



REPUBLIC OF COSTA RICA

2015 National Business Survey [*Encuesta Nacional a Empresas ENAE*]

The National Business Survey (ENAE) is a statistical tool that focuses on analyzing the dynamics of the labor market in terms of people with an occupation, hours worked and compensation, from the perspective of the demand for labor in the country. According to the existing legislation (Act No. 7839), INEC shall use the information provided for statistical purposes, thus preserving statistical confidentiality.

Section I: Enterprise Information

Enterprise/Establishment location and relevant information

Sequence number:
 ISIC. Rev4:
 Province:
 Canton:
 District:
 Business address:

Name of the Enterprise:
 Business name:
 Type of Enterprise:
 Corporate ID number:
 Main Economic Activity:
 Telephone:
 Email: -

Information of manager or legal representative

Name:
 Position:
 Telephone:
 Email: -

Informant information

Name:
 Position:
 Telephone:
 Email: -

Terms of Reference

Month:
 Currency: Colones () Dollars ()
 Form of payment: By the hour () Daily () Weekly ()
 Bi-weekly
 (every two
 calendar
 weeks) () Monthly () Bi-weekly ()

For office use

Interviewer
 Supervisor

Additional Information

Starting year _____

Is the business an exporter? Yes ___ No ___
Frequency: Once a year ___ Twice a year ___ Three times a year ___ 4 or more times a year ___

Is the business an importer ? Yes ___ No ___
Frequency: Once a year ___ Twice a year ___ Three times a year ___ 4 or more times a year ___

Access to computer equipment Yes ___ No ___

Use of internet Yes ___ No ___

Is it a subsidiary of a foreign parent enterprise? Yes ___ No ___
Country where the parent enterprise is located _____

Does it have subsidiaries abroad? Yes ___ No ___

In what countries does it have subsidiaries? 1. _____ 2. _____ 3. _____

For office use only

Interviewer: _____

Supervisor: _____

Section II: Enterprise/Establishment Information

Amount/ ID number	Type of Worker (Employee or employer)	Sex (Female or Male)	Type of Contract of Employment (Indefinite duration, Fixed-term, Outsourcing)	Positions held in the enterprise	Total monthly remuneration	Mark with an "X" the type of remuneration that includes the total monthly amount						Christm as salary bonus, amount or percent age	School Salary, amount or percent age	Salary in kind, amount or percentag e	Salary in kind components (mark with an X)	Number of hours worked			
						Base Salary	Overtim e pay	Christm as salary bonus	School Salary	Salary in kind	Other forms of remune ration (commis sions, incentiv es, bonuses , etc.).					Deductions (Unpaid leaves and/or sick leaves)	Normal hours of work	Overti me	
																	Type: __ Meals __ Fuel __ Phone/mobile phone bill __ Bus fare or transportation __ Cafeteria __ Others: _____ _____		
																	Type: __ Meals __ Fuel __ Phone/mobile phone bill __ Bus fare or transportation __ Cafeteria __ Others: _____ _____		
																	Type: __ Meals __ Fuel __ Phone/mobile phone bill __ Bus fare or transportation __ Cafeteria __ Others: _____ _____		

Section III: New employees hired only under an Indefinite Duration Contract of Employment in the Enterprise/Establishment

Amount/ ID number	Sex	Position held in the enterprise	Justification for employment
			<input type="checkbox"/> Increased production, sales or services, including new projects <input type="checkbox"/> Vacancies <input type="checkbox"/> Expansion of installed capacity (creation of new establishments or expansion of the existing) <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/>
			<input type="checkbox"/> Increased production, sales or services, including new projects <input type="checkbox"/> Vacancies <input type="checkbox"/> Expansion of installed capacity (creation of new establishments or expansion of the existing) <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/>
			<input type="checkbox"/> Increased production, sales or services, including new projects <input type="checkbox"/> Vacancies <input type="checkbox"/> Expansion of installed capacity (creation of new establishments or expansion of the existing) <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/>
			<input type="checkbox"/> Increased production, sales or services, including new projects <input type="checkbox"/> Vacancies <input type="checkbox"/> Expansion of installed capacity (creation of new establishments or expansion of the existing) <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/>

Section IV: Dismissal of employees with Indefinite Duration Contract of Employment in Enterprise/ Establishment

Amount/ ID card	Sex	Position held in the enterprise	Justification for dismissal
			<input type="checkbox"/> Decreased production, sales or services <input type="checkbox"/> Poor performance/disciplinary issues <input type="checkbox"/> Reduction of installed capacity (closure of establishments or reduction of the existing) <input type="checkbox"/> Closure of business <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Replacement with outsourcing services <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Other (specify) _____
			<input type="checkbox"/> Decreased production, sales or services <input type="checkbox"/> Poor performance/disciplinary issues <input type="checkbox"/> Reduction of installed capacity (closure of establishments or reduction of the existing) <input type="checkbox"/> Closure of business <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Replacement with outsourcing services <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Other (Specify) _____
			<input type="checkbox"/> Decreased production, sales or services <input type="checkbox"/> Poor performance/disciplinary issues <input type="checkbox"/> Reduction of installed capacity (closure of establishments or reduction of the existing) <input type="checkbox"/> Closure of business <input type="checkbox"/> Seasonal employment <input type="checkbox"/> Replacement with outsourcing services <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Other (Specify) _____

Vacancies in the enterprise/establishment

Number	Job openings

Comments

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____
