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Research Report

SOEP-Core - 2020: Self-employed persons (with reference to variables)

SOEP Survey Papers, No. 1419

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1419²⁰²⁵

SOEP Survey Papers
Series A – Survey Instruments (Erhebungsinstrumente)

SOEP-Core – 2020: Self-employed Persons (with Reference to Variables)

SOEP Group

Running since 1984, the German Socio-Economic Panel (SOEP) is a wide-ranging representative longitudinal study of private households, located at the German Institute for Economic Research, DIW Berlin.

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SOEP-Core – 2020: Self-employed Persons (with Reference to Variables)

SOEP Group

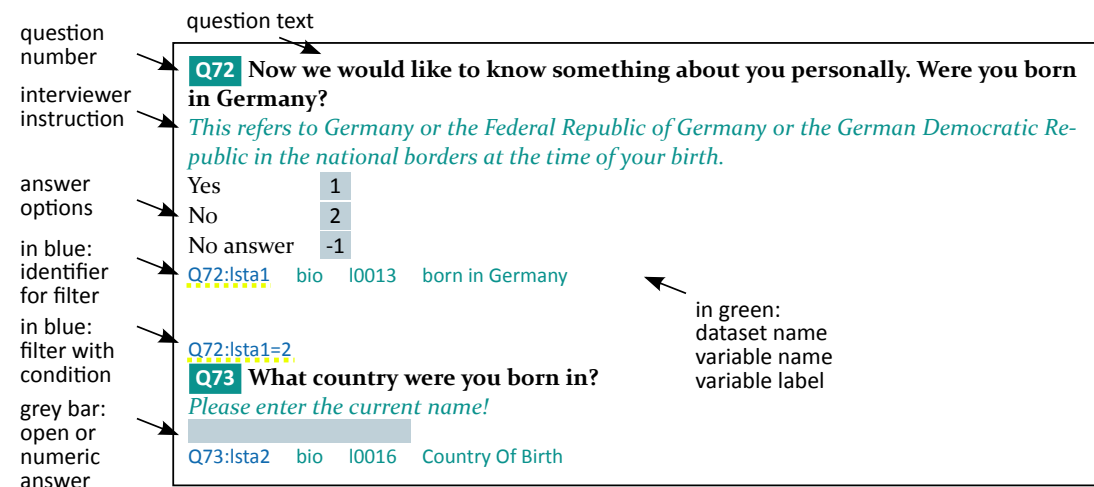
2025

The survey was funded by the research grant “INNOMSME” (project number: 01UI1802) provided by the German Federal Ministry of Education and Research.

The variable names mentioned in this document belong to a collection of datasets, which is released with doi:10.5684/soep.core.v39o.

Reading Aid

This representation of the questionnaire contains the same informations as the portal paneldata.org.



Here, in addition to the *question number*, *question text*, *interviewer instructions*, and *answer options*, you find printed in green the *file name* and the *variable name* with the *variable label*, which contains information from the question. If you see rows of green lines below the answer option, the questionnaire defines several variables or informations are stored in more than one data set.

The *routing by filters* is depicted in blue.

Each variable is preceded by an identifier, which usually contains the question number and which is used when the variable is used in filters in subsequent questions. Such filters are usually placed as input filters (gatekeepers) at the beginning of a question. An identifier that is referred to in the input filter of a subsequent question is marked yellow as an example.

This reading aid does not cover a few exceptional cases: If the filter (as gatekeeper) only affects one of several variables for a question, the filter is printed in blue behind the variable. There you will also find a "go to" command in the form 2 @ Q73. Here, the questionnaire skips to question 73 if answer 2 was given.

Phrases that are not already translated in English are displayed in German and preceded by [de].

Q001 If value = 1 B003 - BBD: Query sales, expenses, profit, financing & investments at the point as in the template If value = 2 B003 - BBD: Query turnover, expenses, profit, financing & investments last

Split 1 1

Split 2 2

Q001:Blockreihenfolge selfempl split Split block sequence

Q002 Are you currently still self-employed or have you had to give up your self-employment?

I am still self-employed 1

I have already given up my self-employment 2

Q002:VBSF selfempl elb0300 Currently self-employed

Q003 Are you an entrepreneur or self-employed and have founded a company or taken over an existing one?

Founded company alone 1

Founded company as part of a team 2

Have taken over the company completely 3

Joined a team as a partner 4

none of this 5

Q003:VBD selfempl elb0301_v1 Foundation or takeover 5@END

Q003;VBD=2

Q004 With how many other people did you found the company?

1:99

Q004:VBG selfempl elb0302 Number of additional persons at foundation

Q003;VBD=4

Q005 How many other people were in the team that you joined as a partner?

1:99

Q005:VBH selfempl elb0303 Number of other people in the team when joined as a partner

Q003;VBD=1,2

Q006 When did you found the company?

Please note the month and year in which you started?

Month _ _ 1:12

Year _ _ 1900:2020

Q006:VBJa_Monat selfempl elb0307 Month: Founding date Q003;VBD=1,2

Q006:VBJa_Jahr selfempl elb0308 Year: Founding date Q003;VBD=1,2

Q006:VBJa_Jahr selfempl elb0308_cat Year: Founding date [categories] Q003;VBD=1,2

not specified 1

Q003;VBD=3

Q007 When did you take over the company?*Please note the month and year in which you started?*

Month _ _ 1:12

Year _ _ 1900:2020

Q007:VBjb_Monat selfempl elb0312 Month: Takeover date Q003;VBD=3

Q007:VBjb_Jahr selfempl elb0313 Year: Takeover date Q003;VBD=3

Q007:VBjb_Jahr selfempl elb0313_cat Year: Takeover date [categories] Q003;VBD=3

not specified 1

Q003;VBD=4

Q008 When did you join the company?*Please note the month and year in which you started?*

Month _ _ 1:12

Year _ _ 1900:2020

Q008:VBjc_Monat selfempl elb0317 Month: Entry date Q003;VBD=4

Q008:VBjc_Jahr selfempl elb0318 Year: Entry date Q003;VBD=4

Q008:VBjc_Jahr selfempl elb0318_cat Year: Entry date [categories] Q003;VBD=4

not specified 1

[Dummy to control further questions. If foundation/takeover/entry after 30.09.2019, then 1, otherwise 2]

Yes 1

No 2

Q009 Have there been the following short-term changes in your company and/or in your work situation as a result of the coronavirus crisis?*Please indicate all that apply.*

My business is directly affected by new regulations, such as opening hours or other restrictions				1
My business is directly affected by the fact that my suppliers cannot supply me with the primary products I need for my business				1
My company is directly affected by the fact that customers have canceled their orders for my products or are currently not requesting my services				1
I make use of Kurzarbeit regulations for my employees				1
I make use of special leave arrangements with pay compensation for my employees				1
I make use of special leave arrangements without pay compensation for my employees				1
I work entirely from home				1
I work partly from home				1
No, none of this applies				1
Q009:VBRH_1	selfempl	elb0327	Work situation: New regulations on opening hours or other restrictions	
Q009:VBRH_2	selfempl	elb0328	Work situation: Suppliers do not deliver	
Q009:VBRH_3	selfempl	elb0329	Work situation: Customers have canceled orders or not requested services	
Q009:VBRH_4	selfempl	elb0330	Work situation: Kurzarbeit for employees	
Q009:VBRH_5	selfempl	elb0331	Work situation: Special leave with pay compensation for employees	
Q009:VBRH_6	selfempl	elb0332	Work situation: Special leave without pay compensation for employees	
Q009:VBRH_8	selfempl	elb0333	Work situation: Interviewee completely works from home	
Q009:VBRH_9	selfempl	elb0334	Work situation: Interviewee partly works from home	
Q009:VBRH_10	selfempl	elb0335	Work situation: None of the above applies	

Q010 Has the scope of your working hours changed as a result of the coronavirus crisis?

Yes, has increased	1
Yes, has decreased	2
No	3
No answer	-1

Q010:VBRK selfempl elb0336 Scope of working hours changed

Q010;VBRK=1

Q011 By how many hours per week have your working hours increased?

_ _ hours per week 0:999

Q011:VBRL selfempl elb0337 Increase in working hours: Hours per week Q010;VBRK=1

not specified 1

Q010;VBRK=2

Q012 By how many hours per week have your working hours been reduced?

_ _ hours per week 0:999

Q012:VBRM selfempl elb0338 Reduction in working hours: Hours per week Q010;VBRK=2

not specified 1

Q013 What other restrictive decisions did you have to make in your company?*Please indicate all that apply.*

I have postponed operational investments 1

I have postponed the introduction of innovations 1

I have postponed operational expansion plans 1

I have postponed recruitment 1

I had to lay off employees 1

No, none of this applies 1

Q013:VBRY_1 selfempl elb0339 Restricting decisions: Company investments postponed

Q013:VBRY_2 selfempl elb0340 Restricting decisions: Introduction of innovations postponed

Q013:VBRY_3 selfempl elb0341 Restricting decisions: Company expansion plans postponed

Q013:VBRY_4 selfempl elb0342 Restricting decisions: Recruitment postponed

Q013:VBRY_5 selfempl elb0343 Restricting decisions: Dismissed employees

Q013:VBRY_10 selfempl elb0344 Restricting decisions: None of these apply

Q013;VBRY_5=1

Q014 How many employees did you have to let go?

_ _ Employees 0:99999

Q014:VBRZ selfempl elb0345 Number of employees dismissed Q013;VBRY_5=1

not specified 1

Q015 Were you also able to make decisions that expanded your operating activities?*Please indicate all that apply.*

I have made additional investments 1

I have introduced a product, process or organizational innovation 1

I have expanded "e-commerce" and increasingly sell my products or services via the Internet 1

I was able to expand my business into new areas 1

I have hired staff 1

No, none of this applies 1

Q015:VBSB_1 selfempl elb0346 Expansive decisions: Additional investments

Q015:VBSB_2 selfempl elb0347 Expansive decisions: Product, process or organizational innovation introduced

Q015:VBSB_3 selfempl elb0348 Expansive decisions: "E-commerce" expanded and Internet sales increased

Q015:VBSB_4 selfempl elb0349 Expansive decisions: Company expanded into new areas

Q015:VBSB_5 selfempl elb0350 Expansive decisions: Staff hired

Q015:VBSB_10 selfempl elb0351 Expansive decisions: None of these apply

Q015;VBSB_5=1

Q016 How many employees were you able to hire?

_ _ Employees 0:99999

Q016:VBSC selfempl elb0352 Number of employees hired Q015;VBSB_5=1

not specified 1

Q017 Has your income from self-employment or entrepreneurial activity changed as a result of the coronavirus crisis? Is your income ...

Increased 1

Sunk 2

Remained roughly the same 3

Don't know 4

No answer -1

Q017:VBRN selfempl elb0353 Change in income during the corona crisis

Q018 What was your turnover in euros in February 2020?

Euro _ _ 0:999999

Q018:VBRP selfempl elb0354 Turnover in the month of February 2020 in euros

Q018:VBRP selfempl elb0354_cat Turnover in the month of February 2020 in euros [categories]

not specified 1

Q019 And has your company's turnover changed as a result of the coronavirus crisis? Has turnover in the last month ...

Increased 1

Sunk 2

Remained roughly the same 3

Don't know 4

No answer -1

Q019:VBRQ selfempl elb0355 Change in turnover in the last month

Q019;VBRQ=1

Q020 By what percentage did your turnover increase last month compared to February 2020?

_ _ % 0:9999

Q020:VBRR selfempl elb0356 Turnover increase in the last month compared to February 2020 in percent

Q019;VBRQ=1

not specified 1

Q019;VBRQ=2

Q021 By what percentage did your turnover fall last month compared to February 2020?

_ _ % 0:9999

Q021:VBRS selfempl elb0357 Turnover loss in the last month compared to February 2020 in percent Q019;VBRQ=2

not specified 1

Q019;VBRQ=2

Q022 How long will your liquidity reserves last to keep the business going?

_ _ months 0:99

Q022:VBRT selfempl elb0358 Duration of liquid capital reserves in months Q019;VBRQ=2

not specified 1

Q019;VBRQ=2

Q023 Are you using government support measures from the rescue package due to your financial situation?

Yes, liquidity assistance	1
Yes, state loans	2
Yes, both	3
No	4
No answer	-1

Q023:VBRV selfempl elb0359 Use of government support measures

Q019;VBRQ=2

Q024 Do you use loans or financial support from friends, acquaintances or family due to your financial situation?

Yes	1
No	2
No answer	-1

Q024:VBRW selfempl elb0360 Use of loans from friends, acquaintances or family

Q025 To what extent do the following statements apply to you from today's perspective?

	1 Does not apply at all	2	3	4	5	6	7 Fully applies
From today's perspective, it is the right decision to become an entrepreneur	1	2	3	4	5	6	7
I have my entrepreneurial development completely under control	1	2	3	4	5	6	7
Suppose you were offered a comparable job in a dependent employment relationship: I would end my self-employment and accept a comparable job in a dependent employment relationship	1	2	3	4	5	6	7
Q025:VBK_1 selfempl elb0361_v1	Attitude: Entrepreneurial activity is the right decision from today's perspec.						
Q025:VBK_2 selfempl elb0362_v1	Attitude: Own entrepreneurial development fully under control						
Q025:VBK_3 selfempl elb0363	Attitude: Accept comparable dependent employment						

Q026 And what was it like before the coronavirus crisis at the beginning of this year (January 2020)? To what extent does the following statement apply to you?

	1 Does not apply at all	2	3	4	5	6	7 Fully applies
It was the right decision to become an entrepreneur	1	2	3	4	5	6	7
I have my entrepreneurial development completely under control	1	2	3	4	5	6	7
I would have ended my self-employment at the beginning of the year and would have accepted a comparable job in dependent employment if I had been offered it	1	2	3	4	5	6	7

Q026:VBSD_1	selfempl	elb0364_v1	Attitude before Corona pandemic: Entrepreneurial activity was right decision
Q026:VBSD_2	selfempl	elb0365_v1	Attitude before Corona pandemic: Own entrepreneurial development fully under control
Q026:VBSD_3	selfempl	elb0366	Attitude before Corona pandemic: Accept comparable dependent employment

Q027 What were the most important reasons for you to become an entrepreneur/self-employed? In your opinion, to what extent do these statements apply to your decision?

			1 Does not apply at all	2	3	4	5	6	7 Fully applies
I wanted to be my own boss			1	2	3	4	5	6	7
I was discriminated against at my previous workplace			1	2	3	4	5	6	7
I wanted to earn more money			1	2	3	4	5	6	7
I no longer wanted to be unemployed			1	2	3	4	5	6	7
I had discovered a gap in the market			1	2	3	4	5	6	7
I had a new idea that I wanted to implement			1	2	3	4	5	6	7
I could no longer find a job			1	2	3	4	5	6	7
I wanted to have flexible working hours			1	2	3	4	5	6	7
Continuation of a family business			1	2	3	4	5	6	7
Q027:VBN_1	selfempl	elb0367	Reasons for self-employment: Being your own boss						
Q027:VBN_2	selfempl	elb0368	Reasons for self-employment: Disadvantage at previous workplace						
Q027:VBN_3	selfempl	elb0369	Reasons for self-employment: Earn more money						
Q027:VBN_4	selfempl	elb0370	Reasons for self-employment: No longer being unemployed						
Q027:VBN_5	selfempl	elb0371	Reasons for self-employment: Market niche discovered						
Q027:VBN_6	selfempl	elb0372	Reasons for self-employment: Wanting to implement a new idea						
Q027:VBN_7	selfempl	elb0373	Reasons for self-employment: No more employment found						
Q027:VBN_8	selfempl	elb0374	Reasons for self-employment: Flexible working hours						
Q027:VBN_9	selfempl	elb0375	Reasons for self-employment: Continuation of a family business						

Q028 What were other important reasons for you to become an entrepreneur/self-employed?

Q028:VBP selfempl eab0030 Reasons for self-employment: Other reason
 Q028:VBP selfempl eab0030_cat Reasons for self-employment: Other reason [categories]

Q029 To what extent do the following statements apply to you?

We have the right framework conditions for entrepreneurial/self-employed activities in Germany

1 Does not apply at all 1
 2 2
 3 3
 4 4
 5 5
 6 6
 7 Fully applies 7

Q029:VBQ selfempl elb0376 Germany has the right conditions for entrepreneurial/self-employment

Q030 What are the greatest difficulties in carrying out your entrepreneurial/self-employed activity?

	1 Does not apply at all	2	3	4	5	6	7 Fully applies
A lot of bureaucracy	1	2	3	4	5	6	7
High workload	1	2	3	4	5	6	7
Financial risk	1	2	3	4	5	6	7
Lack of employees	1	2	3	4	5	6	7
Qualification of employees	1	2	3	4	5	6	7
Uncertain future	1	2	3	4	5	6	7

Q030:VBL_1 selfempl elb0377_v1 Difficulties: A lot of bureaucracy
 Q030:VBL_2 selfempl elb0378_v1 Difficulties: High workload
 Q030:VBL_3 selfempl elb0379_v1 Difficulties: Financial risk
 Q030:VBL_4 selfempl elb0380_v1 Difficulties: Lack of employees
 Q030:VBL_5 selfempl elb0381_v1 Difficulties: Qualification of employees
 Q030:VBL_6 selfempl elb0382_v1 Difficulties: Uncertain future

Q031 What are other major difficulties in carrying out your entrepreneurial/self-employed activity?

Q031:VBM selfempl eab0031 Difficulties: Other difficulties free-form text
 Q031:VBM selfempl eab0031_cat Difficulties: Other difficulties free-form text [categories]

Q032 What do you personally see as the biggest challenges for your entrepreneurial/self-employed activities in the coming years?

	1 Does not apply at all	2	3	4	5	6	7 Fully applies
Regulating company succession	1	2	3	4	5	6	7
Digitization, automation	1	2	3	4	5	6	7
Skills shortage	1	2	3	4	5	6	7
Economic development	1	2	3	4	5	6	7
Structural changes in the markets	1	2	3	4	5	6	7
Lack of recognition in politics and society	1	2	3	4	5	6	7

Q032:VBB_1 selfempl elb0383 Challenges: Organizing company succession
 Q032:VBB_2 selfempl elb0384 Challenges: Digitization, automation
 Q032:VBB_3 selfempl elb0385 Challenges: Shortage of skilled workers
 Q032:VBB_4 selfempl elb0386 Challenges: Economic development
 Q032:VBB_5 selfempl elb0387 Challenges: Structural changes in markets
 Q032:VBB_6 selfempl elb0388 Challenges: Lack of recognition in politics and society

Q033 What are other personal challenges for your entrepreneurial/self-employed activities in the coming years?

Q033:VBC selfempl eab0032 Challenges: Other challenges
 Q033:VBC selfempl eab0032_cat Challenges: Other challenges [categories]

Q003;VBD=1,2

Q034 Have you ever had any employees since the company was founded (date of foundation [MM.YYYY])?

Yes 1
 No 2

Q034:VBRa selfempl elb0389 Ever employed employees since foundation

Q003;VBD=3

Q035 Have you ever employed dependent employees since the takeover of the company (date of takeover [MM.YYYY])?

Yes 1

No 2

Q035:VBRb selfempl elb0390 Ever employed employees since takeover

Q003;VBD=4

Q036 Since joining the company (date of joining [MM.YYYY]), have you ever employed dependent employees?

Yes 1

No 2

Q036:VBRc selfempl elb0391 Ever employed employees since joining the company

Q037 [Dummy for controlling the other employee questions. If employees have ever been employed since foundation/takeover/entry, set value = 1, otherwise = 2]

Employees 1

No employees 2

Q037:VBR selfempl elb0392 Ever employed employees [control variable]

(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)

Q038 And how many employees were there on September 30, 2019?

If "none", please enter "0".

Total number _ _ 1:9999

How many of them women _ _ 0:9999

Q038:VBT_Anz	selfempl	elb0396	Number of employees last year	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q038:VBT_Anz	selfempl	elb0396_cat	Number of employees last year [categories]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q038:VBT_Frauen	selfempl	elb0397	Number of employees last year women	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q038:VBT_Frauen	selfempl	elb0397_cat	Number of employees last year women [categories]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)

not specified 1

(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)

Q039 What is the breakdown of the total number of employees on September 30, 2019 by the employee groups listed here and how many of them were women? [Have you hired employees since your company was founded and how many of them were women?]

If "none", please enter "0".

Total: Employees for simple tasks that do not require vocational training	1
of which women: Employees for simple jobs that do not require vocational training	1
Total: Employees for qualified activities that require a completed apprenticeship or comparable vocational training	1
of which women: Employees for qualified jobs that require a completed apprenticeship or comparable vocational training	1
Total: Employees for qualified jobs that require a university degree	1
of which women: Employees for qualified jobs that require a university degree	1
Total: Active owners, board members, managing directors	1
of which women: Active owners, board members, managing directors	1
Total number: Employees for simple tasks that do not require vocational training	0:9999
Total number: Employees for qualified activities that require a completed apprenticeship or comparable vocational training	0:9999
Total number: Employees for qualified jobs requiring a university degree	0:9999
Total number: Active owners, board members, managing directors	0:9999
Number of which women: Employees for simple jobs that do not require vocational training	0:9999
Number of which women: Employees for qualified jobs that require a completed apprenticeship or comparable vocational training	0:9999
Number of which women: Employees for qualified jobs that require a university degree	0:9999
Number of which women: Active owners, board members, managing directors	0:9999

Q039:VBRF__1_Anz	selfempl	elb0408	Number of employees in activities without required vocational training	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__1_Anz	selfempl	elb0408_cat	Number of employees in activities without required vocational training [cat.]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__2_Anz	selfempl	elb0409	Number of employees in quali. activities requiring vocational train. or similar	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__2_Anz	selfempl	elb0409_cat	Number of employees in qualif. activities requiring vocational train. o.s.[cat.]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__3_Anz	selfempl	elb0410	Number of employees in quali. activities requiring university degree	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__3_Anz	selfempl	elb0410_cat	Number of employees in quali. activities requiring university degree [cat.]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__4_Anz	selfempl	elb0411	Number of active owners, board members, managing directors	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__4_Anz	selfempl	elb0411_cat	Number of active owners, board members, managing directors [categories]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__1_Frauen	selfempl	elb0412	Number of women in activities without required vocational training	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__1_Frauen	selfempl	elb0412_cat	Number of women in activities without required vocational training [categories]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__2_Frauen	selfempl	elb0413	Number of women in quali. activities requiring vocational training or similar	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__2_Frauen	selfempl	elb0413_cat	Number of women in quali. activities requiring vocational training o.s. [cat.]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__3_Frauen	selfempl	elb0414	Number of women in qualified activities requiring university degree	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__3_Frauen	selfempl	elb0414_cat	Number of women in qualified activities requiring university degree [categories]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__4_Frauen	selfempl	elb0415	Number of women among active owners, board members and managing directors	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)
Q039:VBRF__4_Frauen	selfempl	elb0415_cat	Number of women among active owners, board members, managing directors [cat.]	(Q037;VBR=1) & (Q008;gruendnachsep2019=2,-1)

Q037;VBR=1

Q040 Did the employees include part-time employees (including marginal part-time employees)?

If "none", please enter "0".

Total: Part-time employees	1
of which women: Part-time employees	1
Total: marginally employed persons up to 450	1
of which women: marginally employed up to 450	1
Total: Employees between EUR450 and EUR850	1
of which women: Employees between EUR450 and EUR850	1
Total number: Part-time employees	0:9999
Total number: marginally employed up to 450	0:9999
Total number: Employees between EUR450 and EUR850	0:9999
Number of which women: Part-time employees	0:9999
Number of which women: Part-time employees up to 450	0:9999
Number of which women: Employees between EUR450 and EUR850	0:9999

Q040:VBRG__1_Anz1	selfempl	elb0422	Number of part-time employees	Q037;VBR=1
Q040:VBRG__1_Anz1	selfempl	elb0422_cat	Number of part-time employees [categories]	Q037;VBR=1
Q040:VBRG__2_Anz1	selfempl	elb0423	Number of employees in marginal employment up to EUR 450	Q037;VBR=1
Q040:VBRG__2_Anz1	selfempl	elb0423_cat	Number of employees in marginal employment up to EUR450 [categories]	Q037;VBR=1
Q040:VBRG__3_Anz1	selfempl	elb0424	Number of employees between EUR450 and EUR850	Q037;VBR=1
Q040:VBRG__3_Anz1	selfempl	elb0424_cat	Number of employees between EUR450 and EUR850 [categories]	Q037;VBR=1
Q040:VBRG__1_Frauen	selfempl	elb0425	Number of women employed part-time	Q037;VBR=1
Q040:VBRG__1_Frauen	selfempl	elb0425_cat	Number of women employed part-time [categories]	Q037;VBR=1
Q040:VBRG__2_Frauen	selfempl	elb0426	Number of women employed marginally up to EUR 450	Q037;VBR=1
Q040:VBRG__2_Frauen	selfempl	elb0426_cat	Number of women employed marginally up to EUR450 [categories]	Q037;VBR=1
Q040:VBRG__3_Frauen	selfempl	elb0427	Number of women employed between EUR450 and EUR850	Q037;VBR=1
Q040:VBRG__3_Frauen	selfempl	elb0427_cat	Number of women employed between EUR450 and EUR850 [categories]	Q037;VBR=1

Q041 Beyond dependent employees: Did you have the following employees [on 30.09.2019]?

If "none", please enter "0".

Freelancers with contracts for work or services __

Temporary workers __

1-Euro-Jobber __

Self-employed without employees

not specified

Q041:VCB_4 selfempl elb0433 Number of other employees: Self-employed without employees

Q041:VCB_4 selfempl elb0433_cat Number of other employees: Self-employed without employees [categories]

Number: Freelancers with contracts for work and services __

Number: Temporary workers __

Number: 1-Euro-Jobber __

Q041:VCB_Anz1 selfempl elb0435 Number of other employees: Freelancers with contracts for work or services

Q041:VCB_Anz1 selfempl elb0435_cat Number of other employees: Freelancers with contracts for work or servic.[cat.]

Q041:VCB_Anz2 selfempl elb0436 Number of other employees: Temporary workers

Q041:VCB_Anz2 selfempl elb0436_cat Number of other employees: Temporary workers [categories]

Q041:VCB_Anz3 selfempl elb0437 Number of other employees: 1-euro jobbers

Q041:VCB_Anz3 selfempl elb0437_cat Number of other employees: 1-euro jobbers [categories]

(Q037;VBR=1) & (Q008;gruendnachsep2019=2;-1)

Q042 Did you hire employees in 2019?

Taking on apprentices and employees from fixed-term employment contracts does not count as hiring.

Yes

No

Q042:VCC selfempl elb0438 Employees hired in 2019

(Q042;VCC=2) & (C041;VCB=4)

Q043 Would you have liked to hire employees in 2019 or did you have no need at all?

Yes, would have liked to hire __ employees

No, I had no need

No answer

Q043:VCD selfempl elb0439 Demand for personnel

Yes, would have liked to hire __ employees

Q043:VCD_ANZ selfempl elb0440 Demand for personnel: Number of employees demanded (Q042;VCC=2) & (C041;VCB=4)

Q008;gruendnachsep2019=1

Q044 Would you have liked to hire employees since the company was founded or did you have no need at all?

Yes, would have liked to hire __ employees	1
No, I had no need	2
No answer	-1

Q044:VBRX selfempl elb0441 Demand for personnel since foundation

Yes, would have liked to hire __ employees 1:9999

Q044:VBRX_ANZ selfempl elb0442 Demand for personnel since foundation: Q008;gruendnachsep2019=1
Number of employees demanded

(Q042;VCC=1) & (Q008;gruendnachsep2019=2,-1)

Q045 How many new employees did you hire in total in 2019?

If "none", please enter "0".

__ Employees	1
How many of them were women __	1
not specified	1
__ Employees	1:9999
How many of them were women __	0:9999

Q045:VCF_ANZ1 selfempl elb0446 Number of employees hired in 2019 (Q042;VCC=1) & (Q008;gruendnachsep2019=2,-1)

Q045:VCF_ANZ2 selfempl elb0447 Number of employees hired in 2019: Of which women (Q042;VCC=1) & (Q008;gruendnachsep2019=2,-1)

Q008;gruendnachsep2019=2,-1

Q046 Did any employees leave your company in 2019? This refers to redundancies, dismissals, retirement, expiry of temporary contracts, death.

Please note: The employment relationship continues during maternity leave, parental leave and the release phase of partial retirement.

Yes	1
No	2

Q046:VCG selfempl elb0448 Employees left the company in 2019

(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)

Q047*If "none", please enter "0".*

How many employees left the company in total _ _ 1

How many of them women _ _ 1

not specified 1

How many employees left the company in total _ _ 1:9999

How many of them women _ _ 0:9999

Q047:VCH_Anz1 selfempl elb0452 Number of employees who left the company in 2019 (Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)

Q047:VCH_Anz2 selfempl elb0453 Number of employees who left the company in 2019: Of which women (Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)

(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)

Q048 What is the overall breakdown of staff departures by the reasons mentioned here?*If "none", please enter "0".*

Termination by the employee _ _ 1

Termination by the company _ _ 1

Expiry of a fixed-term employment contract _ _ 1

Termination by mutual agreement (also on the basis of a social plan) _ _ 1

Retirement on reaching the regular (statutory) retirement age _ _ 1

Retirement before reaching the regular (statutory) retirement age _ _ 1

Occupational disability/incapacity to work _ _ 1

Other _ _ 1

not specified 1

Termination by the employee _ _ 0:9999

Termination by the company _ _ 0:9999

Expiry of a fixed-term employment contract _ _ 0:9999

Termination by mutual agreement (also on the basis of a social plan) _ _ 0:9999

Retirement on reaching the regular (statutory) retirement age _ _ 0:9999

Retirement before reaching the regular (statutory) retirement age _ _ 0:9999

Occupational disability/incapacity to work _ _ 0:9999

Other _ _ 0:9999

Q048:VCJ_Anz1	selfempl	elb0463	Type of separation number: Termination by the employee	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz2	selfempl	elb0464	Type of separation number: Termination by the company	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz3	selfempl	elb0465	Type of separation number: Expiry of a fixed-term employment contract	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz4	selfempl	elb0466	Type of separation number: Termin. by mutual agree. (also due to social plan)	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz5	selfempl	elb0467	Type of separation number: Retirement on reaching the reg. (statutory) retire. age	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz6	selfempl	elb0468	Type of separation number: Retirement before reaching the reg. (stat.) retire. age	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz7	selfempl	elb0469	Type of separation number: Occupational/inability to work	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)
Q048:VCJ_Anz8	selfempl	elb0470	Type of separation number: Other	(Q046;VCG=1) & (Q008;gruendnachsep2019=2,-1)

Q008;gruendnachsep2019=2,-1

Q049 Did your company support further education and training measures in 2019, i.e. were employees released from work to take part in in-house or external measures or were the costs of further training measures covered in full or in part by the company?

Yes, employees were released from work or costs were covered.	1
No, neither exemptions nor assumption of costs.	2
No answer	-1

Q049:VCK selfempl elb0471 Leave of absence or covering of costs for further training

(Q049;VCK=1) & (Q008;gruendnachsep2019=2,-1)

Q050 How many people took part in these training measures in 2019? If people in your company took part in multiple training measures, please only count them once. Please state the total number.

If "none", please enter "0".

Participants (persons) in total _ _	1
How many of them women _ _	1
not specified	1
Participants (persons) in total _ _	1:9999
How many of them women _ _	0:9999

Q050:VCL_ANZ1	selfempl	elb0475	Further training number of participants	(Q049;VCK=1) & (Q008;gruendnachsep2019=2,-1)
Q050:VCL_ANZ2	selfempl	elb0476	Further training number of participants: Of which women	(Q049;VCK=1) & (Q008;gruendnachsep2019=2,-1)

Q008;gruendnachsep2019=2,-1

Q051 How high were the total personnel expenses (employer gross amount incl. bonuses) for all employees in your company in 2019?

Expenditure in EUR __ 1:9999999

Q051:VCM	selfempl	elb0477	Staff costs in 2019 in euros (employer gross amount incl. bonuses)	Q008;gruendnachsep2019=2,-1
Q051:VCM	selfempl	elb0477_cat	Staff costs in 2019 in euros (employer gross amount incl. bonuses) [categories]	Q008;gruendnachsep2019=2,-1

not specified 1

Q008;gruendnachsep2019=2,-1

Q052 What was your company's turnover (and other operating income) excluding VAT in 2019?

Euro __ 1:9999999

Q052:VCN	selfempl	elb0478	Turnover excluding VAT last year in euros	Q008;gruendnachsep2019=2,-1
Q052:VCN	selfempl	elb0478_cat	Turnover excluding VAT last year in euros [categories]	Q008;gruendnachsep2019=2,-1

not specified 1

Q008;gruendnachsep2019=2,-1

Q053 What was the total cost of materials and other operating expenses in your company in 2019 as a whole?

Cost of materials includes: Purchased goods and services for resale in the same condition, raw materials, consumables and supplies, e.g. expenses for fuel or electricity, purchased services (not for resale but for consumption within the company) and other operating expenses, including temporary staff and freelancers

Expenditure in EUR __ 1

Expenditure relative to sales (in percent) __ 1

not specified 1

Expenditure in EUR __ 1:9999999

Expenditure relative to sales (in percent) __ 0:100

Q053:VCP_Anz1	selfempl	elb0482	Material and operational expenses last year in euros	Q008;gruendnachsep2019=2,-1
Q053:VCP_Anz1	selfempl	elb0482_cat	Material and operational expenses last year in euros [categories]	Q008;gruendnachsep2019=2,-1
Q053:VCP_Anz2	selfempl	elb0483	Material and operational expenses last year relative to sales in percent	Q008;gruendnachsep2019=2,-1

Q008;gruendnachsep2019=2,-1

Q054 What was your company's reported taxable profit in 2019?

Euro _ _ 1:9999999

Q054:VCQ selfempl elb0484 Taxable profit last year in euros Q008;gruendnachsep2019=2,-1

Q054:VCQ selfempl elb0484_cat Taxable profit last year in euros [categories] Q008;gruendnachsep2019=2,-1

not specified 1

(Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

Q055 How much start-up capital - not including material resources - did you use for your start-up in [date of foundation MM YYYY]? Please state the amount in euros. An estimate is sufficient. Separately: how much capital in kind did you use?

_ _ Euro (starting capital without capital in kind) 1

Start-up capital amount not exactly known 1

Q055:VCR_3 selfempl elb0486 Start-up capital: Amount of start-up capital not exactly known (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

_ _ Euro (starting capital without capital in kind) 0:99999999

Q055:VCRa_Anz1 selfempl elb0491 Start-up capital without physical capital in euros (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

Q055:VCRa_Anz1 selfempl elb0491_cat Start-up capital without physical capital in euros [categories] (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

_ _ Euro (tangible capital) 1

Amount of tangible capital not precisely known 1

Q055:VCR_4 selfempl elb0488 Physical capital: Amount of physical capital not exactly known (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

_ _ Euro (tangible capital) 0:99999999

Q055:VCRb_Anz2 selfempl elb0493 Physical capital in euros (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

Q055:VCRb_Anz2 selfempl elb0493_cat Physical capital in euros [categories] (Q003;VBD=1,2) & (Q008;gruendnachsep2019=1)

not specified 1

(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) | Q055;VCR_4=1)

Q056 under 1,000 euros

			1	
1,000 to under 2,500 euros			1	
2,500 to under 5,000 euros			1	
5,000 to under 10,000 euros			1	
10,000 to under 50,000 euros			1	
50,000 to under 250,000 euros			1	
250,000 euros and more			1	
not specified			1	
Q056:VCS_1	selfempl	elb0494	Start-up capital: less than 1,000 euros	
Q056:VCS_2	selfempl	elb0495	Start-up capital: 1,000 to under 2,500 euros	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)
Q056:VCS_3	selfempl	elb0496	Start-up capital: 2,500 to under 5,000 euros	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)
Q056:VCS_4	selfempl	elb0497	Start-up capital: 5,000 to under 10,000 euros	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)
Q056:VCS_5	selfempl	elb0498	Start-up capital: 10,000 to under 50,000 euros	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)
Q056:VCS_6	selfempl	elb0499	Start-up capital: 50,000 to under 250,000 euros	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)
Q056:VCS_7	selfempl	elb0500	Start-up capital: 250,000 euros and more	(Q008;gruendnachsep2019=1) & ((Q055;VCR_3=1) Q055;VCR_4=1)

Q008;gruendnachsep2019=2,-1

Q057 What was the total amount of (balance sheet-relevant) investments, excluding depreciation or other value adjustments, that you made in your company in 2019 as a whole?

Euro _ _ 1:99999999

Q057:VCT	selfempl	elb0502	Total investments (balance sheet-relevant) last year in euros	Q008;gruendnachsep2019=2,-1
Q057:VCT	selfempl	elb0502_cat	Total investments (balance sheet-relevant) last year in euros [categories]	Q008;gruendnachsep2019=2,-1

not specified 1

Q008;gruendnachsep2019=2,-1

Q058 What was the share of expansion investments in the total investment volume mentioned above?

approx. _ _ % 0:100

Q058:VCV	selfempl	elb0503	Share of expansion investments last year in percent	Q008;gruendnachsep2019=2,-1
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not specified 1

Q059 How did you finance the investments in 2019? [How did you finance the start-up capital?]

Equity capital				1
Venture capital (venture capital, equity crowd funding or similar)				1
Short-term debt capital				1
Long-term debt capital				1
not specified				1
Q059:VCX_1	selfempl	elb0506	Financing: Equity	
Q059:VCX_2	selfempl	elb0507	Financing: Venture capital (venture capital, equity crowd funding, etc.)	
Q059:VCX_3	selfempl	elb0508	Financing: Short-term debt capital	
Q059:VCX_4	selfempl	elb0509	Financing: Long-term debt capital	

Q059;VCX_1=1

Q060 How high was your equity?

Please state the figures either in euros or as a percentage, not both!

around __ Euro			0:9999999	
around __ % of total investments			0:100	
Q060:VCY_Anz1	selfempl	elb0514	Financing: Equity in euros	Q059;VCX_1=1
Q060:VCY_Anz1	selfempl	elb0514_cat	Financing: Equity in euros [categories]	Q059;VCX_1=1
Q060:VCY_Anz2	selfempl	elb0515	Financing: Equity in percent	Q059;VCX_1=1

not specified 1

Q059;VCX_2=1

Q061 How much was your venture capital?

Please state the figures either in euros or as a percentage, not both!

around __ Euro			0:9999999	
around __ % of total investments			0:100	
Q061:VCZ_Anz1	selfempl	elb0519	Financing: Venture capital in euros	Q059;VCX_2=1
Q061:VCZ_Anz1	selfempl	elb0519_cat	Financing: Venture capital in euros [categories]	Q059;VCX_2=1
Q061:VCZ_Anz2	selfempl	elb0520	Financing: Venture capital in percent	Q059;VCX_2=1

not specified 1

Q059;VCX_3=1

Q062 How much short-term debt capital did you have?

around __ Euro			0:9999999	
around __ % of total investments			0:100	
Q062:VDB_Anz1	selfempl	elb0524	Financing: Short-term debt capital in euros	Q059;VCX_3=1
Q062:VDB_Anz1	selfempl	elb0524_cat	Financing: Short-term debt capital in euros [categories]	Q059;VCX_3=1
Q062:VDB_Anz2	selfempl	elb0525	Financing: Short-term debt capital in percent	Q059;VCX_3=1

not specified 1

Q059;VCX_4=1

Q063 How high was your long-term debt capital?*Please state the figures either in euros or as a percentage, not both!*

around __ Euro 0:9999999

around __ % 0:100

Q063;VDC_Anz1 selfempl elb0529 Financing: Long-term debt capital in euros Q059;VCX_4=1

Q063;VDC_Anz1 selfempl elb0529_cat Financing: Long-term debt capital in euros Q059;VCX_4=1
[categories]

Q063;VDC_Anz2 selfempl elb0530 Financing: Long-term debt capital in percent Q059;VCX_4=1

not specified 1

Q062;VBD=1,2,-1

Q064 What average interest rate did you have to pay for the short-term borrowed capital?

__ % 0:100

Q064;VDD selfempl elb0531 Average interest rate for short-term debt Q062;VBD=1,2,-
1

not specified 1

Q063;VDC=1,2,-1

Q065 What average interest rate did you have to pay for the long-term debt?

__ % 0:100

Q065;VDF selfempl elb0532 Average interest rate for long-term debt Q063;VDC=1,2,-
1

not specified 1

Q008;gruendnachsep2019=2,-1

Q066 What was the total marketing expenditure you made in your company in 2019, approximately for the entire year?

Euro __ 0:9999999

Q066;VCW selfempl elb0533 Marketing expenditure last year in euros Q008;gruendnachsep2019=2,-
1Q066;VCW selfempl elb0533_cat Marketing expenditure last year in euros [categories] Q008;gruendnachsep2019=2,-
1

not specified 1

Q008;gruendnachsep2019=2,-1

Q067 Did your company improve or further develop a service or product that you previously offered in the last fiscal year 2019? [Has your company introduced a new service or product with market entry for which a market already exists?]

Yes	1
No	2
Don't know	3
No answer	-1

Q067:VDG selfempl elb0536_v1 Service/product improved in the last fiscal year

Q008;gruendnachsep2019=2,-1

Q068 Did your company launch a completely new service or product for which a new market has yet to be created in the last fiscal year 2019? [Has your company introduced a completely new service or product with market entry for which a market has yet to be created?]

Yes	1
No	2
Don't know	3
No answer	-1

Q068:VDH selfempl elb0539_v1 Completely new service/product offered in last fiscal year

Q008;gruendnachsep2019=2,-1

Q069 Did your company develop and introduce new methods in the organization of business processes (e.g. quality management, supply chain management, lean production, knowledge management) in the last fiscal year 2019?

Yes	1
No	2
Don't know	3
No answer	-1

Q069:VDJ selfempl elb0540_v1 New organizational methods developed and introduced in last fiscal year

Q008;gruendnachsep2019=2,-1

Q070 Did your company introduce new marketing/sales methods (marketing innovations are part of a new marketing concept or a new marketing strategy) in the last fiscal year 2019 that were not previously used in your company?

Yes	1
No	2
Don't know	3
No answer	-1

Q070:VDK selfempl elb0541_v1 New marketing/sales methods introduced in last fiscal year

Q008;gruendnachsep2019=2,-1

Q071 Did your company develop or introduce processes in the last fiscal year 2019 that significantly improved the production process or the provision of services?

Yes	1
No	2
Don't know	3
No answer	-1

Q071:VDL selfempl elb0542_v1 New procedures for production process developed or introduced in last fiscal y.

Q008;gruendnachsep2019=2,-1

Q072 Did you plan but not implement any product, process, organizational or marketing innovations in the last fiscal year 2019?

Yes	1
No	2
No answer	-1

Q072:VDM selfempl elb0543 Planned innovations not implemented in last fiscal year

(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)

Q073 Which of the following factors prevented the implementation?

Please enter everything that applies!

High investment costs				1
High economic risk				1
Problems in obtaining outside capital				1
Organizational problems				1
Lack of specialist staff				1
Lack of customer acceptance				1
Long approval procedures (laws, standards, legal regulations)				1
Other				1
not specified				1
Q073:VDN_1	selfempl	elb0544	No innovations: High investment costs	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_2	selfempl	elb0545	No innovations: High economic risk	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_3	selfempl	elb0546	No innovations: Problems in obtaining external capital	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_4	selfempl	elb0547	No innovations: Organizational problems	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_5	selfempl	elb0548	No innovations: Lack of skilled personnel	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_6	selfempl	elb0549	No innovations: Lack of customer acceptance	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_7	selfempl	elb0550	No innovations: Long approval procedures	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)
Q073:VDN_8	selfempl	elb0551	No innovations: Other	(Q072;VDM=1) & (Q008;gruendnachsep2019=2,-1)

Q074 Is your company involved in research and development (R&D)?

Yes	1
No	2
No answer	-1

Q074:VDP selfempl elb0553 Research and development

Q074;VDP=1

Q075 Research and development is often carried out in cooperation with others. What is it like for you?

Please enter everything that applies!

We work together with other companies	1
We cooperate with universities/universities of applied sciences	1
We work together with external consultants (management consultants, engineering offices)	1
We cooperate with non-university research facilities/research institutes	1
Does not apply, no cooperation with R & D	1
not specified	1

Q075:VDQ_1	selfempl	elb0554	Cooperation with other companies	Q074;VDP=1
Q075:VDQ_2	selfempl	elb0555	Cooperation with universities or universities of applied sciences	Q074;VDP=1
Q075:VDQ_3	selfempl	elb0556	Cooperation with external consultants	Q074;VDP=1
Q075:VDQ_4	selfempl	elb0557	Cooperation with non-university research institutions	Q074;VDP=1
Q075:VDQ_5	selfempl	elb0558	No cooperation in R&D	Q074;VDP=1

(Q074;VDP=1) & (Q008;gruendnachsep2019=2,-1)

Q076 How much was spent on research and development in 2018 and 2019?

2018: __ Euro 0:9999999

2019: __ Euro 0:9999999

Q076:VDR_Anz1	selfempl	elb0563	Research and development expenditure 2018 in euros	(Q074;VDP=1) & (Q008;gruendnachsep2019=2,-1)
Q076:VDR_Anz1	selfempl	elb0563_cat	Research and development expenditure 2018 in euros [categories]	(Q074;VDP=1) & (Q008;gruendnachsep2019=2,-1)
Q076:VDR_Anz2	selfempl	elb0564	Research and development expenditure 2019 in euros	(Q074;VDP=1) & (Q008;gruendnachsep2019=2,-1)
Q076:VDR_Anz2	selfempl	elb0564_cat	Research and development expenditure 2019 in euros [categories]	(Q074;VDP=1) & (Q008;gruendnachsep2019=2,-1)

not specified 1

Q078 Modern automation and digitalization technologies are able to revolutionize communication and cooperation between employees, systems, logistics, products and customers. These include autonomous robotics, smart factories, the Internet of Things and analysis tools with big data, cloud services and online platforms. In your opinion, to what extent do the following statements apply to your company?

	1 Does not apply at all	2	3	4	5	6	7 Fully applies
We have already worked intensively with these new technologies in our company	1	2	3	4	5	6	7
We see great potential for using such new technologies in our company	1	2	3	4	5	6	7
We are already using such new technologies in our company	1	2	3	4	5	6	7
Compared to other companies in our sector, our company is well equipped with these new technologies	1	2	3	4	5	6	7
Q078:VDT_1	selfempl	elb0565	Digitization: Actively engaged with new technologies				
Q078:VDT_2	selfempl	elb0566	Digitization: Huge potential				
Q078:VDT_3	selfempl	elb0567	Digitization: Technologies are already being used				
Q078:VDT_4	selfempl	elb0568	Digitization: Company well-positioned in comparison				

Q079 Did you procure goods and services online in [year 2019/first quarter of 2020]?

Definition of Internet-based "e-commerce": Transactions carried out via the Internet. Goods / services are ordered via the Internet; payment and delivery can be made online or by conventional means (orders by handwritten e-mails are not covered by e-commerce).

Yes	1
No	2
No answer	-1

Q079:VDV selfempl elb0571 Procurement of goods and services via the Internet

Q079:VDV=1

Q080 What is the share of purchases made online in [year 2019/first quarter of 2020]?

-- % 0:100

Q080:VDW selfempl elb0574 Share of purchases made online in percent Q079:VDV=1

not specified 1

Q081 Does your company have its own website?

Yes 1
 No 2
 No answer -1

Q081:VDX selfempl elb0575 Company website available

Q082 Do you sell your company's goods and services via the Internet?

Yes 1
 No 2
 No answer -1

Q082:VDY selfempl elb0576 Sale of goods and services via the Internet

Q082;VDY=1

Q083 What is the share of sales made online in [year 2019/first quarter of 2020]?

-- % 0:100

Q083:VDZ selfempl elb0579 Share of sales made via the Internet in percent Q082;VDY=1

not specified 1

Q084 Do you produce and sell digital products and services?

Yes 1
 No 2
 No answer -1

Q084:VFB selfempl elb0580 Production of digital products or services

Q084;VFB=1

Q085 What is the share of digital products and services in all products manufactured by you in [year 2019/first quarter of 2020]?

-- % 0:100

Q085:VFC selfempl elb0583 Share of digital products and services produced in percent Q084;VFB=1

not specified 1

Q086 Please describe how often you typically deal with the following activities in your company.

	Daily	Weekly	Monthly	Quarterly	Less than once a quarter	Never
Participation in/execution of the production of the goods or services that my company operates	1	2	3	4	5	6
Recruitment and personnel selection	1	2	3	4	5	6
Conversations with employees and managers in the company	1	2	3	4	5	6
Organization of production processes in the company	1	2	3	4	5	6
Quality management	1	2	3	4	5	6
Marketing activities	1	2	3	4	5	6
Bureaucratic activities due to government requirements and regulations	1	2	3	4	5	6
Customer acquisition and conversations with customers	1	2	3	4	5	6
Conversations with suppliers	1	2	3	4	5	6
Conversations with co-owners, co-managing directors	1	2	3	4	5	6
Conversations with the company's financiers	1	2	3	4	5	6
Analysis of the market and competitors	1	2	3	4	5	6
Preparing and making growth and investment decisions	1	2	3	4	5	6
Association work	1	2	3	4	5	6
other activities _ _	1	2	3	4	5	6

Q086:VFD_1	selfempl	elb0584_v1	Activities: Participation in/execution of production
Q086:VFD_2	selfempl	elb0585_v1	Activities: Recruitment and personnel selection
Q086:VFD_3	selfempl	elb0586_v1	Activities: Conversations with employees and managers in the company
Q086:VFD_4	selfempl	elb0587_v1	Activities: Organization of production processes in the company
Q086:VFD_5	selfempl	elb0588_v1	Activities: Quality management
Q086:VFD_6	selfempl	elb0589_v1	Activities: Marketing activities
Q086:VFD_7	selfempl	elb0590_v1	Activities: Bureaucratic activities due to government requirements and regul.
Q086:VFD_8	selfempl	elb0591_v1	Activities: Customer acquisition and conversations with customers
Q086:VFD_9	selfempl	elb0592_v1	Activities: Conversations with suppliers
Q086:VFD_10	selfempl	elb0593_v1	Activities: Conversations with co-owners, co-managing directors
Q086:VFD_11	selfempl	elb0594_v1	Activities: Conversations with the company's financiers
Q086:VFD_12	selfempl	elb0595_v1	Activities: Analysis of the market and competitors
Q086:VFD_13	selfempl	elb0596_v1	Activities: Preparing and making growth and investment decisions
Q086:VFD_14	selfempl	elb0597_v1	Activities: Association work
Q086:VFD_15	selfempl	elb0598_v1	Activities: Other activities

other activities _ _

Q086:VFDopen	selfempl	eab0033	Activities: Other activities text
Q086:VFDopen	selfempl	eab0033_cat	Activities: Other activities text [categories]

Q087 Of all the activities you do every day, how many hours do you spend on

Participation in/execution of the production of the goods or services that my company operates	1:16
Recruitment and personnel selection	1:16
Conversations with employees and managers in the company	1:16
Organization of production processes in the company	1:16
Quality management	1:16
Marketing activities	1:16
Bureaucratic activities due to government requirements and regulations	1:16
Customer acquisition and conversations with customers	1:16
Conversations with suppliers	1:16
Conversations with co-owners, co-managing directors	1:16
Conversations with the company's financiers	1:16
Analysis of the market and competitors	1:16
Preparing and making growth and investment decisions	1:16
Association work	1:16
Other activities	1:16

Q087:VFV_1	selfempl	elb0599	Hours per day: Participation in/execution of production	Q086;VFD_1=1
Q087:VFV_2	selfempl	elb0600	Hours per day: Recruitment and personnel selection	Q086;VFD_2=1
Q087:VFV_3	selfempl	elb0601	Hours per day: Conversations with employees and managers in the company	Q086;VFD_3=1
Q087:VFV_4	selfempl	elb0602	Hours per day: Organization of production processes in the company	Q086;VFD_4=1
Q087:VFV_5	selfempl	elb0603	Hours per day: Quality management	Q086;VFD_5=1
Q087:VFV_6	selfempl	elb0604	Hours per day: Marketing activities	Q086;VFD_6=1
Q087:VFV_7	selfempl	elb0605	Hours per day: Bureaucratic activities due to government requirements and regul.	Q086;VFD_7=1
Q087:VFV_8	selfempl	elb0606	Hours per day: Customer acquisition and conversations with customers	Q086;VFD_8=1
Q087:VFV_9	selfempl	elb0607	Hours per day: Conversations with suppliers	Q086;VFD_9=1
Q087:VFV_10	selfempl	elb0608	Hours per day: Conversations with co-owners, co-managing directors	Q086;VFD_10=1
Q087:VFV_11	selfempl	elb0609	Hours per day: Conversations with the company's financiers	Q086;VFD_11=1
Q087:VFV_12	selfempl	elb0610	Hours per day: Analysis of the market and competitors	Q086;VFD_12=1
Q087:VFV_13	selfempl	elb0611	Hours per day: Preparing and making growth and investment decisions	Q086;VFD_13=1
Q087:VFV_14	selfempl	elb0612	Hours per day: Association work	Q086;VFD_14=1
Q087:VFV_15	selfempl	elb0613	Hours per day: Other activities	Q086;VFD_15=1

Q088 Do you alone, or together with your co-owners/managing directors, make all the decisions in your company or have you delegated some of the decisions to individual managers in your company or to a second management level?

Make all decisions alone	1
Make all decisions together in the team of owners/managing directors	2
Make all decisions together as a team with other managers and/or employees	3
The company has a second management level	4
No answer	-1

Q088:VFF selfempl elb0614_v1 Decision making

Q088;VFF=4

Q089 Approximately what percentage of all decisions are delegated to the second management level?

0:100

Q089:VFW selfempl elb0615 Share of decisions made at 2nd management level in percent

Q090 How often do you or managers in your company hold structured feedback meetings with your employees, for example about service quality, customer satisfaction, production, costs, performance decline, quality, inventory, absenteeism?

Never	1
Annually	2
Quarterly	3
Monthly	4
Weekly	5
Daily	6
More often	7
No answer	-1

Q090:VFG selfempl elb0616_v1 Frequency of structured feedback meetings

Q091 Do you use other tools to motivate your employees?

Yes	1
No	2
No answer	-1

Q091:VFH selfempl elb0617 Other instruments for employee motivation

Yes (please name these in keywords) _ _

Q091:VFH__1 selfempl eab0034 Other instruments for employee motivation text

Q091:VFH__1 selfempl eab0034_cat Other instruments for employee motivation text [categories]

Q092 Regardless of whether you have agreed to take part in the personal surveys: Thank you very much for taking part in this online survey! As a thank you for your participation, we would like to send you 5 euros in cash together with a thank you letter. If you would prefer to donate this amount to UNICEF, please indicate this here.

Please send me 5 euros.	1
Please donate 5 euros to UNICEF.	2
I don't want to receive 5 euros and I don't want to donate to UNICEF.	3

Q092:VBSC selfempl elb0618 Type of donation