

# Instructions for reporting business-cycle statistics on vacant jobs for private sector

## Information on how to handle transfer of ownership or other changes

If you are not going to have any employees during the year, please inform Statistics Sweden thereof. Please also notify Statistics Sweden of any new name, corporate identity number or other change.

All questions shall refer to the date in the reporting month indicated on the form. If reporting data for the specified date is difficult, you may submit data for any other normal working day in the reporting month. We suggest that you save a copy of the completed form to facilitate future reporting, and in case we need to contact you regarding any ambiguities.

## Question 1 Vacant jobs on the reporting date

The job must be available to *external applicants*. Vacant jobs for which recruitment had begun means that the job has been advertised, direct contact has been made, or there has been some other notification of the vacant job. Notification can be given through, for instance, the press, internet, or personal contacts.

The recruitment is concluded when the position has been filled, that is, when an applicant is offered the position and accepts it - assuming that the hiring attempt is successful. Therefore, the number of vacant jobs on a specific day refers to the number of recruitment processes under way that particular day.

If you had any vacant jobs according to the definition on the form and above, check the 'Yes' box and continue to question 2. If not, check the 'No' box and send the form to Statistics Sweden.

## Question 2 Vacant jobs

Enter the total number of vacant jobs.



### Question 3 Breakdown of vacant jobs

The vacant jobs can, during recruitment, be unstaffed or staffed by employees who will be replaced. The questions 3a–3e refer to staffing of the vacant jobs reported in question 2.

- 3a** Enter the number of vacant jobs that were unstaffed and for which staffing was wanted on the reporting date.
- 3b** Enter the number of vacant jobs that were unstaffed and for which staffing was wanted after the reporting date. This category of vacant jobs includes recruitment, for example, for future projects or with a workplace that has not yet been finalised, or similar.
- 3c** Enter the number of vacant jobs that were staffed by outgoing co-workers. This can occur when recruiting for a replacement. Vacant jobs that will be staffed by temporary holiday substitutes are also reported here.
- 3d** Enter the number of vacant jobs that are temporarily staffed by a temporary substitute, a person appointed on a needs basis, or other temporary employee.
- 3e** Enter the number of vacant jobs that are temporarily staffed by a consultant or staff from a temporary staffing agency. Do not include staff from temporary staffing agencies who permanently perform certain working duties (outsourcing).