

## EDUCATION-JOB REQUIREMENT MATCHING PROJECT

# Case Study Interview

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### Introduction

First I'm going to ask you a few questions about your current general employment status and unpaid work. Next, we'll talk about your formal and more informal learning activities. Then, we'll discuss your specific job, the association between your job and your knowledge, some other details of the work process and recent changes in your job. We'll finish with a few other personal background and general policy questions, to enable comparison of your responses to others. There are no right or wrong answers; and, if there are questions you don't want to answer, that's OK too. Your confidentiality is totally assured. **[ASK FOR PERMISSION TO RECORD INTERVIEW].**

### A. Employment Profile: Filtering Question(s)

Screen to confirm selection of employed labour force, including declared self-employed/contract workers at this workplace for more than six months. [S2\_2]

QUESTIONS AND INSTRUCTIONS	CODES
A1. <b>What is your current employment status?</b> [Working for wage/salary or self-employed/contract worker here more than six months?]	_____ _____
A2. <b>For how many WEEKS/MONTHS during the last 12 months were you employed?</b>  <i>INTERVIEWER: paid absence from work, for example paid vacation, paid sick leave, etc. count as being employed.</i>  <b>IF WORK LESS THAN SIX MONTHS, SELF-EMPLOYED OR OTHER EMPLOYMENT ARANGMENT, RESPONDENT IS NOT ELIGIBLE FOR INTERVIEW.THANKS AND END INTERVIEW</b>	_____ weeks  _____ months
A3. <b>Respondent Gender</b>  <i>INTERVIEWER: Enter respondent's gender</i>	_____
A4. <b>In what year were you born?</b>	_____

## B. Paid Work

QUESTIONS AND INSTRUCTIONS	CODES
<p><b>B2. How many hours did you usually work FOR PAY in a normal week?</b></p> <p><i>INTERVIEWER: if asked, main job is the one that earns you the most money, offers the most security, or the most hours.</i></p>	<p>_____ hours</p>
<p><b>B3. How would you describe the hours you usually work?</b> [Regular daytime schedule or shift, a regular evening shift, a regular night shift, a rotating shift, a split shift, on call or casual, or an irregular schedule?]</p> <p><i>INTERVIEWER: 'On call' means no prearranged schedule but called as need arises (for example, a substitute teacher). 'Irregular schedule' is usually prearranged one week or more in advance.</i></p>	<p>_____</p> <p>_____</p>
<p><b>B4. How long have you been in the labour force?</b></p>	<p>_____</p>
<p><b>B5. For how many years have you been employed by the organization where you now work?</b></p>	<p>_____</p>
<p><b>B6. And for how many years have you been employed at the job you hold now?</b></p> <p><i>INTERVIEWER: If there have been small changes or minor ongoing changes in the job R currently has, ask them to think about this as the job they now hold.</i></p>	<p>_____</p>
<p><b>B7. How satisfied are you with your job?</b> [Very satisfied, somewhat satisfied, neither satisfied nor dissatisfied, somewhat dissatisfied, or very dissatisfied]</p>	<p>_____</p>
<p><b>B8. Is your job permanent, that is, it has no specified end date, or is it temporary?</b></p>	<p>_____</p>
<p><b>B9. [If temporary job] Are you working on a temporary basis by your own choice?</b></p>	<p>1 Yes 2 No     ____ </p>
<p><b>B10. Given the choice, would you like to work more, less, or the same number of hours as you now work?</b></p> <p><i>INTERVIEWER: If required, the amount of salary earned would go up or go down as hours go up or down.</i></p>	<p>_____</p>
<p><b>B11. How likely is it that you will lose your main job in the next year?</b> [Very likely, somewhat likely, somewhat unlikely, or very unlikely?]</p>	<p>_____</p>
<p><b>B12. In the last five years did you get your first job, get a promotion, move to a new job, become unemployed, move from part-time to full-time or vice versa, or take time off for maternity or parental leave?</b> [Record any changer and probe]</p>	<p>_____</p> <p>_____</p>

## C. Unpaid Work

**Interviewer:** Start by pointing out that week has 168 hours. If, in addition to respondent's [x] employment hours, you sleep average of 7-8 hours a night, this leaves about [y] hours or so for most other activities most weeks.

QUESTIONS AND INSTRUCTIONS	CODES
<p><b>C1. In a TYPICAL week, how much time do you spend doing UNPAID housework activities including cooking, cleaning, shopping, home budgeting, yard work or home maintenance?</b></p> <p><i>INTERVIEWER: Includes any housework outside R's home for others that is unpaid.</i></p>	<p>_____ hours</p>
<p><b>C2. In a typical week, how much time do you spend looking after children WITHOUT pay?</b></p> <p><i>INTERVIEWER: This includes any children R has as well as other children, either in or outside their household.</i></p>	<p>_____ hours</p>
<p><b>C3. How much time do you spend caring for an elderly or disabled family member?</b></p> <p><i>INTERVIEWER: If required, we are still thinking about a typical week.</i></p>	<p>_____ hours</p>
<p><b>C4. In the past year did you do any unpaid volunteer work in any organization or group?</b></p>	<p>1 Yes 2 No  ____ </p>
<p><b>C5. What types of organizations did you volunteer for?</b></p> <p>1 political organization (includes political parties, social or environment issue organization, etc.)</p> <p>2 cultural educational or hobby group (theatre group, book club, bridge club, etc.)</p> <p>3 religious organization</p> <p>4 sports organization (baseball league, tennis club, etc.)</p> <p>5 service club (Kiwanis, Knight Columbus, Shiners)</p> <p>6 School or neighbourhood association (PTA, neighbourhood watch, rate payers, etc.)</p> <p>7 other groups or organizations (specify) _____</p> <p>d don't know</p> <p>r refused</p>	<p> ____ </p>
<p><b>C6. On average, how much time per week did you spend in these volunteer activities over the past year?</b></p>	<p>_____ hours</p>

### D. Education

QUESTIONS AND INSTRUCTIONS	CODES
<p><b>D1. What is the highest level of education you have obtained?</b></p> <ul style="list-style-type: none"> <li>1 no school</li> <li>2 elementary school</li> <li>3 some high school</li> <li>4 completed high school</li> <li>5 high school equivalency</li> <li>6 some community college/cegep</li> <li>7 certificate/diploma community college / cegep</li> <li>8 some university</li> <li>9 completed undergraduate degree</li> <li>10 some professional studies</li> <li>11 completed professional degree</li> <li>12 some graduate university</li> <li>13 completed graduate degree</li> <li>d don't know</li> <li>r refused</li> </ul> <p><b>Interviewer:</b> If required read list and stop when R gives an answer.  <b>If level incomplete, specify reason</b> _____.</p>	<p>_____</p>
<p><b>D2. What was the last year you were in this educational program?</b></p>	<p>_____</p>
<p><b>D3. When you were in high school, were you thinking about preparing for the later job market? Preparing for any particular type of work? What high school program were you in [specify university/community college/vocation/ general program]? How well did you do? Please also tell me about any formal education after high school. What did you study and why? How well did you do?</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>
<p><b>D4. What is your general assessment of how well designed your formal education was and how do you feel about it now.</b></p>	<p>_____</p>
<p><b>D5. Where was your highest level of formal education obtained: Canada, other country?</b></p>	<p>_____</p>
<p>[If other country]</p> <p><b>D6. How comparable do you think this education is to Canadian education?</b></p>	<ul style="list-style-type: none"> <li>1 The same</li> <li>2 Very similar</li> <li>3 Somewhat different</li> <li>4 Significantly different</li> <li>d don't know</li> <li>r refused</li> </ul> <p>_____</p>
<p><b>D7. At any time during the past year did you receive ANY FORMAL training or education including courses, private lessons, correspondence courses (written or electronic), workshops, apprenticeship training, arts, crafts, recreation courses, or any other training or education no matter how long or short? [S6_3 Any formal education in last year]</b></p> <p><b>Interviewer:</b> This includes any organized instruction by a designated instructor but does not include informal on-the-job training.</p> <ul style="list-style-type: none"> <li>1 yes</li> <li>5 no</li> <li>d don't know</li> <li>r refused</li> </ul>	<p>_____</p>

<p>D_. [If yes] <b>Specify credit program (1-5) or course type (6-16).</b>[NEW]  <b>[combination S6_6 1-7 and S6_9 1-9 codes]</b>                  1 high school diploma                  2 community or private college certificate                  3 private arts school, business college or technical school                  4 university degree                  5 trades certificate or license  <b>6 professional license</b>  <b>7 job entry training</b>  <b>8 job or career upgrading</b>  <b>9 occupational health and safety/environmental protection</b>  <b>10 computer training</b>  <b>11 english as a second language</b>  <b>12 french as a second language</b>  <b>13 basic reading, writing and numeric skills</b>  <b>14 human rights, anti-discrimination, anti-racism</b>  <b>15 general interest, hobby, etc.</b>  <b>16 other (specify)</b>                  d don't know                  r refused</p>	
<p>D8. <b>What motivated you to take this course/program? Please specify.</b>                  _____</p>	_____
<p>D9. <b>Who contributed towards the direct expenses for this course(s)? Was it you personally or your family, an employer, a government agency, a union or professional association, or someone else?</b></p>	_____
<p>D10. <b>During the past year were there any FORMAL training or education programs, or courses that you WANTED TO TAKE for any reason including for your career or job, hobby, recreation, or personal interest and so on, BUT DID NOT?</b></p>	_____
<p>[If yes]                  D12. <b>What were your reasons for not taking it?</b>                  1 do not need any more formal organized courses                  2 there are no relevant courses available                  3 courses are at inconvenient times and places                  4 lack of employer support                  5 family responsibilities such as taking care of children or other dependents                  6 do not have affordable child care                  7 poor grades or do not have the qualifications                  8 have a language barrier                  9 do not have the time                  10 health reasons                  11 physical or mental disability, whether long or short term                  12 courses are too expensive or you do not have money for courses                  13 courses and other schooling boring and narrow                  14 schools and other places that offer courses are unfriendly                  d don't know                  r refused</p>	_____
<p>D13. <b>Are you planning to take any FORMAL organized courses in the next few years?</b> [S8_4 Course plans]                  1 yes                  3 maybe                  5 no                  d don't know                  r refused</p>	_____

<p>D14. <b>If yes, why?</b> [NEW]                  1 Job related motivation                  2 General interests                  3 Other,                  d don't know                  r refused</p>	<p style="text-align: center;"> ____ </p>
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<p><b>QUESTIONS AND INSTRUCTIONS</b></p>	<p><b>CODES</b></p>
<p>[Ask all who took any recent courses or programs, D7=1: yes]  <b>Have the courses you took in the past year been very helpful, fairly helpful or not helpful for the following</b></p>	
<p>D15. ...increasing your income</p>	<p>1 very helpful                  2 fairly helpful                  3 not helpful  ____ </p>
<p>D16. ...keeping your job</p>	<p>1 very helpful                  2 fairly helpful                  3 not helpful  ____ </p>
<p>D17. ...get a promotion</p>	<p>1 very helpful                  2 fairly helpful                  3 not helpful  ____ </p>
<p>D18. ...do your job better</p>	<p>1 very helpful                  2 fairly helpful                  3 not helpful  ____ </p>
<p>D19. ...find or change jobs</p>	<p>1 very helpful                  2 fairly helpful                  3 not helpful  ____ </p>

<p>D20. <b>What is your mother tongue?</b></p>	<p>_____</p>
<p>D21. <b>How would you rate your general ability to learn new things?</b>   <i>INTERVIEWER: if asked we mean new things in general including new things at home, at work, of general interest and so on.</i></p>	<p>excellent                  good                  average                  somewhat below                  average                  fairly poor  ____ </p>
<p>D22. <b>Are your computer skills much higher, higher, the same, lower, or much lower than the requirements of your (main) job?</b></p>	<p>much higher,                  higher,                  the same,                  lower,                  much lower  ____ </p>

## Informal Learning

Now, please think about ANY INFORMAL LEARNING you have done during the last year OUTSIDE of formal or organized courses. You may spend a little time or a lot of time on it. This includes anything you do either by yourself or with other people to gain knowledge, skill or understanding. [S12 Intro]

### E. Employment Related Informal Learning

First, let's talk about any INFORMAL learning activities OUTSIDE OF COURSES that have some connection with your PAID EMPLOYMENT. This includes any INFORMAL learning you did by yourself or with others in the last year.

**Interviewer:** If required, remind R this does not include formal learning such as going to college or school or formal learning at work, school etc. and only refers to informal learning related to their employment.

QUESTIONS AND INSTRUCTIONS	CODES
E1. Have you done any informal learning to keep up with new general knowledge in your occupation during the last year? _____	1 Yes 2 No  ____
E2. Informal learning of new job tasks? _____	1 Yes 2 No  ____
E3. Learning about computers? _____	1 Yes 2 No  ____
E4. Learning about new equipment? _____	1 Yes 2 No  ____
E5. Organizational or managerial skills? _____	1 Yes 2 No  ____
E6. Budgeting or financial management? _____	1 Yes 2 No  ____
E7. Teamwork, problem solving, or communications skills? _____	1 Yes 2 No  ____
E8. Learning about employment conditions or workers rights? _____	1 Yes 2 No  ____
E9. Politics in the workplace? _____	1 Yes 2 No  ____
E10. Language and literacy? _____	1 Yes 2 No  ____
E11. Health and safety? _____	1 Yes 2 No  ____

QUESTIONS AND INSTRUCTIONS	CODES
<p>E12. Thinking about all the informal learning you have been doing in the last year that is related to your employment; about how many hours did this amount to IN A TYPICAL WEEK? (Just give us your best guess in hours spent.)</p> <p>_____</p>	<p>_____ hours</p>
<p style="text-align: center;"><b>For each of the following please tell me if your informal learning has been ... [1] very helpful, [2] fairly helpful, or [3] not helpful?</b></p>	
<p>E13. First, how helpful has your informal learning been in helping you to <u>increase your income</u>? [Probe]</p> <p>_____</p>	<p>1 very helpful 2 fairly helpful 3 not helpful?  ____ </p>
<p>E14. How helpful has your informal learning been <u>to keep your job</u>?</p> <p>_____</p>	<p>1 very helpful 2 fairly helpful 3 not helpful?  ____ </p>
<p>E15. How helpful has your informal learning been to <u>get a promotion</u>?</p> <p>_____</p>	<p>1 very helpful 2 fairly helpful 3 not helpful?  ____ </p>
<p>E16. How helpful has your informal learning been to <u>do your job better</u>?</p> <p>_____</p>	<p>1 very helpful 2 fairly helpful 3 not helpful?  ____ </p>
<p>E17. How helpful has your informal learning been to <u>find or to change jobs</u>?</p> <p>_____</p>	<p>1 very helpful 2 fairly helpful 3 not helpful?  ____ </p>

## F. Volunteer Work Related Informal Learning

[Skip if Respondent did no volunteering last year]

QUESTIONS AND INSTRUCTIONS	CODES
<p>Now, please think about ANY INFORMAL LEARNING you have done during the last year OUTSIDE of formal or organized courses that is related to volunteering activities.</p> <p>Did you learn anything by yourself or with others about any of the following related to your volunteer activities in the last year?</p> <p><i>INTERVIEWER: if required, remind R this does not include formal learning and only refers to informal learning related to their volunteer activities in the last year.</i></p>	
F1. First, learning about computers? _____	1 Yes 2 No  ____
F2. Organizational or managerial skills? _____	1 Yes 2 No  ____
F3. Budgeting or financial management? _____	1 Yes 2 No  ____
F4. Teamwork, problem solving, or communications skills? _____	1 Yes 2 No  ____
F5. Interpersonal skills? _____	1 Yes 2 No  ____
F6. Health and well being? _____	1 Yes 2 No  ____
F7. Learning about new equipment? _____	1 Yes 2 No  ____
F8. Language skills? _____	1 Yes 2 No  ____
F9. Increased knowledge about social, political or environmental issues? _____	1 Yes 2 No  ____

QUESTIONS AND INSTRUCTIONS	CODES
F10. Thinking about all the informal learning you did in the last year that is related to all your volunteer activities, about how many hours did this amount to IN A TYPICAL WEEK? Just give us your best guess.	_____ hours
F11. How helpful has your volunteer-related informal learning been in helping you to do your job better? <i>Would you say very helpful, fairly helpful, or not helpful?</i> _____	1 very helpful 2 fairly helpful 3 not helpful?  ____

**G. Housework Related Informal Learning**

QUESTIONS AND INSTRUCTIONS	CODES
Think of any informal learning you have done on your own or with others in relation to household related work in the last year. For each of the following please tell us if you have learned anything outside a formal class in the last year about household related work.	
G1. First, is there anything you learned about home repair and maintenance in the last year? _____	1 Yes 2 No   ____
G2. What about cooking? _____	1 Yes 2 No   ____
G3. Parenting and childcare? _____	1 Yes 2 No   ____
G4. Caring for the elderly? _____	1 Yes 2 No   ____
G5. Intimate relationships? _____	1 Yes 2 No   ____
G6. Health and well being? _____	1 Yes 2 No   ____
G7. Learning about new equipment or appliances? _____	1 Yes 2 No   ____
G8. Renovation, landscaping or gardening skills? _____	1 Yes 2 No   ____
G9. Learning about computers? _____	1 Yes 2 No   ____
G10. Budgeting or financial management? _____	1 Yes 2 No   ____
G11. Organization or management skills? _____	1 Yes 2 No   ____
G12. Team work, problem solving or communication skills? _____	1 Yes 2 No   ____
G13. Interpersonal skills? _____	1 Yes 2 No   ____

QUESTIONS AND INSTRUCTIONS	CODES
G14. Thinking about all the informal learning you did in the last year that is related to your household related work, how many hours did this amount to IN A TYPICAL WEEK? Just give us your best guess.	_____ hours
G15. Has your informal learning been very helpful, fairly helpful, or not helpful in helping you do your job better? _____	1 very helpful 2 fairly helpful 3 not helpful?   ____

**H. Informal Learning about General Interests**

<p>Here is a list of other things that people learn outside of formal classes. These are not directly related to employment, household work, or volunteer activities but related to your general interests. For each of the following please tell me if you learned anything about these areas of general interest by yourself or with others outside of a formal class in the last year.</p>	
<p>H1. First, what about sports or recreation? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H2. What about cultural traditions or customs? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H3. And leisure or hobby skills? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H4. Social skills and personal development? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H5. Health and well being? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H6. Finances? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H7. Learning about computers? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H8. Language skills? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H9. Science and technology? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H10. Intimate relationships? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H11. Religion or spirituality? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H12. Social, political or environmental issues? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H13. Have you done any other general interest learning in the last year? _____</p>	<p>1 Yes 2 No   ____ </p>
<p>H14. Thinking about all the informal general interest learning you did in the last year that was NOT related to employment, community volunteer activities or housework, about how many hours did this amount to IN A TYPICAL WEEK? Just Give us your best guess.</p>	<p>_____ hours</p>
<p>H15. Has your general interest informal learning been very helpful, fairly helpful, or not helpful in helping you do your job better? (Probe)</p>	<p>[1] very helpful [2] fairly helpful [3] not helpful?   ____ </p>
<p>H16. <b>**Conclude this section by asking for general reflection on relevance of any unpaid work, and informal learning, respectively, to do their job well.</b>[Probe re most helpful learning]</p>	

## I. Occupational Information

QUESTIONS AND INSTRUCTIONS	CODES
11. What is your occupation* and your specific job title? Do you have a written job description? If so, what does it specify? Give a detailed description of your actual activities on a typical day, including tasks not specified in your job description. [PROBE FOR personal account of main activities and work techniques used]	
12. How would you describe the basic work of your organization? [Compare to national survey question: What kind of business, industry or service is this? Please be specific, for example: road maintenance, secondary school, municipal police, wheat farm, retail shoe store, temporary help agency, full-service garage, trapping.	_____
13. Interviewer: Register type of organization or company. [1 private company / 2 non-profit organization (if asked Red Cross, Credit Union, Co-operatives, etc.) / 3 public sector / 4 government owned company / 5 federal provincial or municipal ministry or agency]	[1] private company [2] non-profit organization (if asked Red Cross, Credit Union, Co-operatives, etc.) [3] public sector [4] government owned company [5] federal provincial or municipal ministry or agency] _____
[If occupation indicates managerial or supervisory role – REGISTER AND SKIP I4] 14. Do you have a managerial or supervisory role at your place of work?	1 Yes 2 No _____
15. [If yes to I4 or managerial job title] Which of the following best describes the supervisory role you have at your place of work? Would you say you are a top manager of a plant, branch or division of an organization, upper level manager, middle level manager, lower managerial position, supervisor, or foreperson? [1 top manager of a plant, branch or division of an organization / 2 upper level manager / 3 middle level manager / 4 lower managerial position / 5 supervisor / 6 foreperson]	[1] top manager of a plant, branch or division of an organization [2] upper level manager [3] middle level manager [4] lower managerial position [5] supervisor [6] foreperson] _____
16. [Interviewer: IF POSSIBLE DO NOT ASK, REGISTER NUMBER OF EMPLOYEES] How many people are employed by the entire organization you work in? [1 or 2 / 3 to 10 / 11 to 49 / 50 - 99 / 100 - 249 / 250 - 499 / 500 - 999 / 1,000 or more employees]	
We would like to know about your employment history in some more detail.	
17. At what stage in your life and how did you first become interested in taking up your current line of employment or career? What were your first relevant work experiences?	
18. How did you originally get a job in this organization (applied to advert, recruited, referred by friends, applied on chance, ...)? If current job different, how did you get it?	_____

19. <b>What are your future career plans?</b> (Stay in current job, promotion, seek job elsewhere, not sure...) <b>Why?</b>	_____
110. <b>Have you actively sought other another job recently?</b>	1 Yes 2 No  ____
112. [Interviewer code for this item, don't ask]. <b>Is there a trade union at your workplace?</b>	1 Yes 2 No  ____
113. [Ask only if uncertain] <b>Do you currently belong, or have you belonged in the last year to a union?</b>	1 Yes 2 No  ____
114. [ASK IF NOT UNION MWMBER] <b>Do you currently belong to an organization that represents the members of your occupation?</b>	1 Yes 2 No  ____
115. [If union and/or association member] <b>Which of the following BEST describes your involvement in your union or association: not involved, attend meetings, active on issues or committees, have held appointed position, or have run for elected position?</b> [1 not involved / 2 attend meetings / 3 active on issues or committees / 4 have held appointed position / 5 have run for elected position]  <i>INTERVIEWER: if R gives more than one answer code the highest number, i.e. if R say 2 and 4 code 4.</i>	[1] not involved [2] attend meetings [3] active on issues or committees [4] have held appointed position [5] have run for elected position
116. [If union or association member] <b>Have you ever attended a union or association education course?</b>	1 Yes 2 No  ____
117. [If yes] <b>What courses?</b> [1 equity issues, anti-discrimination / 2 health and safety / 3 apprenticeships / 4 computer training / 5 reading and learning skills / 6 other skills upgrading / 7 economic and political education / 8 <b>steward training</b> / 9 other (specify)]  <i>INTERVIEWER: DO NOT READ LIST,</i>	1 equity issues, anti-discrimination 2 health and safety 3 apprenticeships 4 computer training 5 reading and learning skills 6 other skills upgrading 7 economic and political education 8 <b>steward training</b> 9 other (specify)  _____
118. [If yes] <b>How has this course(s) affected your activity in the union or association?</b> [1 increased greatly / 2 increased / 3 stayed the same / 4 decreased / 5 decreased greatly]	[1] increased greatly [2] increased [3] stayed the same [4] decreased [5] decreased greatly

## J. Learning and Work Relations

QUESTIONS AND INSTRUCTIONS	CODES
<p>J1. To what extent do you think you have been able to use (a) your school knowledge (b) formal on-the-job training and (d) information from other learning activities in doing this job?</p> <p>[Probe for examples and distinction between generic understanding and narrower specific knowledge]</p>	<p>_____</p> <p>_____</p>
<p>J2. What certification or a license, if any, was required to qualify for your job?</p> <p><i>INTERVIEWER: receiving a degree or diploma does not count as certification or license.</i></p>	<p>1 Yes</p> <p>2 No  ____ </p>
<p>J3. [If certified] About how long did it take you to get this license or certification?</p>	<p>_____ months</p> <p>_____ years</p>
<p>J4. Beyond formal schooling, how long did it take for you to learn to adequately perform your job? [few days or less / a week to a month / 1 to 3 months / more than 3 months up to 6 months / more than 6 months up to 1 year / 1 to 3 years / more than 3 years / depends on the person]</p> <p><i>Interviewer: If R provides a non-time related answer say, "well in terms of days, months, or years, how much?" If required, read the list.</i></p>	<p> ____ </p>
<p>J5. How did you learn to do this job (any initial instruction, further training, self-study)?</p>	<p>_____</p>
<p>J6. What have you learned by doing the job that you did not or could not learn during formal instruction?</p> <p>[Probe for job-specific and more general abilities acquired. Any surprises?]</p>	<p>_____</p> <p>_____</p>
<p>J7. What formal qualifications were required by the employer for you to be hired by this organization and, if different, to get current job (formal education, experience, skill demonstration, other things)?</p>	<p>_____</p> <p>_____</p>
<p>J8. What general formal education is required for new applicants or for people who want to do the type of job you do?</p> <p>[1] no special education requirements</p> <p>[2] elementary school only</p> <p>[3] some high school</p> <p>[4] completion of high school</p> <p>[5] equivalent of high school completion</p> <p>[6] some community college</p> <p>[7] certificate/diploma community college/cegep/etc.</p> <p>[8] some university</p> <p>[9] completion of an undergraduate university degree</p> <p>[10] some professional studies</p> <p>[11] completion of professional degree</p> <p>[12] some graduate university</p> <p>[13] completion of graduate university degree</p>	<p> ____ </p>

<p><b>J9. In your own experience, what general level of education is really needed to perform the tasks of your job?</b> [1 no special education requirements / 2 elementary school only / 3 some high school / 4 completion of high school / 5 equivalent of high school completion / 6 some community college / 7 certificate/diploma community college/cegep/etc. / 8 some university / 9 completion of an undergraduate university degree / 10 some professional studies / 11 completion of professional degree / 12 some graduate university / 13 completion of graduate university degree]</p> <p>[1] no special education requirements  [2] elementary school only  [3] some high school  [4] completion of high school  [5] equivalent of high school completion  [6] some community college  [7] certificate/diploma community college/cegep/etc.  [8] some university  [9] completion of an undergraduate university degree  [10] some professional studies  [11] completion of professional degree  [12] some graduate university  [13] completion of graduate university degree</p>	
<p><b>J10. How closely is your job related to your formal education? Is it closely related, somewhat related, or not at all related?</b></p>	<p>[1] closely related  [2] somewhat related  [3] not at all related</p>
<p><b>J11. In terms of your schooling, do you feel you are very overqualified somewhat overqualified, adequately qualified, somewhat underqualified or very underqualified for your current job?</b></p>	<p>1 very overqualified  2 somewhat overqualified  3 adequately qualified  4 somewhat underqualified  5 very underqualified</p>
<p><b>J12. Do you have more, about the same, or less <u>knowledge</u> about your job compared to the knowledge your job actually requires?</b> [1 much more / 2 more / 3 about the same/ 4 less / 5 much less]</p>	<p>[1] much more  [2] more  [3] about the same  [4] less  [5] much less]</p>
<p><b>J13. Do you have more, about the same, or fewer <u>skills</u> for your job compared to the skills your job actually requires?</b> [1 much more / 2 more / 3 about the same/ 4 less / 5 much less]</p>	<p>[1] much more  [2] more  [3] about the same  [4] less  [5] much less]</p>
<p><b>J15. What sorts organizational programs are provided for career development opportunities for workers like you?</b> [NEW][Probe for examples].</p>	<p>[1] not involved  [2] attend meetings  [3] active on issues or committees  [4] have held appointed position  [5] have run for elected position</p>

## K. Labour Process Control

QUESTIONS AND INSTRUCTIONS	CODES
<p>K1. Think of policy-making at your main workplace; that is, making decisions about such things as the products or services delivered, the total number of people employed, budgets, and so forth. Do you participate in making these kinds of decisions, or even provide advice about them?</p>	<p>1 Yes 2 No <input type="checkbox"/></p>
<p>K2. [If Yes]Do you make decisions yourself, make decisions as a member of a group, make decisions subject to approval, or only provide advice?</p> <p>[1 make decisions yourself / 2 make decisions as member of a group / 3 make decisions subject to approval / 4 only provide advice]</p> <p>[Probe re who supervises you and how? Who do you supervise and how? Where do you fit in the authority structure of the organization? [Authority role]]</p>	
<p>K3. How much choice do you have in the way you perform the tasks of your job? READ LIST</p> <p>1 design and plan all my own projects/tasks 2 plan many of my projects/ tasks 3 some choice in how to perform tasks 4 just follow instructions]</p> <p>[Probe] To what extent do you control the design/planning, performance and modification of your actual job tasks? What kinds of problems do you have to deal with? Give examples of usual and unusual ones. Are there things that you do not tell your supervisor? If so, why not? [Technical control]</p>	
<p>K4. When a project is completed in your workplace, to what extent do employees get to provide input on what worked, what didn't and lessons for the future? [1 great deal / 2 moderate amount / 3 a little / 4 not at all]</p>	<p>[1] great deal [2] moderate amount [3] a little [4] not at all</p>
<p>K5. Please tell me if you strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree, or strongly disagree with the following: Your job often requires you to learn new skills? [1 strongly agree / 2 somewhat agree / 3 neither agree nor disagree / 4 somewhat disagree / 5 strongly disagree]</p>	<p>[1] strongly agree [2] somewhat agree [3] neither agree nor disagree [4] somewhat disagree [5] strongly disagree</p>
<p>K6. Management regularly encourages workers in my job to acquire more skills and knowledge. [1 strongly agree / 2 somewhat agree / 3 neither agree nor disagree / 4 somewhat disagree / 5 strongly disagree]</p>	<p>[1] strongly agree [2] somewhat agree [3] neither agree nor disagree [4] somewhat disagree [5] strongly disagree</p>
<p>K7. How often do you find your job too stressful: would you say all of the time, most of the time, about half the time, seldom or never? [1 all of the time / 2 most of the time / 3 about half the time / 4 seldom / 5 never]</p>	<p>[1] all of the time [2] most of the time [3] about half the time [4] seldom [5] never]</p>

<p>K8. In the last year, at work, have you been discriminated against, in any way by anyone you've had contact with?  <i>INTERVIEWER, if asked, by discrimination we mean: being treated differently or unfairly because of a personal characteristic or distinction such as race, ethnic origin, religion, age, sex, sexual orientation, or disability.</i></p>	<p>1 Yes                  2 No <input type="checkbox"/></p>
<p>K9. Specify grounds of discrimination. [NEW, in case study]</p>	
<p>K10. Do you feel there are any barriers (disability, race, gender, age, occupational class) faced by other employees in terms of recognition or encouragement by the employer? If yes, specify. [NEW, In case study]</p>	
<p>K11. Is there anything distinctive about the social composition (sex, race, ethnicity, age, social class, disability, religions, etc.) of your workplace? If yes, any accommodation for this differences? [NEW, In case study]</p>	

### L. Job Changes

QUESTIONS AND INSTRUCTIONS	CODES
<p>L1. In the last five years, has the level of skill required to perform your job increased, stayed about the same or decreased?                      _____</p>	<p>[1] increased                      [3] stayed the same                      [5] decreased</p>
<p>L2. In the last five years, to what extent have the work techniques and equipment (e.g. computers and software programs) you use on a regular basis in your job changed? Would you say a great deal, a moderate amount, a little, or not at all?                      _____</p>	<p>[1] a great deal                      [2] a moderate amount                      [3] a little                      [4] not at all</p>
<p>L3. What sorts of work reforms or major changes have occurred in your own work and in the organization of your workplace in the past five years or so? Which have been introduced by management and which by workers?                      _____</p>	<p>_____</p>
<p>L4</p>	
<p>L5. Compared to others in the same type of job, how well do you think you do your current job: above average, average or below average?                      _____</p>	<p>[1] above average                      [3] average                      [5] below average</p>
<p>L6. [NEW] How does your current job relate to your career aspirations?                      1 job much too low                      2 job somewhat too low                      3 job about right                      4 job somewhat exceeds my aspirations                      5 job much exceeds my aspirations                      d don't know                      r refused                      _____</p>	<p><input type="checkbox"/></p>

### M. Attitudes

Please tell me if you agree or disagree with the following general statements about the economy and employment relations	
M1. During a strike, management should be prohibited by law from hiring workers to take the place of strikers. Do you strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree, or strongly disagree? _____	1 strongly agree 2 somewhat agree 3 neither agree or disagree 4 somewhat disagree 5 strongly disagree  ____
M2. Corporations benefit owners at the expense of workers and consumers. Do you strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree, or strongly disagree? _____	1 strongly agree 2 somewhat agree 3 neither agree or disagree 4 somewhat disagree 5 strongly disagree  ____

### N. Health

QUESTIONS AND INSTRUCTIONS	CODES
N1. In general, would you say your health is excellent, very good, good, fair, or poor?  <i>INTERVIEWER: This question refers to long-term health, i.e., a condition lasting or expected to last more than 6 months. If the respondent suffers from a temporary injury, ask about his/her usual condition.</i>	1 excellent 2 very good 3 good 4 fair 5 poor  ____
N2. In the last five years, have there been any significant personal health changes in your life, such as major illness, major workplace-related injury, serious, disability, close family member illness, or health improvement?	1 yes (to one or more than one) 5 no  ____
N3. Do you have what you consider to be a disability?	1 Yes 2 No  ____
N4. If so, what is it?	1 physical 2 mental 3 learning 4 health 5 combination  ____

### O. Demographics/Personal Background

QUESTIONS AND INSTRUCTIONS	CODES
O1. In what country were you born?	_____
O2. In what year did you immigrate to Canada? [S24-2 Year immigrated to Canada]	_____
O3. How would you BEST describe your ethnicity? [would you say White, Chinese, South Asian, Black, Aboriginal, Arab or West Asian, Filipino, South East Asian, Latin American, Japanese or Korean?]	_____

### P. Household Status

QUESTIONS AND INSTRUCTIONS	CODES
<p>P1. Are you currently: married, living with a partner, separated, divorced widowed or have you never been married?</p>	<p>1 married                      2 living with a partner                      3 separated                      4 divorced                      5 widowed                      6 never been married  ____ </p>
<p>2 How many other people are in the household?                      [SPECIFY NUMBER IN EACH CATEGORY]</p>	<p>___ none                      ___ pre-school children                      ___ children in school                      ___ other relatives                      ___ others                      d don't know                      r refused  ____ </p>

### Q. Social Class, Income and Benefits

QUESTIONS AND INSTRUCTIONS	CODES
<p>Q1. IF YOU HAD TO CHOOSE one of the following names for your social class, which one would you say you belong to: upper class, upper middle class, lower middle class, working class, or lower class?</p> <p>1 upper class                      2 upper middle class                      3 lower middle class                      4 working class                      5 lower class                      6 R volunteers do not think of themselves as part of any class / (specify)                      7 R volunteers "middle" class</p> <p>_____</p>	<p> ____ </p>
<p>[IF MARRIED OR LIVING WITH PARTNER]</p> <p>Q2. Is your spouse or partner currently self employed, employed full-time or employed part-time in a job for pay or not employed at all?</p> <p>1 yes, employed full-time                      3 yes, employed part-time                      5 not employed at all</p>	<p> ____ </p>
<p>Q3. What is your spouse occupation, what does s/he do, please be as specific as possible?</p> <p>_____</p>	<p>_____</p>
<p>Q4. What is the highest level of formal education your mother obtained?</p> <p>1 did not go to school                      2 elementary school only                      3 some high school                      4 completed high school                      5 high school equivalency                      6 some community college/cegep                      7 certificate/diploma commercial collegeCEGEP                      8 some university                      9 completed undergraduate degree                      10 some professional studies                      11 completed professional degree                      12 some graduate university                      13 completed graduate degree</p>	<p> ____ </p>

<p><b>Q6. And what about your father? What is the highest level of formal education he obtained?</b></p> <p>1 did not go to school                  2 elementary school only                  3 some high school                  4 completed high school                  5 high school equivalency                  6 some community college/cegep                  7 certificate/diploma commercial college CEGEP                  8 some university                  9 completed undergraduate degree                  10 some professional studies                  11 completed professional degree                  12 some graduate university                  13 completed graduate degree</p>	<p style="text-align: center;"> __ </p>
<p><b>Q7. What is/was your father occupation, what do you do, please be as specific as possible?</b></p> <p>_____</p>	<p>_____</p>
<p><b>Q8. Could you please tell me how much income YOU PERSONALLY RECEIVED, from your own employment only, for the year ending December 31, 2002, before taxes and other deductions? To the nearest thousand dollars, what was your personal (employment) income?</b></p>	<p>1 Less than \$20,000                  2 \$20,000-\$29,999                  3 \$30,000-\$39,999                  4 \$40,000-\$49,999                  5 \$50,000-\$59,999                  6 \$60,000-\$69,999                  7 \$70,000-\$79,999                  8 \$80,000-\$89,999                  9 \$90,000-\$99,999                  10 \$100,000 +  __ </p>
<p><b>Q9. Could you please tell me how much income YOUR OVERALL FAMILY, from employment only, for the year ending December 31, 2002, before taxes and other deductions? To the nearest thousand dollars, what was YOU OVERALL FAMILY EMPLOYMENT INCOMES?</b></p>	<p>1 Less than \$20,000                  2 \$20,000-\$29,999                  3 \$30,000-\$39,999                  4 \$40,000-\$49,999                  5 \$50,000-\$59,999                  6 \$60,000-\$69,999                  7 \$70,000-\$79,999                  8 \$80,000-\$89,999                  9 \$90,000-\$99,999                  10 \$100,000 +  __ </p>
<p><b>Q6. Compared to a few years ago, are your income and benefits now much better, better, about the same, worse, or much worse?</b></p> <p>1 much better                  2 better                  3 about the same                  4 worse                  5 much worse                  7 R volunteers does not receive benefits</p>	<p style="text-align: center;"> __ </p>
<p><b>Q7. I receive a fair wage/salary for the job I do.</b></p> <p>1 strongly agree                  2 somewhat agree                  3 neither agree nor disagree                  4 somewhat disagree                  5 strongly disagree</p>	<p style="text-align: center;"> __ </p>

## R. General Education-Jobs Match Reforms

<p>I'd like to finish the interview with a few questions about your general views on relations between learning and paid employment.</p>	
<p><b>R1. What sorts of workplace changes would you like to see implemented in your workplace and organization? ... What are your reasons for saying this?</b></p>	<p>_____</p>
<p><b>R2. What do you think about the following proposals that would create more good jobs? [If not cited above]</b>                  (Check agree... disagree and note any thematic comments on each item)</p> <p><b>A. Make jobs wider in scope, more interesting and satisfying.</b></p> <p><b>B. Shorter normal workweek with full-time secure jobs for more people. [with wages unchanged? with somewhat reduced wages?]</b></p>	<p>_____</p>
<p><b>R3. learning-work suggestions for change based on own experience:]</b></p>	<p>_____</p>
<p><b>R3A__ Do you have any additional idea for better ways of organizing the workplace in order to increase workers' impact, knowledge or skill utilization?]</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>
<p><b>R3B__ Do you have any additional idea for better ways of organizing and offering learning opportunities in schools, workplaces and in society generally?]</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>
<p><b>R3C__ Do you have any additional idea on union culture or professional association-based learning and courses?</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>
<p><b>R3D__ Do you have any additional ideas on employer support for workers' education (both specific job training and general education?)</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>
<p><b>R4. Is there anything I missed or anything else you'd like to say about the things we've been talking about today?</b></p> <p>_____</p> <p>_____</p>	<p>_____</p>

Thanks a lot. I'd like to give you back a transcript of your responses to check and possibly follow up on a few points later.

**Name, address and phone number)**

\_\_\_\_\_