

Single Integrated Metadata Structure (SIMS)

Country: Greece

Compiling agency: ELSTAT

Domain name: JOB VACANCIES

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1. Contact Top	
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2. Introduction Top	
2.1 Introduction	The survey on Job Vacancies is a sample survey which is conducted on a quarterly basis and records the number of Job Vacancies by section of economic activity. It covers sections B-S of Nace Rev.2.

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3.1 Metadata last certified	October 2022
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4. Statistical presentation Top	
4.1 Data description	
Job Vacancies Statistics (JVS) provide information on the level and structure of labour demand. The country transmits to Eurostat the quarterly data on the number of job vacancies and the number of occupied posts as well as provides the quality report under the JVS framework regulation (EC) No 453/2008 and the two implementing regulations: the implementing regulation (EC) No 19/2009 on the definition of a job vacancy, the reference dates for data collection, data transmission specifications and feasibility studies, as well as the implementing regulation (EC) No 1062/2008 on seasonal adjustment procedures and quality reports.	
4.2 Classification system	
The quarterly data are broken down by economic activity (at section level) in accordance with NACE Rev.2 - Statistical classification of economic activities in the European Community. JVS covers enterprises with employment greater than or equal to three (3) individuals and belong to all economic activities except Nace Rev. 2 sections: A ('Agriculture, forestry and fishing'), T ('Activities of households as employers; undifferentiated goods and services producing activities of households for own use') and U ('Activities of extraterritorial organisations and bodies').	
Geographical coverage Greece, total.	
4.3 Sector coverage	
Statistics on Job Vacancies for the years 2005 - 2010 were compiled in line with Nace Rev.1.1, covering sections C-K. The data were produced at one-digit level of economic activity. From 2009 onwards the data are compiled in line with Nace Rev.2, covering sections B-S. The data are produced at one-digit level of economic activity.	

Therefore, there are two different data timeseries:

- Timeseries for 2005-2010, with data in line with Nace Rev.1.1 and
- Timeseries from 2009 onwards, with data in line with Nace Rev.2

4.4 Statistical concepts and definitions

The concepts and definitions of the basic variables used for the compilation of Job Vacancies are laid down in Regulations (EC) No 453/2008, (EC) No 1062/2008 and (EC) No 19/2009 of the European Parliament and of the Council.

Job vacancy means a paid post that is newly created, unoccupied, or about to become vacant, for which the employer is taking active steps and is prepared to take further steps to find a suitable candidate from outside the enterprise concerned and which the employer intends to fill either immediately or within a specific period of time. It should be noted that job vacancies refer only to employees.

A vacant post which is going to be filled by the following categories is not considered as Job Vacancy:

- An apprentice without remuneration coming either by the employer or the Social Securities funds
- Contractors which are not on the payroll list,
- Personnel who is re-hired or returns to the enterprise after a holiday paid, or not, leave
- Internal movement of a member of personnel inside the enterprise

Job Vacancies to be filled in immediately are job vacancies for full or part-time employment which are to be filled in within a period not longer than three months (starting day of the quarter is considered the first day of the third month of every calendar quarter).

Job Vacancies in the near future are job vacancies for full or part-time employment which are to be filled in within a period longer than three months (starting day of the quarter is considered the first day of the third month of every calendar quarter).

Full-time Job Vacancies are posts which are to be filled by employees whose regular working hours are the same as the collectively agreed or customary hours worked in the enterprise, even if their contract is for less than one year.

Part-time Job Vacancies are posts which are to be filled by employees whose regular working hours are less than the collectively agreed (set out in the collective or industry employment agreement) or customary hours worked in the enterprise.

Employees are the persons who work and receive remuneration in the form of wages or salaries and have a direct employment contract with the enterprise and are remunerated on the basis of the number of hours worked (full-time or part-time) and the duration of the contract (fixed or indefinite). The following categories are excluded: management personnel whose remuneration wholly takes the form of a share in profits, unpaid family workers and sales representatives who are not included in the payroll, i.e. they are self-employed.

Local unit of the enterprise is every local branch of the enterprise which is operating in a different physical place and may belong to a different branch of economic activity and it is located in another Regional Unit.

Total of local units located in the same Regional Unit and belonging to the same branch of economic activity is the number of all local units of the enterprise located in the same Regional Unit and belonging to the same branch of economic activity. The local units of the enterprise located in the same Regional Unit but belong to different branches of economic activity are separate totals of local units. Additionally, the local units belonging to the same branch of economic activity but located in different Regional Units are separate totals of local units.

Regional Unit is a geographical area and it is defined in accordance with the Municipalities under Kallikratis Plan. In most cases, it refers to a geographical area which is defined by the boundaries of the Department.

4.5 Statistical unit

The statistical unit is the enterprise. It should also be noted that Job Vacancies are also recorded for the total of local units of the enterprise which are located in the same Regional Unit and have the same 2-digit code of economic activity.

4.6 Statistical population

The statistical population is the total of enterprises with employment greater than or equal to three (3) individuals and belong to sections B to S of Nace Rev.2.

4.7 Reference area

Greece, total.

4.8 Time coverage

There are available data from the 1st quarter 2009.

4.9 Base period

Not applicable.

5. Unit of measure

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Number of Job Vacancies on a quarterly basis.

6. Reference period

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The reference period of the data on Job Vacancies is one calendar quarter.

7. Institutional mandate

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7.1 Legal acts and other agreements

The Hellenic Statistical Authority (ELSTAT) is an independent authority which is responsible for the production and dissemination of the official statistics of Greece.

The legal framework concerning the organization and operation of ELSTAT is as follows:

- **Law 3832/2010** (Government Gazette No 38, Issue A): "*Hellenic Statistical System Establishment of the Hellenic Statistical Authority (ELSTAT) as an Independent Authority*", as amended and in force
- **Regulation on the Operation and Administration of the Hellenic Statistical Authority** (ELSTAT), 2012, (Government Gazette No 2390, Issue B, 28-8-2012)
- **Regulation (EC) No 223/2009 of the European Parliament and of the Council**, on the European statistics (Official Journal of the European Union L 87/164).
- **Article 14 of the Law 3470/2006** (Government Gazette No 132, Issue A): "*National Export Council, tax regulations and other provisions*".
- **Article 3, paragraph 1c, of the Law 3448/2006** (Government Gazette No 57, Issue A): "*For the further use of information coming from the public sector and the settlement of matters falling within the responsibility of the Ministry of Interior, Public Administration and Decentralization*".
- **European Statistics Code of Practice**, adopted by the Statistical Programme Committee on 24 February 2005 and promulgated in the Commission Recommendation of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical Authorities, after its revision, which was adopted on 28 September 2011 by the European Statistical System Committee.
- **Presidential Decree 226/2000** (Government Gazette No 195, Issue A): "*Organization of the General Secretariat of the National Statistical Service of Greece*".
- **Articles 4, 12, 13, 14, 15 and 16 of the Law 2392/1996** (Government Gazette No 60, Issue A): "*Access of the General Secretariat of the National Statistical Service of Greece to administrative sources and administrative files, Statistical Confidentiality Committee, settlement of matters concerning the conduct of censuses and statistical works, as well as of matters of the General Secretariat of the National Statistical Service of Greece*".

The Legal Framework is detailed in the following link:

<http://www.statistics.gr/en/legal-framework>

The Survey on Job Vacancies is fully in line with European legislation. The main legislative act governing the survey is Regulation (EC) No 453/2008 of the European Parliament and of the Council, which sets out the design, the characteristics of the survey and decision making, as well as Implementing Regulations (EC) 1062/2008 and 19/2009.

7.2 Data sharing

Apart from the obligation to transmit the survey data to Eurostat, there is no other data sharing agreement.

8. Confidentiality

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8.1 Confidentiality policy

The issues concerning the observance of statistical confidentiality by the Hellenic Statistical Authority (ELSTAT) are arranged by articles 7, 8 and 9 of the Law 3832/2010 as in force, by Articles 8, 10 and 11(2) of the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System and by Articles 10 and 15 of the Regulation on the Operation and Administration of ELSTAT.

More precisely, ELSTAT disseminates the statistics in compliance with the statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

8.2 Confidentiality – data treatment

ELSTAT protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. ELSTAT takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by ELSTAT if and only if:

- a) these data have been treated, as it is specifically set out in the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System (ELSS), in such a way that their dissemination does not prejudice statistical confidentiality or
- b) the statistical unit has given its consent, without any reservations, for the disclosure of data.

The confidential data that are transmitted by ELSS agencies to ELSTAT are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task and appointed by an act of the President of ELSTAT.

ELSTAT may grant researchers conducting statistical analyses for scientific purposes access to data that enable the indirect identification of the statistical units concerned. The access is granted provided the following conditions are satisfied:

- a) an appropriate request together with a detailed research proposal in conformity with current scientific standards have been submitted;
- b) the research proposal indicates in sufficient detail the set of data to be accessed, the methods of analyzing them, and the time needed for the research;
- c) a contract specifying the conditions for access, the obligations of the researchers, the measures for respecting the confidentiality of statistical data and the sanctions in case of breach of these obligations has been signed by the individual researcher, by his/her institution, or by the organization commissioning the research, as the case may be, and by ELSTAT.

Issues referring to the observance of statistical confidentiality are examined by the Statistical Confidentiality Committee (SCC) operating in ELSTAT. The responsibilities of this Committee are to make recommendations to the President of ELSTAT on:

- the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible;

- the anonymization criteria for the microdata provided to users;
- the granting to researchers access to confidential data for scientific purposes.

More specifically, as regards the dissemination of data of the survey on Job Vacancies, the rules for ensuring non-authorized notification are implemented at the following levels:

- Greece, total
- One-digit code of Nace Rev.2

9. Release policy

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9.1 Release calendar

Within September of every year, ELSTAT publishes a Press Release Calendar which lists the exact dates for the release of the statistics planned for the next year.

9.2 Release calendar access

The press release calendar is disseminated to the press and it is available for free to every interested party. The release calendar is also posted on the website of ELSTAT via the following link:

<https://www.statistics.gr/en/calendar>

9.3 User access

The data are released simultaneously to all users through the publication of the Press Release entitled “Job Vacancies”, which is posted on the portal of ELSTAT at 12:00 on the predefined date. The Press Release is concomitantly transmitted electronically to the subscribers and posted on the portal of ELSTAT.

10. Frequency of dissemination

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The survey results are released on a quarterly basis.

11. Dissemination format

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11.1 News release

Quarterly Job Vacancies Results.

11.2 Publications

No publications.

11.3 On-line database

There is no on-line database concerning the survey on Job Vacancies.

11.4 Micro-data access

Microdata, if not confidential, are made available to users after their submitting a request to the:

Division of Statistical Information and Publications

46, Peiraios and Eponiton Str.,

18510 Piraeus

Tel: +30 213 135 2022

e-mail: data.dissem@statistics.gr

For confidential reasons, users can have access to micro-data, only under a confidentiality contract and with respect to the valid process.

11.5 Other

Tabulated data of the survey on Job Vacancies for the years 2005 onwards are made available through the digital library of ELSTAT, at the following link:

<http://dlib.statistics.gr/portal/page/portal/ESYE/> ,

<https://www.statistics.gr/el/statistics/-/publication/SJO41/->

12. Accessibility of documentation

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12.1 Documentation on methodology

The methodology concerning the compilation of data on Job Vacancies is laid down in Regulation (EC) No 453/2008 of the European Parliament and of the Council.

From 1st quarter 2018, the sample was redesigned, the new sample amounts to 5,852 enterprises covering all sections B-S of Nace Rev.2.

12.2 Quality documentation

This is the user-oriented quality report of the survey on Job Vacancies available on the portal of ELSTAT at:

<https://www.statistics.gr/en/statistics/-/publication/SJO41/->

13. Quality management

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13.1 Quality assurance

Correctness and completeness checks, as well as quality checks are carried out during the whole process of the compilation of the data of the survey: from the data collection stage to the final compilation of the results.

Data are validated either before or after data entry by means of logical checks. During data processing the data are checked in order to identify and correct any errors. When an error is identified, the data are further investigated, in cooperation with the enterprises, in order to confirm that it is an error or it is just an unusual value. At the same time, data are checked for completeness, accuracy and consistency of the correlating variables.

The Hellenic Statistical Authority (ELSTAT) aims to ensure and further improve the quality of statistics produced and maintain the confidence of users in them. This is achieved through the Quality Policy and Quality Guidelines of ELSTAT, which are posted on the website of ELSTAT and are available at the following links:

<http://www.statistics.gr/documents/20181/2571f853-1e37-46da-9387-595bbe2a162b>

http://www.statistics.gr/documents/20181/1609796/ELSTAT_Quality_Instructions_EN.pdf/4095e67c-2fe4-450b-8a95-18bc992a83c6

13.2 Quality assessment

The results of the survey on Job Vacancies are transmitted every quarter to Eurostat where they are assessed and validated.

14. Relevance

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14.1 User needs

The main users of the survey on Job Vacancies are international organizations (Eurostat, OECD, European Central Bank (ECB), International Monetary Fund, (IMF)), as well many national authorities, services and institutions (Government, Banks, Universities, Research Institutes, etc). Furthermore, among the users are the press, researchers and the general public. Moreover, the enterprises that have the obligation to fill in the questionnaire are at the same time users of these data. The users request relevant data for drawing policies in order to confront unemployment based on the relevance between supply and demand of labour per section of economic activity.

14.2 User satisfaction

a. User Satisfaction Survey

ELSTAT conducts a user satisfaction survey every semester. The results of this survey are published in the Library's Newsletter which is issued by the Library and the Section of Statistical Dissemination of ELSTAT, drawing information from the user's questionnaire. This publication presents data on the number of users in

relation with other variables, such as response rate to users' requests, the kind of requested data, as well as the dissemination mode of statistical information. These characteristics are tabulated and are presented in absolute values and percentages.

b. Users Conference

Pursuant to its annual statistical work programme, ELSTAT has been conducting since 2010, on a yearly basis, the Users Conference with the participation of representatives of the public and private sector, academics and research institutes.

The Users Conferences offer ELSTAT the opportunity to gather comments and proposals made by users of statistics pertaining to the dissemination of statistical information, access to statistical data and any shortcomings in the produced statistics.

The Users Conferences help ELSTAT to draw useful conclusions on the areas of statistical production that need to be improved in order to better fulfill the changing needs of users. Such conclusions are integrated in the annual and short-term statistical work programmes of ELSTAT.

More information on a) the results of the User Satisfaction Survey and b) on the Users Conferences are available on the portal of ELSTAT, at the following link:

<https://www.statistics.gr/en/user-conference>

14.3 Completeness

The survey on Job Vacancies covers all the variables set out in the relevant EU Regulations.

15. Accuracy and reliability

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15.1 Overall accuracy

The errors that have an impact on accuracy of the results are: (a) sampling errors, (b) non-sampling errors

(a) **Sampling errors** are due to the fact that the survey is not conducted on all the enterprises of the target population but on a sample of these enterprises. The sample size ensures high accuracy estimation at the level of Greece total.

(b) **Non-sampling errors** mostly refer to measurement errors and non-response errors, on account of non-response of the sample enterprises. Any measurement errors during data collection are identified by means of quality checks are duly corrected. As regards non-response errors, all efforts are made for contacting the enterprises that have not responded by phone or by other means of communication, in order to persuade them to cooperate and give the required information.

15.2 Sampling error

The survey on Job Vacancies is a sample survey and therefore sampling errors are observed in the total of estimations at the level of the sections of economic activities.

The coefficients of variation (CV) for the required variables for Nace Rev.2: B-S are presented below:

Job Vacancies to be filled in immediately (CV)	Q1	Q2	Q3	Q4
2017	23.5%	50.8%	29.5%	24.1%
2018	18.1%	17.8%	30.7%	12.8%
2019	22.7%	18.7%	16.5%	14.4%
2020	18.6%	13.1%	13.6%	20.2%
2021	10.6%	30.9%	32.7%	25.8%

15.3 Non-sampling error

15.3.1 Coverage error

No coverage errors are observed in the Business Register of ELSTAT on the basis of which the survey was designed.

15.3.1.1. A2. Over-coverage – rate

Some enterprises, that had been included in the sample, had been selected in the sample and yet they did not exist during the survey conduct (closed enterprises, enterprises out of scope, e.g., enterprises employing no employees any more).

Furthermore, some enterprises may have not been included in the sample because they started operating in a later stage. This resulted in under coverage and underestimation of the produced statistics (under coverage rate).

15.3.1.2 A3.Common units – proportion

Until the 2nd quarter 2013, the data on Job Vacancies used to derive exclusively from a sample survey for sections B-S, except from section O (Public Administration and Defence; Compulsory Social Security) for which data were collected from administrative sources. From the 3rd quarter 2013 onwards the data are exclusively collected through a sample survey (including for section O) and not from administrative sources. The data for section O continue to be collected from administrative sources only for consistency and cross-checking purposes.

15.3.2 Measurement error

The questionnaires are filled in through personal interview in the enterprise. The method which is used ensures high quality data, since the statistical interviewers assist the respondents to filling in the questionnaire and they check very carefully the filled in questionnaires before leaving the enterprise.

The statistical interviewers are normally external survey workers and, if necessary, experienced permanent employees of ELSTAT. The interviewers are duly trained during training seminars before the conduct of the survey.

Any measurement errors which make take place during data collection, are identified by means of quality checks and are duly corrected.

15.3.3 Non response error

Non-response of the enterprises is addressed by sending reminder letters via e-mail, by calling the enterprises or by paying a visit to the enterprise, in order to collect the requested data.

In the census strata, where all the population units had been included in the sample, unit response was sometimes quite high, but not 100% for all the combinations of sections and size classes, on account of non-response of some enterprises. Consequently, some census strata became sampling strata, thus increasing sampling error for the survey characteristics.

The unit non-response rate, describing the expression of ratio of the actual number of non-responding enterprises to Number of eligible enterprises of the Job Vacancies Survey is as follows:

Quarter	Q1	Q2	Q3	Q4
Unit non-response rate (2017)	38.5%	43.2%	37.7%	40.0%
Unit non-response rate (2018)	40.8%	49.3%	39.9%	43.3%
Unit non-response rate (2019)	40.3%	51.6%	44.0%	43.3%
Unit non-response rate (2020)	55.1%	56.2%	52.3%	55.0%
Unit non-response rate (2021)	55.0%	56.3%	53.5%	56.6%

15.3.4 Processing error

Once collected, the data are processed in order to compile the data on Job Vacancies.

More specifically, once the data are gathered in the Central Offices of ELSTAT, the following statistical actions take place: codification, logical checks, data entry and comparison with other sources of statistical information.

After the completion of all the final checks in order to identify any non-sampling errors, the following steps are taken:

- comparisons of data with the data of the corresponding quarter of the previous year and with the data of the previous quarter,
- quality checks are carried out on the collected data in order to identify any outliers. Any outliers and errors are identified and are duly corrected.

15.3.5 Model assumption error

No model is used for the compilation of the data on Job Vacancies.

16. Timeliness and punctuality

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16.1 Timeliness

The data of the survey on Job Vacancies are available 70 days after the end of the reference period.

16.2 Punctuality

The dates of sending the data to Eurostat for the last year are listed below.

Quarter	Transmission Date to Eurostat
2021Q1	09/06/2021 (Deadline: 09/06/2021)
2021Q2	20/09/2021 (Deadline: 08/09/2021)
2021Q3	13/12/2021 (Deadline: 09/12/2021)
2021Q4	14/03/2022 (Deadline: 11/03/2022)

17. Comparability

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17.1 Comparability – geographical

The collected survey variables are fully in line with the relevant definitions laid down in Regulation (EC) 453/2008 of the European Parliament and of the Council, thus ensuring comparability of statistics among Member States.

17.2 Comparability over time

The data on Job Vacancies are comparable over time. The data are available from the 1st quarter 2009 onwards.

18. Coherence

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18.1 Coherence cross-domain

The data of the survey are compared with the data of the Labour Force Survey in terms of employment and unemployment. There is coherence between the employment and unemployment rates of change and the number of job vacancies. It should be noted that the data on Job Vacancies are compiled on the basis of a sample of enterprises, while the Labour Force Survey data from a sample of households.

Moreover, the survey data are checked with the data on Job Vacancies deriving from administrative sources for section O, and data prove to be coherent.

18.1.1 Coherence – sub annual and annual statistics

The data of the survey are compared with the data of the Labour Force Survey in terms of employment and unemployment on a quarterly basis.

18.1.2 Coherence – National Accounts

Not applicable.

18.2 Coherence – internal

All data are checked for internal coherence by Eurostat.

19. Cost and burden

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Two forms of questionnaires are used for the survey on Job Vacancies, namely:

- Questionnaire Form 1 and
- Questionnaire Form 2

The questionnaire Form 1 is a joint questionnaire used for the Survey on Labour Cost Indices, on Short-term Indices (STS) and on Job Vacancies (JVS). Consequently, the administrative burden of the respondent enterprises is reduced, since many of the questions are common.

The required time needed to fill in the questionnaire Form 1 ranges from 20 to 60 minutes, depending on the size of the enterprise/service.

The questionnaire Form 2 is used to collect information only for the survey on Job Vacancies and does not include any economic data.

The required time needed to fill in the questionnaire Form 2 ranges from 5 to 20 minutes, depending on the size of the enterprise / service.

Efforts are made in order to collect the necessary data from administrative sources (IKA, ERGANI project), aiming at reducing the administrative burden on the enterprises.

The cost of the survey on Job Vacancies can not be estimated, since one of the questionnaires is common with the questionnaire of the LCI survey and the STS survey. The total cost of the three surveys is approximately 45,000 euros per quarter.

20. Data revision

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20.1 Revision policy

The data are not subject to revisions after their publication, since they are final and are not based on estimates. Revisions may take place only if there are changes in methodology or the statistical classifications of the sections of economic activity or occupations and only after Eurostat's decision.

The scheduled revisions are announced via the following link in the website of ELSTAT:

<http://www.statistics.gr/en/scheduledrevisions>. In case in which the data of the survey on Job Vacancies are revised, it is announced with a relevant Press Release.

20.2 Revision practice

In case in which the data are revised of the survey on Job Vacancies, this is announced with a relevant Press Release.

21. Statistical processing

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21.1 Source data

The survey on Job Vacancies is conducted on a sample designed from the Business Register of ELSTAT. More specifically, for every 2-digit code of economic activity, a number of enterprises is selected for everyone of the following size classes:

Class Sizes	Annual average employment
1	3 – 4 persons
2	5 – 9 persons
3	10 – 19 persons
4	20 – 49 persons
5	50 – 99 persons
6	100 – 249 persons
7	250 – 499 persons
8	500 – 999 persons
9	1,000+ persons

Therefore, all the strata covered are those deriving from the combinations of the two digit code of economic activity with the class sizes.

From 2005 -when the survey was conducted for the first time- until 2008, the survey was conducted on a sample of 3,495 enterprises for the 1st, 2nd and 4th quarters. For the sample of the 3rd quarter 1,422 more enterprises were added and therefore the final sample of the 3rd quarter amounted to 4,917 enterprises. The sample was designed in line with Nace Rev. 1.1.

In 2009, the sample was redesigned in order to implement the new Nace Rev.2 and the survey was conducted on a sample of 4,440 enterprises and services for the 1st, 2nd and 4th quarters. For the sample of the 3rd quarter, 978 more enterprises were added and therefore the final sample of the 3rd quarter amounted to 5,418 enterprises. This sample was used until the 2nd quarter of 2013. From the 3rd quarter 2013 up to 4th quarter 2015 was conducted on a sample of 6,774 enterprises and services, the same for all the quarters.

From the 1st quarter 2016 up to 4th quarter 2017, the survey was conducted on a sample of 7,451 enterprises.

From 1st quarter 2018, the sample was redesigned, the new sample amounts to 5,852 enterprises.

21.2 Frequency of data collection

The data of the survey on Job Vacancies are collected on a quarterly basis.

21.3 Data collection

The data are collected through a specially designed questionnaire (questionnaire Form 1 and Form 2).

The questionnaire Form 1 is a joint questionnaire used for the Survey on Job Vacancies, on Labour Cost Index (LCI) and on Short Term Indices (STS). The questionnaire Form 2 is used to collect information only for the survey on Job Vacancies and does not include any economic data.

The questionnaires are delivered to external survey workers (statistical interviewers), who, once trained, visit the enterprises in order to fill in the questionnaires, with the assistance of the enterprises' staff or they hand the questionnaire to be filled in by the accountant of the enterprise. Afterwards, they collect the filled in questionnaires and they deliver them back to ELSTAT.

In cases where the enterprise refuses to cooperate with the statistical interviewers, or to respond, delays, or in case there are particularities, an employee from the Labour Statistics Section of ELSTAT visits the enterprise and collects the necessary information himself.

In some cases, due to lack of time, the questionnaire may be delivered and collected by email.

The same procedure is followed in the RSO (Regional Statistical Offices) of ELSTAT. The questionnaires

are sent by post to the RSOs and then the completed questionnaires are sent from the RSOs back to ELSTAT by post.

Non-response is tackled by through telephone contact with the enterprise, reminders are sent by email or personal visits to the enterprise.

A part of data for section O (Public Administration and Defence; Compulsory Social Security) are collected from administrative sources.

21.4 Data validation

The data are validated by means of a series of logical checks. During data processing, the data are checked in order to identify and duly correct any errors. Comparisons are made for every enterprise mostly with the data of the previous quarter but also with the data of the corresponding quarter of the previous year. Then, the number of Job Vacancies is checked per employment stratum and per one-digit code of economic activity. In case big differences are observed, all the enterprises belonging to the same stratum are investigated. Once identified, the errors are further investigated in cooperation with the enterprise in order to confirm that it is an error or it is just about an unusual value.

21.5 Data compilation

The data on Job Vacancies are produced at one digit level of sections of Economic Activities. Data are also produced in groups of aggregates of main activities of the economy. These groups are the following: B-E, B-F, B-N, B-S, G-I, G-N, M-N, O-Q, R-S.

21.5.1 Imputation – rate

Not applicable.

21.6 Adjustment

Seasonal adjustment is applicable.

21.6.1 Seasonal adjustment

The adjustment is implemented from year 2014 onwards.

22. Comment

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