last job for the entire module, it is recommended stressing it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

In your (main) job, how much time do you spend advising, training or teaching other people, such as customers, students or colleagues?

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

In your last job, how much time did you spend advising, training or teaching other people, such as customers, students or colleagues?

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

JOBAUTON

Variable name

Degree of autonomy on tasks in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	335-336
Flow number	009

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

11	Large or very large autonomy on both order and content
12	Large or very large autonomy on order and some autonomy on content
13	Large or very large autonomy on order and little or no autonomy on content
21	Some autonomy on order and large or very large autonomy on content
22	Some autonomy on both order and content
23	Some autonomy on order and little or no autonomy on content
31	Little or no autonomy on order and large or very large autonomy on content
32	Little or no autonomy on order and some autonomy on content
33	Little or no autonomy on both order and content
Blank	Not stated
99	Not applicable

Purpose

The variable aims to measure the autonomy of the respondent in different types of jobs.

Definition

The variable intends to identify how far the respondent can influence the way work is carried out. It covers the two dimensions of influence on (1) the order and (2) the content of the tasks. The variable measures the extent to which the respondent thinks he/she can influence them. Consequently, it does not measure the actual influence but the subjective perception of it.

Implementation guidelines

Influencing the content of tasks means that respondents have a certain freedom to decide on how to fulfil their tasks: this means the approaches, methods, tools or used information sources. Respondents may also have freedom to decide about the scope or exact characteristics of the output.

In order to ensure comparability of answers across countries, examples from the model question (i.e. “*scope, method or tools*”) shall be faithfully translated and included in national questions.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

The question is similar to the one included in the LFS 2019 module on “Work organisation and working time arrangements”.

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) To what extent can you influence the order of your tasks?

- To a large or very large extent
 - To some extent
 - To little or no extent
- No answer

(In your (main) job) To what extent can you influence the content of your tasks? For example, you may influence the scope, method or tools for your tasks.

- To a large or very large extent
 - To some extent
 - To little or no extent
- No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) To what extent could you influence the order of your tasks?

- To a large or very large extent
 - To some extent
 - To little or no extent
- No answer

(In your last job) To what extent could you influence the content of your tasks? For example, you may have influenced the scope, method or tools for your tasks.

- To a large or very large extent
 - To some extent
 - To little or no extent
- No answer

Transcoding table

Entry Filter	Jobauton_Q1	Jobauton_Q2	JOBAUTON
in	1	1	11
	1	2	12
	1	3	13
	1	NA	Blank
	2	1	21
	2	2	22
	2	3	23
	2	NA	Blank
	3	1	31
	3	2	32
	3	3	33
	3	NA	Blank
	NA	1	Blank
	NA	2	Blank
	NA	3	Blank
	NA	NA	Blank
out			99

REPETITIVE

Variable name

Repetitiveness of tasks in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	337
Flow number	010

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	To a very large extent
2	To a large extent
3	To some extent
4	To little extent
5	To no extent
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of the extent of repetitiveness of tasks in different types of jobs.

Definition

The variable describes to what extent tasks of the respondent are repetitive, i.e. this respondent implements similar tasks in the same way.

Implementation guidelines

The repetition in the same way refers to a work task that is implemented frequently without any variation/change/adaptation. For example, people answering to emails all day long should consider that their tasks are repetitive if the content of their emails is always similar. Also, professionals like hairdressers and telephone operators can consider that their tasks are repetitive.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

In order to ensure comparability of answers across countries, the phrase “*in the same way*” shall be faithfully translated and included in national questions.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

To what extent does your (main) job involve tasks that are repeated in the same way?

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- No answer

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

To what extent did your last job involve tasks that were repeated in the same way?

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- No answer

PROCEDURE

Variable name

Tasks precisely described by strict procedures in main or last job

Specifications

Topic	Labour market participation
Detailed topic	Job skills
Standardisation	LFS variable
Periodicity	8-yearly
Minimum set of variables	No
Variable type	Collected
Column	338
Flow number	011

Filter

15 <= AGE <= 74 and (EMPSTAT = 1 or (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH))))

Filter labels

Persons aged 15 to 74 years who are currently in employment or who left their last employment in the last 24 months

Codes or value

1	To a very large extent
2	To a large extent
3	To some extent
4	To little extent
5	To no extent
Blank	Not stated
9	Not applicable

Purpose

The variable aims to provide a measure of standardization of tasks in different types of jobs.

Definition

The variable describes to what extent the respondent has to follow strictly defined procedures in order to accomplish work tasks.

Implementation guidelines

Strict procedures are rules specifying the timing and order of actions, the method to be used to perform a task and the use and communication of its results.

In order to ensure comparability of answers across countries, examples from the model question shall be faithfully translated and included in national questions.

The question only refers to the main/last job. For the definition of “job” and “main job”, see “00_General definitions”.

If respondents were asked in the beginning of the questionnaire to think about their main/last job for the entire module, there may be no need to stress it again in the question for this variable.

Model question

- 15 <= AGE <= 74 and EMPSTAT=1

(In your (main) job) To what extent are your tasks precisely described by strict procedures, such as cooking recipes, medical protocols, construction plans?

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- *No answer*

- 15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))

(In your last job) To what extent were your tasks precisely described by strict procedures, such as cooking recipes, medical protocols, construction plans?

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- *No answer*

Model questionnaire

For all questions of this module, the **subjective perception** of the respondents should be recorded. Respondents should choose the answer modality that they found the most appropriate.

The model questionnaire is split in two parts:

A) For people currently in employment [15 <= AGE <= 74 and EMPSTAT=1]

B) For people not currently in employment and who left their last employment in the last 24 months [15 <= AGE <= 74 and (EXISTPR = 2, 3 and (REFYEAR-YEARPR = 0, 1 or (REFYEAR-YEARPR=2 and 1<=MONTHPR<=12 and MONTHPR ≥ REFMONTH)))]

A) For people currently in employment:

0. Intro: *I am going to ask you some questions about tasks of your (main) job. Please think about the usual situation to answer. If your tasks are varying from week to week, please refer to the most common situation in the last twelve working weeks.*

1. DIGITAL: *(In your (main) job) How much time do you spend working on a computer, tablet or smartphone? Please exclude phone calls.*

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

2. READING: *(In your (main) job) How much time do you spend reading work-related manuals or technical documents? Please exclude letters and emails without attached document.*

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

3. CALCULATE: *(In your (main) job) How much time do you spend doing relatively complicated calculations, such as fractions or percentages? This can include using a calculator or software.*

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time
- None of the working time

No answer

4. PHYSICAL: *(In your (main) job) How much time do you spend doing hard physical work, such as moving heavy objects, lifting people or working in painful or tiring positions?*

- All or most of the working time
- Half of the working time or slightly more
- Some of the working time
- Little of the working time

- *None of the working time*

No answer

5. DEXTERITY: *(In your (main) job) How much time do you spend carrying out precise tasks with your fingers, such as surgery, drawing or repairing objects? Please do not take into account typing or handwriting.*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

6. COMMINT: *(In your (main) job) How much time do you spend communicating verbally for work purposes with people from your business or organisation, such as colleagues and managers?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

7. COMMEXT: *(In your (main) job) How much time do you spend communicating verbally for work purposes with people from outside your business or organisation, such as customers, suppliers, patients or pupils?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

8. GUIDANCE: *(Even if respondents were asked in the beginning of the questionnaire to think about their (main) job for the entire module, it is recommended stressing it again in this question.) In your (main) job, how much time do you spend advising, training or teaching other people, such as customers, students or colleagues?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

9. JOBAUTON:

(In your (main) job) To what extent can you influence the order of your tasks?

- *To a large or very large extent*
- *To some extent*
- *To little or no extent*

No answer

(In your (main) job) To what extent can you influence the content of your tasks? For example, you may influence the scope, method or tools for your tasks.

- *To a large or very large extent*
- *To some extent*

- *To little or no extent*
- No answer

10. REPETITIVE: *To what extent does your (main) job involve tasks that are repeated in the same way?*

- *To a very large extent*
 - *To a large extent*
 - *To some extent*
 - *To little extent*
 - *To no extent*
- No answer

11. PROCEDURE: *(In your (main) job) To what extent are your tasks precisely described by strict procedures, such as cooking recipes, medical protocols, construction plans?*

- *To a very large extent*
 - *To a large extent*
 - *To some extent*
 - *To little extent*
 - *To no extent*
- No answer

B) For people not currently in employment and who left their last employment in the last 24 months:

0. Intro: *I am going to ask you some questions about tasks you performed in your last job. Please think about the usual situation to answer. If your tasks were varying from week to week, please refer to the most common situation in the last twelve working weeks.*

1. DIGITAL: *(In your last job) How much time did you spend working on a computer, tablet or smartphone? Please exclude phone calls.*

- *All or most of the working time*
 - *Half of the working time or slightly more*
 - *Some of the working time*
 - *Little of the working time*
 - *None of the working time*
- No answer

2. READING: *(In your last job) How much time did you spend reading work-related manuals or technical documents? Please exclude letters and emails without attached document.*

- *All or most of the working time*
 - *Half of the working time or slightly more*
 - *Some of the working time*
 - *Little of the working time*
 - *None of the working time*
- No answer

3. CALCULATE: *(In your last job) How much time did you spend doing relatively complicated calculations, such as fractions or percentages? This can include using a calculator or software.*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*

- *None of the working time*

No answer

4. PHYSICAL: *(In your last job) How much time did you spend doing hard physical work, such as moving heavy objects, lifting people or working in painful or tiring positions?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

5. DEXTERITY: *(In your last job) How much time did you spend carrying out precise tasks with your fingers, such as surgery, drawing or repairing objects? Please do not take into account typing or handwriting.*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

6. COMMINT: *(In your last job) How much time did you spend communicating verbally for work purposes with people from your business or organisation, such as colleagues and managers?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

7. COMMEXT: *(In your last job) How much time did you spend communicating verbally for work purposes with people from outside your business or organisation, such as customers, suppliers, patients or pupils?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

8. GUIDANCE: *(Even if respondents were asked in the beginning of the questionnaire to think about their last job for the entire module, it is recommended stressing it again in this question.) In your last job, how much time did you spend advising, training or teaching other people, such as customers, students or colleagues?*

- *All or most of the working time*
- *Half of the working time or slightly more*
- *Some of the working time*
- *Little of the working time*
- *None of the working time*

No answer

9. JOBAUTON:

(In your last job) To what extent could you influence the order of your tasks?

- *To a large or very large extent*
- *To some extent*
- *To little or no extent*
- *No answer*

(In your last job) To what extent could you influence the content of your tasks? For example, you may have influenced the scope, method or tools for your tasks.

- *To a large or very large extent*
- *To some extent*
- *To little or no extent*
- *No answer*

10. REPETITIVE: *To what extent did your last job involve tasks that were repeated in the same way?*

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- *No answer*

11. PROCEDURE: *(In your last job) To what extent were your tasks precisely described by strict procedures, such as cooking recipes, medical protocols, construction plans?*

- *To a very large extent*
- *To a large extent*
- *To some extent*
- *To little extent*
- *To no extent*
- *No answer*

Consistency checks

In addition to the usual checks for entry filter and range of values / intervals, Eurostat is going to implement on the “Job skills” micro-data the following checks for consistency between variables:

1. **IF COMMINT = 5 (None of the working time) and COMMEXT = 5 (None of the working time) and GUIDANCE = 1-4 → Please check**
This combination means that the person spends none of his/her working time verbally communicating for work purposes, however spends some time advising, training or teaching other people.
2. **IF COMMINT = 5 (None of the working time) and COMMEXT = 5 (None of the working time) and SUPERVISOR = 1 → Please check**
This combination means that the person spends none of his/her working time verbally communicating for work purposes, however supervises other people.
3. **IF COMMINT = 5 (None of the working time) and COMMEXT = 5 (None of the working time) and MAINCLNT = 1-5 → Please check**
This combination means that the person spends none of his/her working time verbally communicating for work purposes, however has clients.