EDYPOLU ─ Recruiter Survey
Scientific Use File
Data Documentation

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The research project was carried out by:
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Ethics approval: The online survey conducted within the EDYPOLU project received ethics approval by the Ethics Review Panel of the University of Luxembourg [ERP 18-009].

Consent: The participants of the recruiter survey provided informed consent for the data to be published as scientific use file.

Contents

1 Introduction

The project "Employers Hiring Decisions Towards Young People in Luxembourg" (EDYPOLU) examined the staffing needs, human resource requirements and selection processes of recruiters in Luxembourg. The project was conducted between 2017 and 2021. The main objective of the research project was to identify possible obstacles for a successful entry into the labor market for young people in Luxembourg by studying the mechanisms in recruiters' evaluation of young job candidates. To this end, we conducted an online survey with real recruiters in five occupational fields. The design was based on NEGOTIATE (Hyggen, Imdorf, Parsanaglou, Sacchi, & Samuel, 2016), to allow for cross-country comparisons, and to evaluate methodological aspects (see Gutfleisch, Samuel, & Sacchi, 2020). Gutfleisch and Samuel (2019) provide an overview of some of the main findings.

The recruiter survey included a factorial survey experiment (FSE). In FSEs, respondents are randomly assigned a series of hypothetical descriptions of situations, persons, or objects ("vignettes") that are experimentally manipulated by the researcher (Auspurg & Hinz, 2015). For each vignette, the respondents are asked to make a judgement. Due to the experimental manipulation of vignette characteristics, the variation in the outcome (i.e., respondents' judgement) can be causally linked to the manipulation. Thus, factorial surveys allow identifying the effect of vignette characteristics and their values on respondents' judgement. We applied this method to study recruiters' evaluation of different applicant characteristics during the hiring process. Figure 1 provides an overview of the research design and displays the project timeline. In the following, we describe the sampling process (Section 2), the design of the recruiter survey and FSE (Section 3), the data collection process (Section 4), and present the codebook (Section 5).

Figure 1: Research design and project timeline
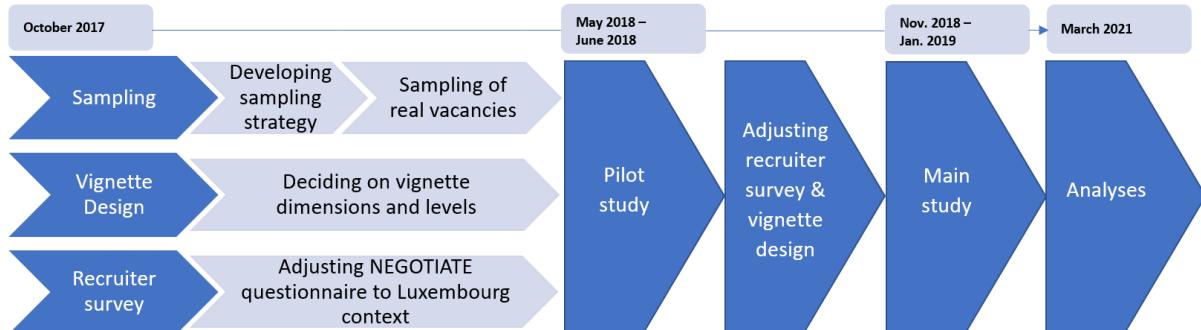
2 Sampling

We gathered our data in two steps. First, we sampled real-world vacancies from online job portals and company websites and the recruiters responsible for filling these vacancies (vacancy sample). So far, the majority of prior FSEs was based on hypothetical vacancies. Second, we sampled additional persons most likely involved in recruitment (e.g., business owners) from publicly available lists of companies (no-vacancy sample). Table 1 presents the list of all occupations targeted in the EDYPOLU project and their respective four-digit codes of the International Standard Classification of Occupations (ISCO-08). The ISCO codes were used as a reference point during the sampling process of real vacancies and for the filtering of respondents in the no-vacancy sample (see Sections 2.1 and 2.2).

Table 1: Overview of occupations and ISCO categories

Occupation	ISCO-08 code
Manufacturing	
Industrial mechanics	7233
Finance	
Securities and financial brokers	3311
Insurance representatives	3321
Nursing	
Professional nurse	3221
Health care assistants	5321
Home-based personal care workers	5322
Child care workers	5311
Information technology	
System analysts	2511
System developers	2512
Web and multimedia developers	2513
Applications programmers	2514
Database designers and administrators	2521
System administrators	2522
Computer network professionals	2523
Catering	
Waiter/Waitress	5131

2.1 Sampling of Real Vacancies

Table 2 provides an overview of all company websites and online job portals that were used to sample real vacancies. While the generic job portals were used in all occupational fields, some job portals and websites were only used in specific sectors. Only entry-level jobs located in Luxembourg were considered, excluding vacancies for senior positions, for positions requiring higher-level educational degrees (a master's degree or higher), or for positions requiring more than five years of work experience.[1] A number of keywords were used on each website to facilitate the search for job vacancies. These keywords corresponded to the generic job titles most common in Luxembourg regarding the relevant job types. The keywords were used in both French and German and, in some cases, in English (e.g., regarding information technology (IT) positions). The vacancies were mainly collected manually. For each vacancy, we collected information on the title of the job advertisement, the name of the company, the location of the company or position, and the name and email address of the person responsible for recruitment. In the field of finance and IT, we additionally collected vacancies using a web-scraping tool. Using the software R, the web-scraping tool collected information on job title, the company name, the job's location, and the internet link to the online job advertisement. All information was saved in a data set. Then, information on the recruiters responsible for filling these vacancies were manually collected. The tool was predominately applied to collect vacancies from *indeed.lu* (see Table), one of the largest online job portals. If contact details of recruiters were not available in the job advertisements, the relevant company was called to gather missing information on email addresses and names of the person responsible for filling the vacancies. The vacancies were collected between July and November 2018 over the course of 16 weeks.

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[1] Job advertisements that did not contain this information were also included as long as the information available about the job did not directly contradict our criteria.

Table 2: Overview of company websites and online job portals

Name of job portals	Link to job portals
Generic job portals	
Monster	http://www.monster.lu
Jobs	http://www.jobs.lu
Jobfinder	http://www.jobfinder.lu
Moovijob	http://www.moovijob.com
EURES	https://ec.europa.eu/eures/public/en/homepage
Indeed	http://www.indeed.lu
JobStreet	https://www.jobstreet.lu/en-GB
Information technology	
ICT jobs	https://www.ictjob.lu/
Catering	
Horeca	https://www.horesca.lu/fr/jobs-list
Hotellerie-Restauration	https://www.lhotellerie-restauration.fr/emploi/
Menu Lux	http://menu.lu/fr/offres-d-emploi
Lux Bazar	http://www.luxbazar.lu/Emploi.htm
Finance	
Efinancialcareers	https://www.efinancialcareers.lu/
Nursing	
	https://www.randstad.lu/emplois/
	https://www.chl.lu/fr/job/professions-soignantes
	https://jobs.servior.lu/de
	http://www.shd.lu/ge/Jobs/Job-Portal
	https://www.elisabeth.lu/offres-emploi/
	http://www.fgfc.lu/online/www/nav-content/FRE/index.html
	http://recrutement.croix-rouge.lu/
	http://www.fal.lu/stiftung/jobs/
	http://www.cjf.lu/emploi.html
	https://www.apemh.lu/
	http://youthhostels.lu/de

2.2   Sampling of Recruiters

Although Luxembourg's employment agency keeps records of all companies and contact persons, we were not granted access to this list. Due to the low number of real vacancies, additional respondents were sampled from publicly available lists of companies in each occupational field. Different sources were used in each occupational field. We mostly used the websites *editus.lu* (a registry of Luxembourg's small- and medium-sized enterprises) and *kompass.com,* which offers a registry of different firms in different countries including Luxembourg. In the field of nursing, we relied on the website *resolux.lu,* which provides a list of different companies within Luxembourg's health care sector. On each website, we collected information on the company's name, the company's location, and the contact details of the person most likely involved in recruitment (e.g., business owners, managers). The information was collected manually and, in case of *kompass.com,* with the help of a web-scraping tool. For example, regarding catering, we collected companies within the category "Restaurants and Bars" at *kompass.com*. Regarding IT companies, we searched within the category "Information

technology (IT) and Internet". If no contact details were available, we called the relevant company and requested the email address and name of a person involved in recruitment for jobs in the relevant occupational fields. The sampling was conducted between July and November 2018 over the course of 16 weeks.

3   Recruiter Survey and Vignette Design

3.1   Structure of the Recruiter Survey

The recruiter survey consisted of three parts. In the first part, recruiters were asked additional information on the given vacancies and job types. The second part comprised a factorial survey experiment, in which respondents rated several hypothetical curriculum vitae (CVs) (see Section 3.2). In the third part, respondents were asked about the selection criteria for hiring new employees and how they search for personnel. They were also asked about company and personal characteristics.

The respondents who were sampled via public registries, were asked in the beginning of the survey whether they typically hired workers for the job type of interest. Respondents who did not were excluded from the survey. The questionnaire for this group of respondents was based on these selected job types. In turn, the questionnaire for the respondents who were sampled based on real vacancies was based on the advertised positions. All respondents can therefore be expected to have relevant recruitment experience for the occupational fields under study.

3.2   Factorial Survey Experiment

In the factorial survey experiment,[2] the respondents sequentially rated multiple hypothetical CVs. The CVs were experimentally manipulated in the levels of three applicant characteristics: gender, unemployment, and migrant background (indicated by nationality and country of residence). Table 3 lists the experimental conditions. A $2 \times 3 \times 6$ experimental design was employed, resulting in 36 different vignettes (i.e., possible combinations of applicant characteristics). Each vignette exhibited 48 months of work experience in a Luxembourg-based company and a maximum of five years of labor market participation. Thus, applicants with unemployment spells have the same amount of work experience as applicants without unemployment spells. This allows to test the effect of unemployment on recruiters' applicant evaluations independent from work experience. Note, however, that the applicants without unemployment spells have less years of labor market participation. Common job titles for the relevant occupational fields in Luxembourg were used as labels in the vignettes.

Figure 2 shows an example vignette of a male applicant with Portuguese nationality applying for a catering job. The colored elements indicated the duration of working and non-working phases. We employed all 36 vignettes, which ensures orthogonality (i.e., independence) of the vignette dimensions and their interactions and level balance (i.e., equal frequency at each level of vignette dimensions). We divided the 36 vignettes into six equally sized sets of six vignettes. We employed a D-efficient blocking technique to allocated the 36 vignettes to these sets (i.e., we optimized the sets for maximum variance and orthogonality between each vignette dimension) (see, e.g., Dülmer, 2007).

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[2] See Auspurg and Hinz (2015) for general and more technical information on factorial survey experiments.

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Table 3: Experimental conditions

Dimensions	Levels	
Gender	1	Male
	0	Female
Unemployment	1	No unemployment
	2	One year unemployed after graduation
	3	One year unemployed at time of application
Migrant background	1	Luxembourgish nationality & living in Luxembourg
	2	Portuguese nationality & living in Luxembourg
	3	Luxembourgish–Portuguese nationality & living in Luxembourg
	4	French nationality & living in France
	5	French nationality & living in Luxembourg
	6	German nationality & living in Germany

Each respondent was randomly assigned one the sets of six vignettes. Only one vignette at a time was shown to the respondents. Following common guidelines in the literature (Auspurg & Hinz, 2015), the order of the six vignettes within each set was randomized across recruiters. For each vignette, the respondents were asked five questions (see Section 5). Due to technical issues, the order of the five questions could not be randomized. The first question asked respondents to indicate the likelihood of considering the applicant either for the advertised position in their company (vacancy sample) or for a typical position in the same field (no-vacancy sample). In the remaining four questions, the respondents were asked how much they agree or disagree to different statements referring to the applicants' competence and commitment. The respondents could go back and forth between the vignettes to avoid censored answers.

In the introduction to the rating task, the respondents were instructed to assume that the minimum educational and language requirements had been met.[3] All respondents were further informed that they would have the opportunity to indicate relevant applicant characteristics for the respective position that are missing from the vignettes after the rating task.

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[3] In Luxembourg, applicants are often required to speak multiple languages. Moreover, Luxembourg has a partly cross-border vocation and education training system. Including language and educational credentials as variables in the vignettes would have led to unnecessarily complex and implausible vignettes in some occupational fields.

Figure 2: Example vignette
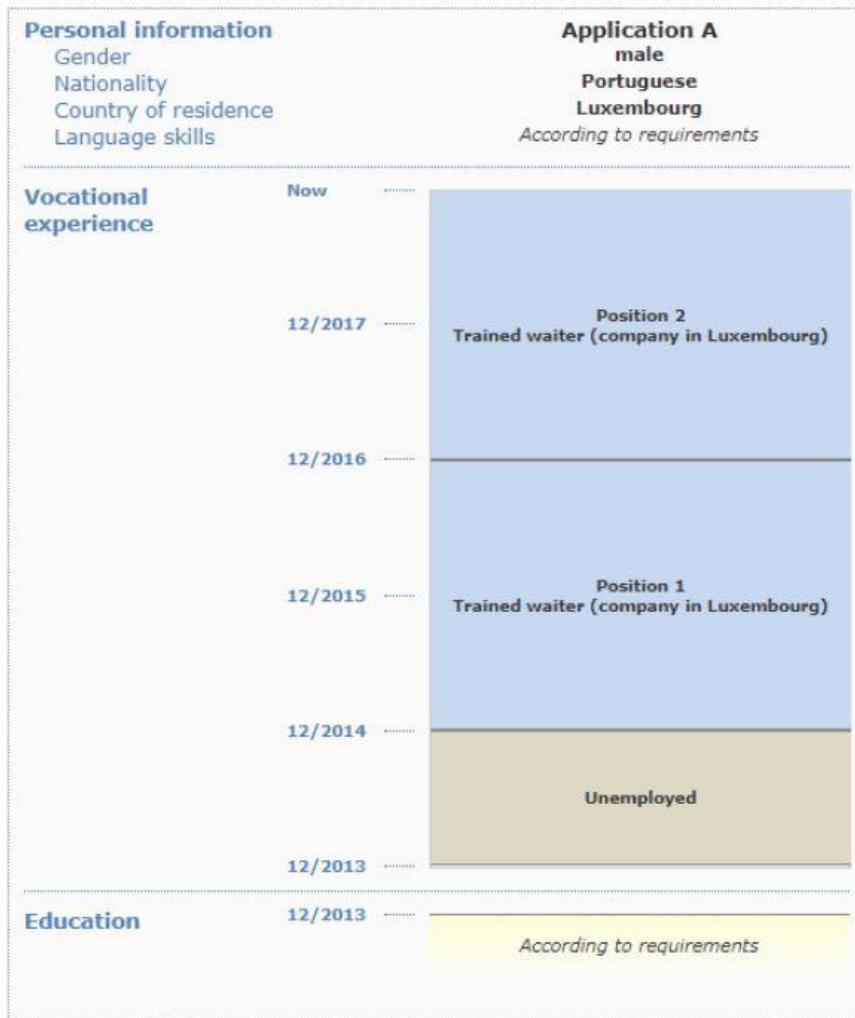
4   Data Collection

The recruiter survey was fielded online between November 22, 2018 and January 25, 2019.[4] It was offered in three languages (English, French, and German). The invitations to participate in the online survey were sent by email. M.I.S. Trend, a Swiss-based research institute, carried out the data collection on our behalf. The invitations were sent in the three languages of the survey (English, French, and German). Appendix A presents an example of the invitation for the vacancy sample. Appendix B presents an example of the invitation for the no-vacancy sample. All invitations included the request to forward the email to the person responsible for recruitment in cases where the contacted person was not responsible for filling the given vacancy or was not involved in recruitment in the relevant company.[5] Two reminder emails were sent, one in December 2018 and one in January 2019. We offered to send the respondents a brief report of our findings to thank them for their participation.

From 1,342 invitations that were sent across the five occupational fields and two samples, 227 respondents started the survey and 140 respondents completed the survey. The number of

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[4] A pilot study was conducted in spring 2018.
[5] Since the survey was self-administered, this is no guarantee that the target person is the individual who filled out the questionnaire.

vignette ratings is larger than the number of completed interviews. For example, the sample includes 894 observations (i.e., vignette ratings) from 150 respondents, who completed the FSE.[6] Tables 4, 5, and 6 report two types of response rates (RRs) based on the American Association for Public Opinion Research ([AAPOR] 2016) for the full sample and separately for the no-vacancy and vacancy sample: RR1, which only counts completed interviews as responses, and RR2, which also counts partial interviews as responses. Overall, the RRs tend to be higher in the vacancy sample compared to the no-vacancy sample. Response rates in recruiter surveys vary (Bills, 1992) and are generally lower compared to population surveys (Anseel, Lievens, Schollaert, & Choragwicka, 2010). However, other recruiter surveys including factorial surveys reached similar response rates around 12% (e.g., Damelang & Abraham, 2016). Note that due to the experimental design a representative sample of recruiters is not necessary to achieve internal validity of results.

Table 4: Number of observations and response rates (full sample)

	Invitations	Completed surveys	RR1	Participation	RR2
Total	1,342	140	10.4%	227	16.9%
Mechanics	183	25	13.6%	35	19.1%
Finance	185	13	7.0%	27	14.6%
Nursing	151	15	9.9%	25	16.6%
Catering	376	47	12.5%	74	19.7%
IT	447	40	8.9%	66	14.8%

Table 5: Number of observations and response rates (no-vacancy sample)

	Invitations	Completed surveys	RR1	Participation	RR2
Total	736	55	7.5%	88	11.9%
Mechanics	87	3	3.5%	6	6.9%
Finance	56	0	-	4	7.1%
Nursing	141	11	7.8%	19	13.5%
Catering	173	19	10.9%	25	14.5%
IT	279	22	7.9%	34	12.2%

Table 6: Number of observations and response rates (vacancy sample)

	Invitations	Completed surveys	RR1	Participation	RR2
Total	606	85	14.0%	139	22.9%
Mechanics	96	22	22.9%	29	30.2%
Finance	129	13	10.1%	23	17.8%
Nursing	10	4	40.0%	6	60.0%
Catering	203	28	13.8%	49	24.1%
IT	168	18	10.7%	32	19.1%

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[6] The numbers refer to the first question asked after each vignette (i.e., the willingness to hire the applicant for a given job).

5 Codebook

The codebook follows the same structure as the recruiter survey. The variables are described as follows:

Filter information	
Question	
Variable name	**Variable label**
Value 1	Value label 1
Value 2	Value label 2
…	…

The structure of the variable names in survey part I, II, and III are as follows:

v1# - Survey Part I

v2# - Survey Part II

v3# - Survey Part III

with # = 1,2,3,…

The administrative variables and the variables corresponding to the factorial survey experiment have non-numbered names.

Missing values due to unit non-response or filtering (i.e., the respondent has not seen the question) are indicating by stata's system missing "." for numeric variables and empty cells for string variables. For string variables, missing values due to item non-response (i.e., the respondent has seen the question but has not provided an answer) are also indicated by empty cells. Item non-response for string variables are identified via a separate variable with the suffix "_na". For numeric variables, missing values due to item non-response are indicated by the value -9 "No answer". This also includes numeric variables that were generated based on open-ended answers. Some questions provided the option "Don't know". These answers have the value -8.

5.1   Administrative and Sampling Variables

Repondent identification code[7]

Respondent_ID	**Respondent ID**

Response status

RespStatus	**Response status**
0	Incomplete
1	Completed successfully

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[7] In case of the vacancy sample, the respondent identification code is a six-digit number. The first digit refers to the occupational field (1=mechanics, 2=finance, 3=nursing, 4=catering, 5=IT). The second and third digits refer to the code for the job portal on which the vacancy was found. The job portals used for sampling varied between the different occupational fields. The last three digits count the number of vacancies in the form of 001, 002, …, ###. In the case of the no-vacancy sample, the respondent identification code is a four-digit number. The first number indicates the occupational field, and the last three digits count the respondents.

Response status (Detailed)

RespStatus_d	Response status (detailed)
1	Completed survey
2	Incomplete: dropped out before experiment
3	Incomplete: dropped out during experiment
4	Incomplete: dropped out after experiment

Last question answered

lastquestion	Last question answered in survey

Survey start time

starttime	Survey start time
	[20jan2019 19:45:34] DayMonYear Hour:Minutes:Seconds

Survey finish time

finishtime	Survey finish time
	[20jan2019 19:45:34] DayMonYear Hour:Minutes:Seconds

Language of survey

[F1] Avant de vous souhaiter la bienvenue dans notre enquête et de vous donner plus d'informations, veuillez sélectionner la langue dans laquelle vous souhaitez participer à l'enquête: Bevor wir Sie in unserer Umfrage willkommen heißen und Ihnen weitere Informationen geben, wählen Sie bitte die Sprache aus, in der Sie an der Umfrage teilnehmen möchten: Before we welcome you in our survey and give you more information, please select the language in which you would prefer to participate in the survey:	
svylang	Language of survey
1	Français, Französisch, French
2	Allemand, Deutsch, German
3	Anglais, Englisch, English

Occupational group: Health

If smptype==0	
[F2] We are interested about recruitment processes for entry-level jobs in personal care and child care. Please select one of the following professional groups, which you hire in your company (at least occasionally).	
scrout_h	Occupational group: Health
1	Nurse
2	Personal care workers
3	Child care workers

Occupational group: Mechanics

If smptype==0	
[F2] We are interested in recruitment processes for entry-level jobs in mechanics. Please select one of the following professional groups, which you hire in your company (at least occasionally).	
scrout_m	**Occupational group: Health**
1	Industrial mechanics
2	Motor mechanics

Occupational group: Catering

If smptype==0	
[F2] We are interested in recruitment processes for entry-level catering and service jobs in gastronomy. Please select one of the following professional groups, which you hire in your company (at least occasionally).	
scrout_c	**Occupational group: Catering**
1	Waiter/Waitress
2	Bartender

Occupational group: Finance

If smptype==0	
[F2] We are interested in recruitment processes for entry-level jobs within the field of finance and insurance. Please select one of the following professional groups, which you hire in your company (at least occasionally).	
scrout_f	**Occupational group: Finance**
1	(Junior) Fund manager/administrator (m/f)
2	Bank clerk (m/f)
3	(Junior) Credit analyst (m/f)
4	Other financial dealers and brokers
5	Insurance representative/officer
scrout_f_oth	**Occupational group: Finance (Other)**
	[Text]

Occupational group: IT

If smptype==0	
[F2] We are interested in recruitment processes for entry-level jobs in information techonology (IT). Please select one of the following professional groups, which you hire in your company (at least occasionally).	
scrout_it	**Occupational group: IT**
1	Software developer
2	Systems administrator
3	Application programmer
4	System analyst
5	Computer network professional
6	Database designers/administrator

7	Other IT-specialist
If scrout_it==7	
scrout_it_oth	**Occupational group: IT (Other)**
	[Text]

Occupational field

sector	**Sector**
1	Mechanics
2	Finance
3	Nursing
4	Catering
5	IT

Sample

smptype	**Sample type**
0	Hypothetical vacancy
1	Real vacancy

5.2   Survey Part I

Current vacancy for position as [job type]

If smptype==0	
[F3] Do you currently have a vacancy for a position as [selected profession according to *scrout_X*] in your company for which you are looking for personnel?	
v11	**Current vacancy for job type**
1	Yes
2	No

Search method for finding suitable candidate for this position

If v11=1	
[F4] How are you looking for personnel for this position?	
v12	**Search method for recruiting personnel for this position**
1	Job ad on online job portal (e.g. jobs.lu
2	Other:[text]

Search method for finding suitable candidate for this position: Other

If v12=2	
v12_oth	**Search method for recruiting personnel for this position: Other**
	[Text]
	[anonymised]*

*Some answers have been removed due to confidentiality issues (e.g., respondents indicating their name or company).

Identification if respondent is a recruiting agency

If smptype==1	
[F5] Are you working in the organisation, in which the position is to be filled or for an extern job agency or extern personnel service provider?	
v13	**Recruiting agency**
1	In the organization, in which the position is to be filled
2	Extern job agency/personnel service provider
3	Other (please specify): [open text]
-9	No answer
If v13==3	
v13_oth	**Recruiting agency: Other**
	[Text]

Job title of advertised position

If smptype==1	
[F7] Please indicate as precisely as possible the job title of the advertised position.	
v14	**Job title of advertised position**
1	This is the job title as indicated in the advertised vacancy
2	The precise job title is:[text]
If v14==2	
v14_oth*	**Job title of advertised position: other**
	[Text]

*Not included in scientific use file due to confidentiality issues. Only on request.

Job titles*

v14_jobtitles	**All job titles (combined from v14 & v14_oth)**
	[Text]

*Not included in scientific use file due to confidentiality issues. Only on request.

Date of advertising the job vacancy

If smptype==1	
[F8] When was the vacancy initially advertised?	
v15_m	**Date of advertising job: Month**
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
v15_y	**Date of advertising job: Year**
2016	2016
2017	2017
2018	2018
-9	No answer

Current status of recruitment

If smptype==1	
[F9] Could the position be filled?	
v16	**Position filled**
1	Yes
2	No, the search for personnel is on-going
3	No, the search for personnel has been cancelled
-9	No answer

Date position was filled

If smptype==1 & v16==1	
[F10] When was the vacancy filled?	
v17_m	**Date position was filled: Month**
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
v17_y	**Date position was filled: Year**
2016	2016
2017	2017
2018	2018
-9	No answer

Date recruitment was cancelled

If smptype==1 & v16==3	
[F11] When was the search for personnel cancelled?	
v18_m	**Date search cancelled: Month**
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
v18_y	**Date search cancelled: Year**
2016	2016
2017	2017
2018	2018
-9	No answer

Difficulty in finding suitable candidate

[F12] How difficult is or was it to find a suitable candidate for this advertised position? [*If smptype==1]* How difficult is it usually to find a suitable candidate for the position as [selected profession according to *scrout_X*]? [*If smptype==0]*	
v19	**Difficulty in finding suitable candidate**
1	Very easy
2	Quite easy
3	Quite difficult
4	Very difficult
-9	No answer

Importance of filling the position

If smptype==1	
[F13] How important is or was it to find a suitable candidate for this advertised position? [*if v13 = 1*] How important is or was it for the firm/organisation for which you are or were recruiting to fill the advertised position? [*if v13 = 2/3*]	
v110	**Importance of filling the position**
1	Not important
2	Rather not important
3	Rather important
4	Very important
-9	No answer

Type of advertised position

If smptype==1	
[F14] What type of position within the enterprise is the advertised job?	
v111	**Type of position within the enterprise**
1	A trainee position/internship *[go to v113]*
2	An employee position without executive functions *[go to v113]*
3	An executive position (not including executive board) *[go to v112]*
4	A position in the executive board *[go to v112]*
5	Other (please specify): [Text] *[go to v113]*
-9	No answer

Type of advertised position

If smptype==1	
v111_oth	**Type of position within the enterprise: Other**
	[Text]

Number of people under the supervision of the position

If smptype==1 & v11=3/4	
[F15] How many people in the organisation are under the supervision of the advertised position? [*if v13 = 1*] How many people in the organisation you are recruiting for are under the supervision of the advertised position? [*if v13 = 2/3*]	
v112	**Number of people under the supervision of the position**
0	None
1	1 to 5
2	6 to 19
3	20 to 49
4	More than 50
-8	Don't know [*if v13 = 2/3*]
-9	No answer

Required level of education of the advertised position

[F16] Does the advertised position require a certain level of education? [*If smptype==1*] Does the position as [selected profession according to *scrout_X*] in your company usually require a certain level of education? [*If smptype==0*]	
v113	**Required level of education for the advertised position**
1	Yes, at least a Certificat d'Initiation Technique et Professionnelle (CITP), Certificat de Capacité Manuelle (CCM), Certificat de capacité professionnelle (CCP) or equivalent
2	Yes, at least a Certificat d'Aptitude Technique et Professionnelle (CATP), Diplôme d'aptitude professionnelle (DAP) or equivalent
3	Yes, at least a Diplôme de fin d'études secondaires (classique)/ diplôme de fin d'études secondaires techniques/générales or equivalent
4	Yes, at least a Diplôme de fin d'études secondaires (classique)/ diplôme de fin d'études secondaires techniques/générales or equivalent
5	Yes, at least a Brevet de maîtrise (BM) or equivalent
6	Yes, at least a Brevet de technicien supérieur (BTS)/Bac+2 or equivalent
7	Yes, at least a university degree: Bachelor or Master, Bac+4, or equivalent
8	No, the level of education is unimportant

-9	No answer

Required type of education for the advertised position

[F17] Does the advertised position require a specific vocational training or a specific field of study? [*If smptype==1*] Does a position as [selected profession according to *scrout_X*] usually require a specific vocational training or a specific field of study? [*If smptype==0*]	
v114	**Required type of education for the advertised position**
1	Yes, a specific education is indispensable
2	Yes, a specific education would be desirable
3	No, a specific education is not necessary
-9	No answer

Required certificate

If v114==1/2	
[F18] What certificate should a candidate ideally have? (e. g. carpenter, business economist) [*If smptype==1*] What certificate should a possible candidate for a position as [selected profession according to *scrout_X*] ideally have? (e. g. carpenter, business economist) [*If smptype==0*]	
v115	**Required certificate**
	[Text]

Required certificate: No answer

v115_na	**Required certificate: No answer**
-9	No answer

Recognition of foreign qualification

[F19] In cases where the educational/vocational degree was obtained in a country other than Luxembourg: Does the advertised position require official proof of recognition for the foreign degree in Luxembourg? [*If smptype==1*] Does the position as [selected profession according to *scrout_X*] usually require official proof of recognition for the foreign degree in Luxembourg? [*If smptype==0*]	
v116	**Recognition of foreign qualification**
1	Yes, official proof of recognition is required already at the time of application
2	Yes, official proof of recognition is required, but only in case of employment
3	It depends on the country in which the educational/vocational degree was obtained whether proof of recognition is required during the recruitment process.

4	No, official proof of recognition is not required
-9	No answer

Required expertise for the position

[F20] Does this position require specific expertise? [*If smptype==1*] Does the position as [selected profession according to *scrout_X*] usually require specific expertise? [*If smptype==0*]	
v117	**Required expertise for the position**
1	Yes, some specific expertise is indispensable
2	Yes, some specific expertise would be desirable
3	No, specific expertise is not necessary
-9	No answer

Required experience for the position

[F21] Is occupation or sector specific job experience required for the advertised position? [*If smptype==1*] Is occupation or sector specific job experience usually required for the position of a [selected profession according to *scrout_X*] in your company? [*If smptype==0*]	
v118	**Required experience for the position**
1	Yes, some years of work experience are indispensable
2	Yes, some work experience would be desirable
3	No, work experience is not necessary
-9	No answer

Years of experience required

If v118==1/2	
[F22] How many years of work experience are at least required or desirable?	
v119	**Years of experience required**
	[Number]

Language requirements

[F23] For the following languages, please indicate the proficiency level that a candidate for the advertised position should at least have. [*If smptype==1*] For the following languages, please indicate the proficiency level that a candidate for the position as [selected profession according to *scrout_X*] should at least have. [*If smptype==0*]	
v120_fr	**Language requirements: French**
0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)

2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	<u>Very good level</u> (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_lu	**Language requirements: Luxembourgish**
0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	<u>Very good level</u> (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_ger	**Language requirements: German**
0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	<u>Very good level</u> (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_pt	**Language requirements: Portuguese**
0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	<u>Very good level</u> (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_en	**Language requirements: English**

0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_oth	**Language requirements: Other**
0	No knowledge is required
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-8	Don't know
-9	No answer
v120_oth_txt	**Language requirements: Other (Text)**
	[Text]
v120_oth_txt na	**Language requirements (Text, other): No answer**
-9	No answer

5.3 Factorial Survey Experiment

Introduction

if smptype==0	Next, we would like to ask you to imagine that you are currently looking for personnel for a position as [selected profession according to *scrout_X*] in your company. We will show you six CVs from people who might apply for such a position. All shown persons have completed their educational training and have 48 months of work experience. We would like to ask you some questions for each of these CVs. The next page shows an example for such a CV and gives some further information on the applicants.
if smptype==1	Next, we will show you six CVs from people who might apply for this job in your company. All shown persons have completed their educational training and have 48 months of work experience. We would like to ask you some questions for each of these CVs. The next page shows an example for such a CV and gives some further information on the applicants.

Example vignette

Application A	
Personal Information	
Gender:	**xxx**
Nationality:	**xxx**
Country of residence:	**xxx**
Language skills:	*According to requirements*
Vocational experience Now	**xxx**
12/2017	
12/2016	**xxx**
12/2015	
12/2014	
	xxx
12/2013	
05/2013	
Education 05/2013	*According to requirements*

The duration of working and non-working phases is indicated by the height of the coloured elements.

Please assume that all persons fulfill the minimum language requirements needed for this position as well as the minimum requirements regarding educational credentials.

Should the CVs shown be missing information on specific job requirements, please further assume that they are met. You will later have the opportunity to specify additional job requirements.

Please answer the following questions for each CV as precisely as possible.

Vignette identification code[8]

vigid	**Vignette_ID**

Vignette identification code: Sector[9]

vigid_sctr	**Vignette_ID (sector)**

Vignette set identification code

---

[8] Identifies the 36 different vignettes resulting from the experimental design

[9] Provides a more detailed identification of vignettes. The identification code has six digits. The first digit refers to the occupational field (1=mechanics, 2=finance, 3=nursing, 4=catering, 5=IT). The second digit refers to the sample type (1=vacancy sample, 2=no-vacancy sample). The third and fourth digits refers to the vignette ID (01-36). The fifth digit refers to the deck ID (1-6). The last digit refers to the vignette position (1-6).

vigset	Vignette set ID

Initial deck identification code

deck	**Initial deck ID**

Vignette position

vignr	**Vignette position**
1	Position 1
2	Position 2
3	Position 3
4	Position 4
5	Position 5
6	Position 6

Vignette: Gender

vgndr	**Vignette: Gender**
0	Male
1	Female

Vignette: Unemployment

vuetim	**Vignette: Unemployment**
1	No unemployment
2	One year unemployed after graduation
3	One year unemployed at time of application

Vignette: Nationality/country of residence

vnat	**Vignette: Nationality/country of residence**
1	Luxembourgish native
2	Portuguese foreigner
3	Luxembourgish-Portuguese foreigner
4	French border worker
5	French foreigner
6	German border worker

Vignette ratings: Hiring intentions

[F24] What are the chances for a candidate with the above shown CV to be considered for the advertised job? [*If smptype==1*] What are the chances for a candidate with the above shown CV to be considered for the job as [selected profession according to *scrout_X*]? [*If smptype==0*]	
vigeval_1	**Vignette ratings: Hiring intentions**
0	Practically zero
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	Excellent
-9	No answer

Vignette ratings: Applicant has necessary skills

[F25] Please further indicate how much you disagree or agree with the following statements. The applicant has the necessary skills to perform well on the job.	
vigeval_2	**Vignette ratings: Applicant has necessary skills**
0	Completely disagree
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	Completely agree
-9	No answer

Vignette ratings: Applicant has necessary motivation

[F26] Please further indicate how much you disagree or agree with the following statements. The applicant has the necessary motivation to perform well on the job.	
vigeval_3	**Vignette ratings: Applicant has necessary motivation**
0	Completely disagree
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	Completely agree
-9	No answer

Vignette ratings: Applicant will quickly learn how to learn new tasks

[F27] Please further indicate how much you disagree or agree with the following statements. The applicant will quickly learn how to perform new tasks on the job.	
vigeval_4	**Vignette ratings: Applicant will quickly learn how to learn new task**
0	Completely disagree
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	Completely agree
-9	No answer

Vignette ratings: Applicant will be committed to the job

[F28] Please further indicate how much you disagree or agree with the following statements. The applicant will be committed to the job.	
vigeval_4	**Vignette ratings: Applicant will be committed to the job**
0	Completely disagree
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	Completely agree
-9	No answer

5.4 Survey Part II

Criteria for assessing job candidates

[F29] The information provided by the short CVs you have just evaluated may not be meaningful enough to fully judge the candidates' suitability for the advertised position. [*If smptype==1]* The information provided by the short CVs you have just evaluated may not be meaningful enough to fully judge the candidates' suitability for the position [selected profession according to *scrout_X*]. [*If smptype==0]* Please indicate what information is important when assessing candidates for the position.	
v21_1	**Criteria for assessing applicants: Level of education**
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_2	**Criteria for assessing applicants: Suitability of vocational training**
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_3	Criteria for assessing applicants: Suitability of university training
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_4	Criteria for assessing applicants: Grades
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_5	Criteria for assessing applicants: Further education (completed or ongoing)
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_6	Criteria for assessing applicants: Willingness for further education
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_7	Criteria for assessing applicants: Industrial sector experience
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_8	Criteria for assessing applicants: IT/computer skills
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_9	Criteria for assessing applicants: Soft skills
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_10	Criteria for assessing applicants: Team fit
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_11	Criteria for assessing applicants: Foreign language skills
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_12	Criteria for assessing applicants: Flexible as to time
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_13	Criteria for assessing applicants: Flexible as to place
1	Not important
2	2
3	3
4	Very important
-9	No answer
v21_14	Criteria for assessing applicants: Willingness to work overtime
1	Not important
2	2
3	3
4	Very important
-9	No answer

v21_15	Criteria for assessing applicants: Other
1	[Text]
v21_15_na	Criteria for assessing applicants: Other, no answer
-9	No answer

Assessment of activities pursued during non-employment

[F30] Do the following activities during recent periods of non-employment impact the chance of getting hired? [*If smptype==1*]
Do the following activities during recent periods of non-employment impact the chance of getting hired as [selected profession according to *scrout_X*]? [*If smptype==0*]
Please rate for each item whether the respective activity increases the chance to get hired, has no effect, or decreases the chance to get hired.

v22_1	Assessment of activities pursued during non-employment: Health reasons
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_2	Assessment of activities pursued during non-employment: Foster care for family members
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_3	Assessment of activities pursued during non-employment: Voluntary work
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_4	Assessment of activities pursued during non-employment: Holiday
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_5	Assessment of activities pursued during non-employment: Language course
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired

-9	No answer
v22_6	**Assessment of activities pursued during non-employment: Computer course**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_7	**Assessment of activities pursued during non-employment: Occupation specific further education**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_8	**Assessment of activities pursued during non-employment: Travelling**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_9	**Assessment of activities pursued during non-employment: Enrolment in employment scheme for the unemployed**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_10	**Assessment of activities pursued during non-employment: Maternity/paternity leave**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer
v22_11	**Assessment of activities pursued during non-employment: No explanation about gap in CV**
1	Increases the chance to get hired
2	No effect
3	Decreases the chance to get hired
-9	No answer

v22_12	**Assessment of activities pursued during non-employment: Other**
	[Text]
v22_12_na	**Assessment of activities pursued during non-employment: Other, no answer**
-9	No answer

Match of country-specific qualifications and content requirements of job

[F31] Based on your experiences: The vocational training from which country usually fits best to the content requirements of the advertised position? Which training fits second best and so on? [*If smptype==1*] Based on your experiences: The vocational training from which country usually fits best to the content requirements of the position as [selected profession according to *scrout_X*]? Which training fits second best and so on? [*If smptype==0*] Please rank the following countries accordingly by selecting a numerical rank for each country. Should there be no difference in the rank between two countries, please select the same ranking number for both.	
v23_1	**Match of qualifications: France**
1	First rank
2	Second rank
3	Third rank
4	Fourth rank
-9	No answer
v23_2	**Match of qualifications: Germany**
1	First rank
2	Second rank
3	Third rank
4	Fourth rank
-9	No answer
v23_3	**Match of qualifications: Belgium**
1	First rank
2	Second rank
3	Third rank
4	Fourth rank
-9	No answer
v23_4	**Match of qualifications: Portugal**
1	First rank
2	Second rank
3	Third rank
4	Fourth rank
-9	No answer

Instruments used for assessing the candidates

[F32] On what basis are candidates selected for this position? [*If smptype==1*] On what basis are candidates usually selected for the position as [selected profession according to *scrout_X*]? [*If smptype==0*]	
v24_1	**Instruments for assessing applicants: Motivation letter**
0	No
1	Yes
-9	No answer
v24_2	**Instruments for assessing applicants: CV**
0	No
1	Yes
-9	No answer
v24_3	**Instruments for assessing applicants: Past employers' references**
0	No
1	Yes
-9	No answer
v24_4	**Instruments for assessing applicants: Grade average**
0	No
1	Yes
-9	No answer
v24_5	**Instruments for assessing applicants: Written recommendation**
0	No
1	Yes
-9	No answer
v24_6	**Instruments for assessing applicants: Recommendations from recruiting company**
0	No
1	Yes
-9	No answer
v24_7	**Instruments for assessing applicants: Further inquiry with referees**
0	No
1	Yes
-9	No answer
v24_8	**Instruments for assessing applicants: Social media (Facebook, LinkedIn, etc.)**

0	No
1	Yes
-9	No answer
v24_9	**Instruments for assessing applicants: Job interview**
0	No
1	Yes
-9	No answer
v24_10	**Instruments for assessing applicants: Assessment test**
0	No
1	Yes
-9	No answer
v24_11	**Instruments for assessing applicants: Unpaid trial day**
0	No
1	Yes
-9	No answer
v24_12	**Instruments for assessing applicants: Probationary time**
0	No
1	Yes
-9	No answer
v24_13	**Instruments for assessing applicants: Other**
0	No
1	Yes
-9	No answer
v24_13_oth_txt	**Instruments for assessing applicants: Other (text)**
	[Text]
v24_13_oth_txt_na	**Instruments for assessing applicants: Other (text) - no answer**
-9	No answer

Duration of probationary time

[F33] How long is the probationary period for the advertised position? *[If smptype==1]* How long is usually the probationary period for the position as [selected profession according to *scrout_X*] in your company? *[If smptype==0]* If there is no probationary period, please enter 0.	
v25	**Duration of probationary time**
	[Number]
-8	Don't know
-9	No answer
v25_dk	**Duration of probationary time: Don't know**
-8	Don't know

Duration of settling-in period

[F34] Usually, about how long is the settling-in period for this job? *[If smptype==1]* Usually, about how long is the settling-in period for the job as [selected profession according to *scrout_X*] in your company? *[If smptype==0]*	
v26	**Duration of settling-in period**
	[Number]
-8	Don't know
-9	No answer
v26_dk	**Duration of settling-in period: Don't know**
-8	Don't know

Expenses for the introductory training

[F35] How much do you expect the average effort for the introductory training of the successful candidate for the advertised position to be? *[If smptype==1]* Usually, how high are the average effort for the introductory training for the successful candidate as [selected profession according to *scrout_X*]? *[If smptype==0]*	
v27_1	**Introductory training: Monetary expenses**
1	Large investment
2	Significant investment
3	Marginal investment
4	None
-8	Don't know
-9	No answer

v27_2	**Introductory training: Personnel expenses**
1	Large investment
2	Significant investment
3	Marginal investment
4	None
-8	Don't know
-9	No answer

Temporary/permanent position

If smptype==1	
[F36] Is the advertised job a temporary or permanent position?	
v28	**Temporary/permanent position**
1	It is a temporary position
2	It is a permanent position
-9	No answer

Part-time position

If smptype==1	
[F37] Is the advertised job a part-time job? If the advertised job is a part-time job, how many percentage is it of a fulltime position?	
v29	**Part-time position (yes/no)**
0	No
1	Yes
-9	No answer

Part-time position: percent of full-time position

If v29==1	
v29_prcnt	**If part-time: Percentage of full-time**
	[Percentage]

Designated contracted hours each week for the job

If smptype==1	
[F38] What are the total designated contracted hours each week of the advertised job?	
v210	**Designated contracted hours each week for the job**
1	#### [Hours]
2	No fixed hours, on demand

Designated contracted hours each week for the job

If smptype==1	
v210_oth	**Designated contracted hours each week for the job: hours**
0-###	[Hours]
999	No fixed hours, on demand

Flexible working hours

If smptype==1	
[F39] Does the advertised job offer flexible weekly working hours?	
v211	**Flexible working hours**
1	The job allows for full control over working hours
2	The job allows some control over working hours
3	This job does not offer flexible work time (fixed working hours)
-8	Don't know [*if v13 = 2/3*]
-9	No answer

Financing of the position

If smptype==1	
[F40] How is the position financed?	
v212	**Financing of the position**
1	Exclusively by the organisation which has posted the job
2	Partially by subsidies (e.g. unemployment insurance donation etc.)
3	Exclusively by subsidies (e.g. unemployment insurance donation etc.)
-8	Don't know [*if v13 = 2/3*]
-9	No answer

Monthly gross wage

[F41] What is the customary average monthly gross wage for the advertised position? *[If smptype==1]* What is usually the customary average monthly gross wage for a job as [selected profession according to *scrout_X*] at your company? *[If smptype==0]*	
v213	**Monthly gross wage**
0-####	[Euro]
-9	No answer
-88	Unreliable answer

Unreliable answers: three respondents indicated extreme values for the monthly gross wage given the respective position (v111), which may or may not correspond to yearly gross wages.

Online placement of job advertisement

[F42] Is this type of position normally advertised online? *[If smptype==1]* Are position as [selected profession according to *scrout_X*] usually advertised online? *[If smptype==0]*	
v214_1	**Online placement of job advertisement: Yes, on company website**
0	No
1	Yes
-9	No answer
v214_2	**Online placement of job advertisement: Yes, in online job portal**
0	No
1	Yes
-9	No answer
v214_3	**Online placement of job advertisement: Yes, on social media**
0	No
1	Yes
-9	No answer
v214_4	**Online placement of job advertisement: No, this type of position is usually not advertised online** *[exclusive]*
0	No
1	Yes
-9	No answer

Search method for filling the job

[F43] What is/was done in attempting to fill this vacancy? Please tick all appropriate answers. *[If smptype==1]* What is usually done in attempting to fill a vacancy for a [selected profession according to *scrout_X*]? Please tick all appropriate answers. *[If smptype==0]*	
v215_1	**Search method for filling position: Announcement at the unemployment office**
0	No
1	Yes
-9	No answer
v215_2	**Search method for filling position: personnel placement services or temporary employment agencies**
0	No
1	Yes

-9	No answer
v215_3	**Search method for filling position: Job ad in daily press or sector/occupation specific magazines**
0	No
1	Yes
-9	No answer
v215_4	**Search method for filling position: Job ad on company's webpage**
0	No
1	Yes
-9	No answer
v215_5	**Search method for filling position: Job ad on job portal webpage**
0	No
1	Yes
-9	No answer
v215_6	**Search method for filling position: In-company job ad (e.g. postings, intranet)**
0	No
1	Yes
-9	No answer
v215_7	**Search method for filling position: Search via employees' social circles**
0	No
1	Yes
-9	No answer
v215_8	**Search method for filling position: Word-of-mouth advertising outside the company**
0	No
1	Yes
-9	No answer
v215_9	**Search method for filling position: Other**
0	No
1	Yes
-9	No answer
v215_9_othtxt	**Search method for filling position: Other (Text)**
	[Text]

Personnel involved in recruitment

[F44] Who is directly involved in the recruitment process of the advertised position? *[If smptype==1]* Who is usually directly involved in the recruitment process of a position as [selected profession according to *scrout_X*]? *[If smptype==0]*	
v216_1	**Personnel involved in recruitment: Manger/owner of the organisation**
0	No
1	Yes
-9	No answer
v216_2	**Personnel involved in recruitment: Head of HR**
0	No
1	Yes
-9	No answer
v216_3	**Personnel involved in recruitment: Other co-workers of the HR department**
0	No
1	Yes
-9	No answer
v216_4	**Personnel involved in recruitment: Team leader/area manager/head of department**
0	No
1	Yes
-9	No answer
v216_5	**Personnel involved in recruitment: Other co-workers of the company**
0	No
1	Yes
-9	No answer
v216_6	**Personnel involved in recruitment: External recruiters or consultants**
0	No
1	Yes
-9	No answer
v216_7	**Personnel involved in recruitment: Other**
0	No
1	Yes
-9	No answer
v216_7_othtxt	**Personnel involved in recruitment: Other (Text)**

	[Text]

Person mainly responsible for recruiting

[F45] Who is mainly responsible for the searching of personnel in the company? *[If smptype==1 & v13 =1 OR smptype==0]* Who is mainly responsible for the searching of personnel in the company for which you are recruiting? *[If smptype==1 & v13=2/3]*	
v217	**Person mainly responsible for recruiting**
1	The HR department
2	A person in charge of all HR needs
3	Other employees of the company
4	The management/ the employer him-/herself
5	An external service provider
6	Other:
-8	Don't know
-9	No answer

Person mainly responsible for recruiting: Other

v217_oth_txt	**Person mainly responsible for recruiting: Other**
	[Text]

Sector employer belongs to

[F46] What sector does your employer belong to? *[If smptype==1 & v13=1 OR smptype==0]* What sector does the organisation for which you are recruiting for belong to? *[If smptype==1 & v13=2/3]*	
v218	**Sector of employer**
1	Manufacturing
2	Accommodation and food service activities
3	Information and communication
4	Financial and insurance activities
5	Human health and social work activities
6	Construction
7	Wholesale and retail trade; repair of motor vehicles and motorcycles
8	Professional scientific and technical activities
9	Administrative and support service activities
10	Public administration and defence; compulsory social security
11	Education
12	Other service activities

13	Other
-9	No answer

Employer private or public*

[F47] Is your employer private or public? *[If smptype==1 & v13=1 OR smptype==0]* Is the organisation for which you are recruiting private or public? *[If smptype==1 & v13=2/3]*	
v219	**Private/public employer**
1	Public
2	Private
3	Other
-8	Don't know
-9	No answer

*Not included in scientific use file due to confidentiality issues. Only on request.

Employer private or public (recoded)

[F47] Is your employer private or public? *[If smptype==1 & v13=1 OR smptype==0]* Is the organisation for which you are recruiting private or public? *[If smptype==1 & v13=2/3]*	
v219_recoded	**Private/public employer**
1	Public
2	Private
3	Other
-8	Don't know
-9	No answer

Open answers of the category "other" from v219_oth_txt that could clearly be assigned to one of the categories "private" or "public" were recoded.

Employer private or public*

If v219==3	
v219_oth_txt	**Private/public employer: Other**
	[Text]

*Not included in scientific use file due to confidentiality issues. Only on request.

Location of employer*

[F48] Where is the geographical location of the advertised position? *[If smptype==1]* Where is the geographical location of your employer? *[If smptype==0]*	
v220	**Location of employer**
1	Luxembourg city
2	Suburban quarter or outskirts of Luxembourg city (within about 15 km distance)
3	Esch-sur-Alzette (city)
4	Another small town (10.000 to 30.000 inhabitants), e.g. Dudelange

5	Village close to a small town (within about 15 km distance)
6	Village in a rural area
-9	No answer

*Not included in scientific use file due to confidentiality issues. Only on request.

Location of employer (aggregated)

[F48] Where is the geographical location of the advertised position? *[If smptype==1]* Where is the geographical location of your employer? *[If smptype==0]*	
v220_ag	**Location of employer (aggregated)**
1	Luxembourg city & suburban area
2	Another town or village
-9	No answer

Number of branches of employer*

[F49] How many branch establishments does your employer operate? *[If smptype==1 & v13=1 OR smptype==0]* How many branch establishments does the organisation for which you are recruiting operate? *[If smptype==1 & v13=2/3]*	
v221	**Number of branches of employer**
1	None
2	1 to 9 branch establishments
3	10 or more branch establishments
-8	Don't know
-9	No answer

*Not included in scientific use file due to confidentiality issues. Only on request.

Number of branches of employer (aggregated)

[F49] How many branch establishments does your employer operate? *[If smptype==1 & v13=1 OR smptype==0]* How many branch establishments does the organisation for which you are recruiting operate? *[If smptype==1 & v13=2/3]*	
v221_ag	**Number of branches of employer (aggregated)**
1	None
2	1 or more branch establishments
-8	Don't know
-9	No answer

Number of people working for employer*

[F50] Including yourself about how many people work for your employer in total i.e. including all branches? Please include employees with part-time contracts. *[If smptype==1 & v13=1 OR smptype==0]* About how many people work for the organisation for which you are recruiting in total i.e. including all branches? Please include employees with part-time contracts. *[If smptype==1 & v13=2/3]*	
v222	**Number of people working for employer**
1	Less than 5
2	6 to 19
3	20 to 49
4	50 to 99
5	100 to 249
6	250 to 999
7	More than 1000
-8	Don't know [*if v13 = 2/3*]
-9	No answer

*Not included in scientific use file due to confidentiality issues. Only on request.

Number of people working for employer (aggregated)

[F50] Including yourself about how many people work for your employer in total i.e. including all branches? Please include employees with part-time contracts. *[If smptype==1 & v13=1 OR smptype==0]* About how many people work for the organisation for which you are recruiting in total i.e. including all branches? Please include employees with part-time contracts. *[If smptype==1 & v13=2/3]*	
v222_ag	**Number of people working for employer (aggregated)**
1	Less than 5 to 49
2	50 to more than 1000
-8	Don't know [*if v13 = 2/3*]
-9	No answer

Financial performance of employer during last three years

[F51] Considering the last three years how would you describe the financial performance of your employer? *[If smptype==1 & v13=1 OR smptype==0]* Considering the last three years how would you describe the financial performance of the organisation for which you are recruiting? *[If smptype==1 & v13=2/3]*	
v223	**Financial performance of employer during last three years**
1	The financial performance improved
2	The financial performance was stable
3	The financial performance worsened
4	The organisation is not profit oriented

-8	Don't know [*if v13 = 2/3*]
-9	No answer

Change in numbers of people in the hiring organisation over time

[F52] If you consider the last three years how did the number of employees in your company change? *[If smptype==1 & v13=1 OR smptype==0]* If you consider the last three years how did the number of employees in the organisation for which you are recruiting change? *[If smptype==1 & v13=2/3]*	
v224	**Change in numbers of people in the hiring organisation over time**
1	The number of employees is smaller than three years ago
2	The number of employees is about the same compared to three years ago
3	The number of employees is bigger than three years ago.
-8	Don't know [*if v13 = 2/3*]
-9	No answer

5.5   Survey Part III

Current job position of the recruiter

[F53] Which of the following best describes your current job position?	
v31	**Current job position of the recruiter**
1	Self-employed with own company
2	Employed member of executive board
3	Managerial position not member of executive board
4	Employed without supervisory role
5	Other
-9	No answer
v31_oth_txt	**Current job position of the recruiter: Other**
	[Text]

Formal HR training

[F54] Did you complete formal human resources (HR) training?	
v32	**Formal HR training**
1	Yes
2	No
-9	No answer

Country highest level of education was completed

[F55] In which country did you complete your highest level of education or vocational training?	
v33	**Country highest level of education was completed**
[numerical country code ####]	[Country]
-9	No answer

Highest level of education of recruiters

[F56] What is the highest level of education or vocational training you have completed?	
v34	**Highest level of education of recruiters**
1	Termination of compulsory education
2	Vocational education and training up to 3 years (not including university)
3	Advanced vocational qualification more than 3 years (not including university)
4	Vocational or specialized baccalaureate
5	General/academic baccalaureate
6	University degree: Bachelor or Master (or equivalent)
7	Other (Please specify):
-9	No answer

Highest level of education of recruiters: Other*

v34_oth_txt	**Highest level of education of recruiters: Other**
	[Text]

*Not included in scientific use file due to confidentiality issues. Only on request.

Highest level of education of recruiters (RECODED)

[F56] What is the highest level of education or vocational training you have completed?	
v34_recoded	**Highest level of education of recruiters (recoded)**
1	Termination of compulsory education
2	Vocational education and training up to 3 years (not including university)

3	Advanced vocational qualification more than 3 years (not including university)
4	Vocational or specialized baccalaureate
5	General/academic baccalaureate
6	University degree: Bachelor, Master or higher
7	Other (Please specify):
-9	No answer

Open answers from v34_oth_txt indicating university education or equivalent have been recoded into category 6.

Language proficiency of recruiter

[F57] Please indicate your proficiency level in each of the following languages	
v35_1	**Language proficiency of recruiter: French**
0	I have no knowledge
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-9	No answer
v35_2	**Language proficiency of recruiter: Luxembourgish**
0	I have no knowledge
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-9	No answer
v35_3	**Language proficiency of recruiter: German**
0	I have no knowledge
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)

4	Very good level (i.e. mastering the language fluently)
-9	No answer
v35_4	**Language proficiency of recruiter: Portuguese**
0	I have no knowledge
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-9	No answer
v35_5	**Language proficiency of recruiter: English**
0	I have no knowledge
1	Basic level (i.e. understanding/ using few words/ sentences)
2	Fair level (i.e. understanding/using common expressions/basic routine conversations)
3	Good level (i.e. communicating fairly fluently)
4	Very good level (i.e. mastering the language fluently)
-9	No answer

Weekly hours spent on HR activities

[F58] In an average week, how many hours do you spend on HR-activities?	
v36	**Weekly hours spent on HR activities**
0-168	[Hours]
-9	No answer

Year recruiter started working at current employer

[F59] Since which year have you been working at your current employer?	
v37	**Year recruiter started working at current employer**
[Year: 1965-2018]	[Year: 1965-2018]
-9	No answer

Year recruiter started working in Luxembourg

[F60] Since which year have you been working in Luxembourg?	
v38	**Year recruiter started working in Luxembourg**
[Year: 1960-2018]	[Year: 1960-2018]
-9	No answer

Year of birth

[F61] What is your year of birth?	
v39	**Year of birth**
[Year: 1936-2000]	[Year: 1936-2000]
-9	No answer

Country of birth

[F62] In which country were you born?	
v310	**Country of birth**
[numerical country code ####]	[Country]
-9	No answer

Luxembourgish citizenship

[F63] Do you have Luxembourgish citizenship?	
v311	**Luxembourgish citizenship (yes/no)**
1	Yes [go to v312]
2	No [go to v313]
-9	No answer

Additional citizenship (besides Luxembourgish citizenship); yes/no

If v311==1	
[F64] Do you also have another citizenship?	
v312	**Additional citizenship (besides Luxembourgish) (yes/no)**
1	Yes
2	No
-9	No answer

Additional citizenship (besides Luxembourgish citizenship)

If v312==1	
[F65] Which additional citizenship do you have?	
v313	**Additional citizenship (besides Luxembourgish) (citizenship)**
	[Country]
-9	No answer

Non-Luxembourgish citizenship

If v311==2	
Which citizenship(s) do you have? Please indicate max. two countries.	
v314_1	**Non-Luxembourgish citizenship 1**
	[Country]
v314_2	**Non-Luxembourgish citizenship 2**
	[Country]
-9	No answer

Main residence in Luxembourg

If v311==2	
[F66] Do you have your main residence in the country of Luxembourg?	
v315	**Main residence in Luxembourg**
1	Yes
2	No
-9	No answer

Main residence in Luxembourg

If v315==2	
[F67] In which country do you have your main residence	
v316	**Country of main residence**
1	Germany
2	France
3	Belgium
4	Other
-9	No answer

Recruiter gender

[F68] Are you…?	
v317	**Recruiter gender**
1	Female
2	Male
-9	No answer

Reservations to hire a person who has been unemployed during last 12 months

[F70] Would you have some reservations to hire a person who has been unemployed during the last 12 months?	
v318	**Reservations to hire a person who has been unemployed during last 12 months**
1	No
2	It depends
3	Yes
-9	No answer

Kind of reservations to hire unemployed (last 12 months)

If v318==2/3	
[F71] Please write a few sentences what your reservations would be to hire a person who has been unemployed for the last 12 months	
v319	**Kind of reservations to hire unemployed (last 12 months)**
	[Text]
v319_na	**Kind of reservations to hire unemployed (last 12 months): No answer**
-9	No answer

Reservations to hire a person who has been unemployed for 12 months after graduation

[F72] Would you have some reservations to hire a person who has been unemployed for 12 months after graduation, but has been continually employed since then?	
v320	**Reservations to hire a person who has been unemployed for 12 months after graduation**
1	No
2	It depends
3	Yes
-9	No answer

Kind of reservations to hire unemployed (last 12 months)

If v320==2/3	
[F73] Please write a few sentences what your reservations would be to hire a person who has been unemployment for 12 months after graduation.	
v321	**Kind of reservations to hire unemployed (12 months after graduation)**
	[Text]
v321_na	**Kind of reservations to hire unemployed (12 months after graduation): No answer**
-9	No answer

Challenge of recruiting in Luxembourg's labor market

[F74] Luxembourg's labor market is multi-cultural and multi-lingual: Many workers in Luxembourg are foreigners or border workers. This particular labour market situation may pose a challenge to your work or the recruitment of new employees. Please write a few sentences what, in your view, these challenges are	
v322	**Challenges of recruiting in Luxembourg's labor market**
	[Text]

v322_na	Challenges of recruiting in Luxembourg's labor market: No answer
-9	No answer

Comment by the participants

[F75] Thank you very much for taking the time to answer this questionnaire! Please feel free to further comment on your recruitment experiences or on our survey.	
v323	**Comment by the participants**
	[Text]
	[anonymised]*
v323_na	**Comment by the participants: No answer**
-9	No answer

*Some answers have been removed due to confidentially issues (e.g., respondents indicating their name or company).

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Appendix A: Invitation to participate (vacancy sample)

Dear [Mr./Ms.] [name]

With this E-mail, we would like to ask for your help in a research project of the University of Luxembourg on recruitment and personnel selection regarding jobs in [occupational field]. The research project examines the labour market for young workers in Luxembourg with an interest, among other things, in operational staffing needs.

You have been selected to participate in this study because you are/were responsible for filling the position: [job_title_ad].* We are interested in the recruitment and selection process for this vacancy as well as your experiences.

We would very much appreciate your participation in our (approx.) 30-minute online survey on this topic. Your assessments will help us better understand operational staffing needs in your industry and the Luxembourgish labour market in general. As a thank you, we will be happy to send you a brief report on the central results from our study at your request in spring 2019.

Our survey is subject to general data protection regulations currently implemented in Luxembourg. All your answers will be kept strictly confidential and will be used exclusively for scientific purposes in anonymous form, so that no conclusions can be drawn about your identity or that of your company. You will be able to complete the survey in the language of your choice.

You can access the survey by following the link below and entering this password: [password].
Link to survey: [Link to survey]

Please use a desktop computer, laptop or larger tablet to participate in the survey.

We greatly appreciate your support and thank you in advance for your participation. Should you have any questions, please contact [name of employee] via email ([email address]) or via phone ([phone number], Monday to Friday 9 pm – 5 pm).

*Should you not be the person/one of the persons responsible for recruitment for this vacancy, please forward this e-mail to the person/one of the persons who is mainly responsible. Thank you for understanding.

Kind regards

[name and signature]

Appendix B: Invitation to participate (no-vacancy sample)

Dear [Mr./Ms.] [name]

With this E-mail, we would like to ask for your help in a research project of the University of Luxembourg on recruitment and personnel selection regarding jobs in [occupational field]. The research project examines the labour market for young workers in Luxembourg with an interest, among other things, in operational staffing needs.

You have been selected to participate in this study because of your experiences in recruiting for this kind of jobs.* We are interested in the recruitment and selection process for positions in this field as well as your experiences.

We would very much appreciate your participation in our (approx.) 30-minute online survey on this topic. Your assessments will help us better understand operational staffing needs in your industry and the Luxembourgish labour market in general. As a thank you, we will be happy to send you a brief report on the central results from our study at your request in spring 2019.

Our survey is subject to general data protection regulations currently implemented in Luxembourg. All your answers will be kept strictly confidential and will be used exclusively for scientific purposes in anonymous form, so that no conclusions can be drawn about your identity or that of your company. You will be able to complete the survey in the language of your choice.

You can access the survey by following the link below and entering this password: [password].
Link to survey: [Link to survey]

Please use a desktop computer, laptop or larger tablet to participate in the survey.

We greatly appreciate your support and thank you in advance for your participation. Should you have any questions, please contact [name of employee] via email ([email address]) or via phone ([phone number], Monday to Friday 9 pm – 5 pm).

*Should you not be the person/one of the persons responsible for recruitment for this type of positions, please forward this e-mail to the person/one of the persons who is mainly responsible. Thank you for understanding.

Kind regards

[name and signature]