

**SCHOOL TO WORK TRANSITION SURVEY
FOR YOUNG MALAYSIANS**

CODING MANUAL

KHAZANAH RESEARCH INSTITUTE

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COVER PAGE:

Current residence: State

1. Johore
2. Kedah
3. Kelantan
4. Melaka
5. Negeri Sembilan
6. Pahang
7. Penang
8. Perak
9. Perlis
10. Selangor
11. Terengganu
12. Sabah
13. Sarawak
14. W.P. Kuala Lumpur
15. W.P. Labuan
16. W.P. Putrajaya

Current residence: Strata (check classification of districts)

1. Urban
2. Rural

Sex of respondent:

1. Male
2. Female

Race:

1. Malay
2. Other Bumiputera
3. Chinese
4. Indian
5. Others

Age:

1. 15-19
2. 20-24
3. 25-29

***** For all unanswered questions, code 99 "No answer"**

BLOCK A: PERSONAL IDENTIFICATION DATA (for In School Youth, Youth in Tertiary Education, Job Seekers and Young Workers questionnaires)

- A1. Geographical mobility
1. Never moved
 2. Moved since 2015
 3. Moved since 2000
 4. Moved before 2000
- A2. Previous residence (compare previous city/town/village with current residence shown on cover page)
1. Never moved
 2. Moved from rural area within same state
 3. Moved from rural area to another state
 4. Moved from urban area within same state
 5. Moved from urban area to another state
 6. Moved from another country
- A3. Main reason for move
1. Never moved
 2. To accompany family
 3. For education/training/apprenticeship
 4. To work
- Add codes for other reasons given (try to group reasons)
- A4a. Number of older brothers
1. 0
 2. 1-2
 3. 3-4
 4. 5 and more
- A4b. Number of older sisters
Codes as for A4a
- A4c. Number of younger brothers
Codes as for A4a
- A4d. Number of younger sisters
Codes as for A4a
- A5. Marital status
1. Single/never married
 2. Engaged
 3. Married
 4. Separated
 5. Divorced
 6. Widowed
- A6. Age at first marriage
1. Below 15 years
 2. 15-19
 3. 20-24

4. 25-29
5. Never married/Engaged

A7. Number of children

1. 0
2. 1
3. 2
4. More than 2

A5/A8. Father's highest level of education

1. No formal education
2. Primary
3. Lower Secondary
4. Upper Secondary
5. Pre-University
6. Vocational/technical certificate
7. University certificate/diploma
8. University Bachelors
9. University Professional
10. University Masters
11. University Phd.
12. Do not know

Add codes for other types of education

A5a/A8a. Mother's highest level of education

Codes as for A5

A6/A9. Father's occupation (refer to Malaysian Standard Classification of Occupations 2008 MASCO-08 for detailed list of occupations)

1. Managerial and administrative
2. Professional
3. Technical and related
4. Clerical and related
5. Services
6. Sales
7. Agricultural worker
8. Craft and related trades
9. Plant and machine operators and assemblers
10. Manual labourer, construction worker
11. Uniform services
12. Housework
13. Unemployed
14. Retired
15. Do not know

Add codes for other occupations

A6a/A9a. Mother's occupation

Codes as for A6.

A7/A10. Sector of work of father

1. Agriculture, forestry
2. Fishing
3. Mining including petroleum and gas
4. Manufacturing
5. Utilities (electricity, gas and water supply)
6. Construction
7. Wholesale and retail trade
8. Transportation and storage
9. Accommodation and food and beverage service activities
10. Information and communication
11. IT related
12. Online business
13. Financial, insurance and related
14. Real estate
15. Civil service/public administration/uniform services
16. Education
17. Health and social work
18. Arts, entertainment and recreation
19. Other service activities
20. Parent not working/Unemployed
21. Do not know

A7a/A10a. Sector of work of mother

Codes as for A7.

A8/A11. Family status

1. Poor
2. Middle class
3. Rich

BLOCK C: OPINIONS AND ASPIRATIONS OF YOUTH (for In School Youth, Youth in Tertiary Education and Young Workers questionnaires. For Young Job Seekers, it is Block D but codes remain the same)

C1. Most important goal in life

1. Successful at work
 2. Contributing to society
 3. Participating in politics
 4. Upholding religious faith
 5. Lots of money
 6. Good family life
 7. Having leisure time
 8. Different experiences
 9. Working/living in other countries
 10. Clear career goals
- Add codes for other goals

- C1a. 2nd most important goal in life
Codes as for C1.
- C2. Good age for man to first start working
1. Below 15 years
 2. Between 15-19 years
 3. Between 20-24 years
 4. Between 25-29 years
 5. Above 30 years
- C2a. Good age for woman to first start working
Codes as for C2.
- C3. Most useful qualification for a good job
1. Secondary arts/social sciences
 2. Secondary pure sciences
 3. University arts/social sciences
 4. University pure sciences
 5. University applied sciences
 6. Post-graduate/advanced degree
 7. Professional qualification
 8. Business management degree
 9. Computer/digital science degree
 10. Technical/vocational skills training
 11. Apprenticeship/internship training
 12. On the job training
- Add codes for other types of education or training
- C4. Most useful quality for finding a good job
1. Creative and analytical thinking
 2. English language proficiency
 3. Communication skills
 4. Teamwork skills
 5. Financial management
 6. Entrepreneurship
 7. Organizational adaptability
 8. Ability to get along with people
 9. Knowledge of business world
 10. Important contacts
 11. Attractive personal appearance
 12. Do not know
- Add codes for other qualities
- C4a. Second most useful qualification for a good job
Codes as for C4
- C5. Preferred type of work
1. Start own business
 2. Work for public sector
 3. Work for large international company
 4. Work for large private company

5. Work for small company
 6. Work for NGO
 7. Work for family business
 8. Work online/internet based job
 9. Work number of part-time jobs
 10. Not sure
 11. No preference, any job offered
- Add codes for other preferred types of work

C6. Preferred sector of work

1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. IT related,
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Civil service/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other sectors

C7. Most important characteristic of job

1. Interesting job to do
 2. High status job
 3. High income
 4. Good promotion prospects/clear career path
 5. Steady job/job security
 6. Use skills and abilities
 7. Able to work independently
 8. Vacation time
 9. Easy pace of work
 10. Work from home
 11. Work-life balance
 12. Opportunities for travel
- Add codes for other characteristics

C7a. 2nd most important characteristic of job

Codes as for C7.

C8. Job opportunities linked to internet

1. More job opportunities

- 2. Less job opportunities
 - 3. Do not know
- C9. Best type of work
- 1. Work for employer
 - 2. Work for family business
 - 3. Start own business
 - 4. Do a number of part-time jobs
- C10. Migrant workers benefit Malaysian economy
- 1. Agree, provide labour needed
 - 2. Agree, increase demand
 - 3. Agree, other reasons
 - 4. Disagree, push down wages
 - 5. Disagree, compete for jobs
 - 6. Disagree, cause social problems
 - 7. Disagree, other reasons
 - 8. Not sure
 - 9. Do not know
- C10a. Expatriate workers benefit the Malaysian economy
Codes as for C10.
- C11. Migrant workers a threat to youth jobs
- 1. Yes, compete for same jobs
 - 2. No, do not want migrant jobs
 - 3. Not sure
 - 4. Do not know
- C11a. Expatriate workers a threat to youth jobs
Codes as for C11.
- C12. Reasons why employers hire migrant workers
- 1. Accept lower wages
 - 2. Work harder
 - 3. More skilled
 - 4. More easily controlled
 - 5. Prepared to do jobs Malaysians do not want
 - 6. Not sure
 - 7. Do not know
- C12a. Reasons why employers hire expatriate workers
Codes as for C12.
- C13. Inspiration
Do not code

QUESTIONNAIRE FOR IN-SCHOOL YOUTH

Cover page/Administrative use

Level of schooling

1. Form 5
2. Upper 6
3. Others (for international school system)

Type of school

1. National type schools and colleges
2. Technical and vocational schools
3. Religious schools

Block B: In-school youth

B1. School subjects

1. Malay
 2. English
 3. Chinese
 4. Tamil
 5. Physics
 6. Biology
 7. Chemistry
 8. History
 9. Geography
 10. Mathematics
 11. Islamic education
 12. Moral education
 13. Civics
 14. Other languages
 15. Economics
 16. Computer science
 17. Information and communication technology
 18. Programming
 19. Engineering
 20. Commerce
 21. Entrepreneurial studies
 22. Electronics
 23. Automotive
 24. Accounting
 25. Agricultural science
 26. Domestic science
- Add codes for other subjects

B2. Choice of field of study

1. Respondent
2. Parents

3. No choice, school offered
 4. No choice, scholarship offered
- Add codes for other choices

B3/B4. Source of advice on education/training (combine coding for answers to B3 and B4)

1. Never received advice
 2. Parents
 3. Relatives
 4. Friends
 5. Teachers
 6. Guidance counsellor
 7. Social media/publications
 8. Official aptitude testing sources
- Add codes for other sources of advice

B5. Main plan upon completing education/training

1. Further education/training
 2. Look for a job
 3. Start own business
 4. Stay at home
 5. Travel
 6. Get married
 7. Not sure
- Add codes for other plans

B6. Expected type of job

1. Managerial and administrative
 2. Professional
 3. Technical and related
 4. Clerical and related
 5. Services
 6. Sales
 7. Agricultural worker
 8. Craft and related trades
 9. Skilled manual/production job
 10. Unskilled manual production job
 11. Uniform services
 12. Internet-based/online job
- Add codes for other jobs

B7. Minimum salary for a job

1. Below MYR600 per month
2. MYR600-1,000
3. MYR1,001-1,200
4. MYR1,201-1,500
5. MYR1,501-2,000
6. MYR2,001-2,500
7. MYR2,501-3,000
8. MYR3,001-3,500
9. MYR3,501-4,000

10. MYR4,001-5,000
11. Above MYR5,000

B8. Waiting period for a desired job

1. Up to 1 month
2. Up to 3 months
3. Up to 6 months
4. Up to 1 year
5. More than 1 year
6. For as long as it takes
7. Depends

QUESTIONNAIRE FOR YOUTH IN TERTIARY EDUCATION

Cover page/Administrative use

Type of tertiary institution

1. Public university
2. Institute for teachers' education
3. Matriculation college
4. Polytechnic
5. Community college
6. Private university
7. University college
8. Overseas college branch
9. College

Block B: Youth in tertiary education/training

B1. Highest level of education to complete

1. Certificate/diploma
2. University Bachelor degree
3. Professional degree
4. Advanced degree (master)
5. Ph.D

Add codes for other levels

B2. Main field of study/specialization

1. General education
2. Arts/social sciences
3. Chemistry
4. Physics
5. Environmental science
6. Bio-technology
7. Computer science
8. Commerce
9. Mathematics
10. Engineering
11. Law
12. Architecture
13. Medicine
14. Dentistry
15. Nursing
16. Business administration
17. Financial management
18. Communications/media
19. Education/teaching
20. Religious education
21. Vocation
22. Technical

- Add codes for other fields of study
- B3. Main source of funding for education
1. Scholarship
 2. Respondent/own funding
 3. Parents
 4. Relatives
 5. Loan
 6. More than one source
- Add codes for other sources of funding
- B4. Adequacy of daily expenses
1. Yes, adequate
 2. No, inadequate
- B5. Choice of field of study
1. Respondent
 2. Parents
 3. No choice, institution offered
 4. No choice, scholarship offered
- Add codes for other choices
- B6/B7. Source of advice on education/training (combine coding for answers to B6 and B7)
1. Never received advice
 2. Parents
 3. Relatives
 4. Friends
 5. Teachers
 6. Guidance counsellor
 7. Social media/publications
 8. Official aptitude testing sources
 9. Employment service
- Add codes for other sources of advice
- B8. Main plan upon completing education/training
1. Further education/training
 2. Look for a job
 3. Start own business
 4. Stay at home
 5. Travel
 6. Get married
 7. Not sure
- Add codes for other plans
- B9. Expected type of job
1. Managerial and administrative
 2. Professional
 3. Technical and related
 4. Clerical and related
 5. Services
 6. Sales

7. Agricultural worker
 8. Craft and related trades
 9. Skilled manual/production job
 10. Unskilled manual production job
 11. Uniform services
 12. Internet-based/online job
- Add codes for other jobs

B10. Minimum income for a job

1. Below MYR1,000 per month
2. MYR1,000-1,200
3. MYR1,201-1,500
4. MYR1,501-2,000
5. MYR2,001-2,500
6. MYR2,501-3,000
7. MYR3,001-3,500
8. MYR3,501-4,000
9. MYR4,001-5,000
10. Above MYR5,000

B11. Waiting period for a desired job

1. Up to 1 month
2. Up to 3 months
3. Up to 6 months
4. Up to 1 year
5. More than 1 year
6. For as long as it takes
7. Depends

QUESTIONNAIRE FOR YOUNG JOB SEEKERS

Block B: Education and training

- B1. Highest level of education
1. No formal education
 2. Primary
 3. Lower Secondary
 4. Upper Secondary
 5. Pre-University
 6. Vocational/technical certificate
 7. University certificate/diploma
 8. University bachelor degree
 9. University professional degree
 10. University master degree
 11. Ph.D.
- Add codes for other levels of education or training
- B2. Main field of study/specialization
1. General education
 2. Arts/social sciences
 3. Chemistry
 4. Physics
 5. Environmental science
 6. Bio-technology
 7. Computer science
 8. Commerce
 9. Mathematics
 10. Engineering
 11. Law
 12. Architecture
 13. Medicine
 14. Dentistry
 15. Nursing
 16. Business administration
 17. Financial management
 18. Communications/media
 19. Religious education
 20. Education/teaching
 21. Vocational
 22. Technical
- Add codes for other fields of study
- B3. Main reason for stopping education
1. Finished course
 2. Failed examination
 3. Charged with disciplinary action
 4. Could not afford to continue
 5. To start working
 6. To earn money to support family

7. To get married
- Add codes for other reasons

B4. Choice of field of study

1. Respondent
 2. Parents
 3. No choice institution offered
 4. No choice, scholarship offered
- Add codes for other choices

B5/B6. Source of advice on education/training (combine coding for answers to B5 and B6)

1. Never received advice
 2. Parents
 3. Relatives
 4. Friends
 5. Teachers
 6. Guidance counsellor
 7. Social media/publications
 8. Official aptitude testing sources
 9. Employment service
- Add codes for other sources of advice

Block C: Job search

C1. Ever worked before current job search

1. No, first time job seeker
2. Worked before but currently unemployed
3. Currently working

C2. Number of previous jobs

1. No previous job
2. 1 previous job
3. 2 previous jobs
4. 3 previous jobs
5. More than 3 previous jobs

C3. Last/current job

1. Managerial and administrative
 2. Professional
 3. Technical and related
 4. Clerical and related
 5. Services
 6. Sales
 7. Agricultural worker
 8. Craft and related trades
 9. Skilled manual/production job
 10. Unskilled manual production job
 11. Uniform services
 12. Internet-based/online job
- Add codes for other jobs

- C4. Sector of last/current job
1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. IT related
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Civil service/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other sectors
- C5. Status of last/current job
1. Regular full-time employee
 2. Temporary full-time employee
 3. Part-time worker
 4. Casual/on-call/daily paid
 5. Self-employed/own account
 6. Contributing family worker
 7. Employer
 8. More than one employment status
- C6. Main reason for leaving last/current job
1. Retrenched
 2. Sacked
 3. Temporary job finished
 4. Income too low
 5. Own business failed
 6. Could not get along
 7. Did not find job interesting
 8. Looking for better prospects
- Add codes for other reasons
- C7. Length of unemployment/job search
1. Less than 1 week
 2. Less than 1 month
 3. 1-2 months
 4. 3-6 months
 5. 7 months – 1 year
 6. More than 1 year

- C8. Type of job looking for
1. Managerial and administrative
 2. Professional
 3. Technical and related
 4. Clerical and related
 5. Services
 6. Sales
 7. Agricultural worker
 8. Craft and related trades
 9. Skilled manual/production job
 10. Unskilled manual production job
 11. Uniform services
 12. Internet-based/online job
 13. Giving private tuition
- Add codes for other jobs
- C9. Sector of job search
1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. IT related
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Civil service/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other sectors
- C10. Type of work
1. Start own business
 2. Work for government
 3. Work for large international company
 4. Work for large private company
 5. Work for small company
 6. Work for NGO
 7. Work for family business
 8. Work online/internet based job
 9. Work number of part-time jobs
 10. Not sure
 11. No preference

Add codes for other preferred types of work

C11. Main obstacle in job search

1. Education/training not suitable
2. Lack language skills
3. Lack vocational skills
4. No training opportunities
5. Not enough jobs
6. Too much competition
7. Jobs advertised not related to field of study
8. No work experience
9. Too young
10. Employers prefer migrants
11. Employers prefer other gender
12. Discrimination
13. Low wages
14. Poor working conditions
15. Lack resources to start business

Add codes for other obstacles

C12. Steps to find employment

1. Employability training
2. Public employment service
3. Private employment service
4. Job fairs
5. Applying to employers
6. Checking at worksites
7. Answering advertisements
8. Placing advertisements
9. Assistance from others
10. Physical resources to set up business
11. Financial resources to set up business
12. Permits to set up business
13. Doing nothing

Add codes for other steps

C13. How time spent during job search

1. Staying at home
2. Household chores
3. Helping family business
4. Helping friends'/relatives' business
5. Education/training courses
6. Volunteer work
7. Time with friends
8. Planning to start business
9. Part-time work

Add codes for other ways

C14. Number of jobs applied for

1. 0

2. 1
 3. 2-5
 4. 6-10
 5. 11-15
 6. 16-20
 7. More than 20
- C15. Number of interviews attended
1. 0
 2. 1
 3. 2-5
 4. 6-10
 5. 11-15
 6. 16-20
 7. More than 20
- C16. Feedback on interview performance
1. No feedback
 2. Yes
- Make a list of types of feedback received (but do not code)
- C17. Geographical mobility (count only the 'yes' answers)
1. Town in same state
 2. Town in another state
 3. Rural area in same state
 4. Rural area in another state
 5. East Malaysia
 6. Peninsular Malaysia
 7. Another country
 8. Anywhere
- C18. Minimum income for a job
1. Below MYR1,000 per month
 2. MYR1,000-1,200
 3. MYR1,201-1,500
 4. MYR1,501-2,000
 5. MYR2,001-2,500
 6. MYR2,501-3,000
 7. MYR3,001-3,500
 8. MYR3,501-4,000
 9. MYR4,001-5,000
 10. Above MYR5,000
- C19/C20. Reason for refusing a job (combine coding for answers to C19 and C20)
1. Never refused job
 2. Wages too low
 3. Work not interesting
 4. Location not convenient
 5. Mismatch with qualifications
 6. Too many hours of work
 7. Waiting for better job

8. Unsuitable contract
9. No advancement possibilities
10. Parents objected

Add codes for other reasons

C21. Financial support during job search

1. Parents
2. Other family members
3. Own savings
4. Loan

Add codes for other forms of support

QUESTIONNAIRE FOR YOUNG WORKERS

Block B: Education and training

- B1. Highest level of education
1. No formal education
 2. Primary
 3. Lower Secondary
 4. Upper Secondary
 5. Pre-University
 6. Vocational/technical certificate
 7. University certificate/diploma
 8. University bachelor degree
 9. University professional degree
 10. University master degree
 11. Ph.D.
- Add codes for other levels of education or training
- B2. Main field of study/specialization
1. General education
 2. Arts/social sciences
 3. Chemistry
 4. Physics
 5. Environmental science
 6. Bio-technology
 7. Computer science
 8. Commerce
 9. Mathematics
 10. Engineering
 11. Law
 12. Architecture
 13. Medicine
 14. Dentistry
 15. Nursing
 16. Business administration
 17. Financial management
 18. Communications/media
 19. Education/teaching
 20. Vocational
 21. Technical
- Add codes for other fields of study
- B3. Main reason for stopping education
1. Finished course
 2. Failed examination
 3. Charged with disciplinary action
 4. Could not afford to continue
 5. To start working
 6. To earn money to support family
 7. To get married

Add codes for other reasons

B4. Choice of field of study

1. Respondent
2. Parents
3. No choice, institution offered
4. No choice, scholarship offered

Add codes for other choices

B5/B6. Source of advice on education/training (combine coding for answers to B5 and B6)

1. Never received advice
2. Parents
3. Relatives
4. Friends
5. Teachers
6. Guidance counsellor
7. Social media/publications
8. Official aptitude testing sources
9. Employment service

Add codes for other sources of advice

Block D: Employment of young workers

D1. Age first started working

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years

D2. Number of previous jobs

1. 0, no previous jobs
2. 1
3. 2
4. 3
5. 4-5
6. More than 5

D3. Main reason for leaving last job

1. No previous job
2. Retrenched
3. Sacked
4. Temporary job finished
5. Income too low
6. Own business failed
7. Could not get along
8. Did not find job interesting
9. Was offered better job
10. Looking for better prospects

Add codes for other reasons

D4/D5. Reason for refusing a job (combine coding for answers to D4 and D5)

1. Never refused job
 2. Wages too low
 3. Work not interesting
 4. Location not convenient
 5. Mismatch with qualifications
 6. Too many hours of work
 7. Waiting for better job
 8. Unsuitable contract
 9. No advancement possibilities
 10. Parents objected
- Add codes for other reasons

D6. Length of time looking for work

1. Less than 1 week
2. Less than 1 month
3. 1-2 months
4. 3-6 months
5. 7 months – 1 year
6. More than one year

D7. Length of time in current job

1. Less than 1 month
2. 1-3 months
3. 4-6 months
4. 7-12 months
5. 1-2 years
6. 3-5 years
7. More than 5 years

D8. Manner of getting current job

1. Employability training programme placement
 2. Public employment service
 3. Private employment service
 4. Education/training institution
 5. Sponsors/scholarships
 6. Directly approached employer
 7. Attended job fair/open interview
 8. Answered advertisement
 9. Placed advertisement
 10. Relatives/friends assisted
 11. Directly approached by employer
 12. Set up own business
 13. Work in/took over family business
- Add codes for other ways

D9. Current occupation

1. Managerial and administrative
2. Professional
3. Technical and related

4. Clerical and related
 5. Services
 6. Sales
 7. Agricultural worker
 8. Craft and related trades
 9. Skilled manual/production job
 10. Unskilled manual production job
 11. Uniform services
 12. Internet-based/online job
 13. Giving private tuition
- Add codes for other jobs

D10. Current sector of work

1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. It related
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Civil service/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other sectors

D11. Relevance of past education/training

1. Very relevant
2. Somewhat relevant
3. Not relevant
4. Not sure
5. Do not know

D12. Type of secondary job

1. No secondary job
2. Managerial and administrative
3. Professional
4. Technical and related
5. Clerical and related
6. Services
7. Sales
8. Agricultural worker

- 9. Craft and related trades
 - 10. Skilled manual/production job
 - 11. Unskilled manual production job
 - 12. Uniform services
 - 13. Internet-based/online job
 - 14. Giving private tuition
 - Add codes for other jobs
- D13. Main reason for secondary job
- 1. Earn extra income
 - 2. Income inadequate
 - 3. Help out family business
 - 4. Learn new skills
 - Add codes for other reasons
- D14. Plans to change jobs
- 1. Satisfied with current job
 - 2. Not satisfied but no plans to change
 - 3. Not sure
 - 4. Yes, want to change
- D15. Main reason for wanting to change jobs
- 1. Earn higher income
 - 2. Better working conditions
 - 3. Better career prospects
 - 4. Better job security
 - 5. Start own business
 - Add codes for other reasons
- D16. Social security
- 1. Not participating
 - 2. EPF
 - 3. SOCSO/PERKESO
 - 4. Private retirement scheme
 - Add codes for other schemes
- D17. Membership in organizations
- 1. No membership
 - 2. Trade union
 - 3. Employers' organization
 - 4. Producers' organization/cooperative
 - 5. Trade association
 - 6. Political party
 - 7. Religious organization
 - 8. Civil society organization/NGO
 - 9. Social/recreational group
 - Add codes for other types of organizations
- D18. Income from work
- 1. Below MYR500 per month
 - 2. MYR500-1,000

3. MYR1,001-1,200
4. MYR1,201-1,500
5. MYR1,501-2,000
6. MYR2,001-2,500
7. MYR2,501-3,000
8. MYR3,001-3,500
9. MYR3,501-4,000
10. MYR4,001-5,000
11. MYR5,001-6,000
12. MYR6,001-7,000
13. MYR7,001-8,000
14. MYR8,001-9,000
15. MYR9,001-10,000
16. MYR10,001-20,000
17. Above MYR20,000

D19. Income from other sources

1. No other sources
2. Parents
3. Relatives
4. Government
5. Investments

Add codes for other sources

D20. Main expenditure item

1. Food
2. Accommodation
3. Remittances/Contribution to family
4. Educational loan payback
5. Commercial loan payback
6. Education courses
7. Transportation
8. Clothing
9. Entertainment
10. Savings

Add codes for other items

D21. Main employment status

1. Regular full-time employee
2. Temporary full-time employee
3. Part-time worker
4. Casual/on-call/daily paid
5. Self-employed/own account
6. Contributing family worker
7. Employer

Block E: Youth who are currently employees

- E1. Type of business
1. Public sector
 2. International company
 3. Public listed company
 4. Private local company
 5. Family owned enterprise
 6. Private contractor
 7. NGO
 8. Social/political organization
- Add codes for other types of enterprise
- E2/E3. Types of training (combine codes for answers to E2 and E3)
1. No training
 2. In-house
 3. External with training provider
 4. Secondment/Attachment
- Add codes for other types of training
- E4. Purpose of training
1. Apprenticeship
 2. Learn the job
 3. Upgrade skills
 4. Acquire new skills
 5. Use new technologies
 6. Promotion
- Add codes for other purposes
- E5. Preference of employers by age
1. Below 25 years
 2. Between 25-29 years
 3. Between 30-39 years
 4. Between 40-54 years
 5. 55 years and above
 6. No preference
- E6. Preference of employers by gender
1. Female
 2. Male
 3. No preference
- E7. Preference of employers by worker qualifications
1. Work experience
 2. Computer/internet skills
 3. Good academic qualifications
 4. Good technical skills
 5. Pick up skills
 6. No preference

- E8. Preference of employers by language skills
1. English
 2. Malay
 3. Mandarin
 4. Tamil
 5. Ethnic language
 6. Fluent in more than one language
 7. No preference

Block F: Youth who are self-employed/own account workers/employers

- F1. Reason for self-employment
1. Could not find wage job
 2. Greater independence
 3. Better income prospects
 4. Flexible work hours
 5. Took over family business
 6. Family business needs labour
 7. Work several jobs
- Add codes for other reasons
- F2. Current business
1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. It related,
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Civil service/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other economic activities
- F3. Location of business
1. Office building
 2. Shopping mall
 3. Factory
 4. Plantation/farm
 5. Fixed stall in market

- 6. Temporary stall in street
 - 7. Mobile truck
 - 8. Own home with business space
 - 9. Own home without business space
 - 10. No fixed location
- Add code for other locations
- F4. Help in business
- 1. 1 paid employee
 - 2. 2-5 paid employees
 - 3. 6-10 paid employees
 - 4. 11-20 paid employees
 - 5. 20-50 paid employees
 - 6. More than 50 paid employees
 - 7. 1 family member
 - 8. More than 1 family member
 - 9. 1 friend
 - 10. More than 1 friend
 - 11. No help
- F5. Number of migrant workers
- 1. No migrant workers
 - 2. 1
 - 3. 2-5
 - 4. 6-10
 - 5. More than 10
- F5a. Number of expatriate workers
Codes as for F6.
- F6. Source of funding
- 1. No funding needed
 - 2. Own savings
 - 3. Savings of family
 - 4. Loan from family/friends
 - 5. Loan from bank
 - 6. Loan for private money lender
 - 7. Grant from government
 - 8. Credit
- Add codes for other sources
- F7. Business profitability
- 1. Profit
 - 2. Loss
 - 3. Break even
- F8. Seriousness of problems (Code separately for very serious, serious and not serious)
- 1. Restrictive regulations
 - 2. High taxation
 - 3. Poor business environment
 - 4. Lack of skilled workers

5. Shortage of unskilled/manual workers
 6. High labour costs
 7. High non-labour costs
 8. Lack of credit/funding
 9. Poor public utilities
 10. Poor internet service
 11. Lack of access to new technology
 12. Corruption/harassment
 13. Unfavourable currency exchange rates
- F9. Chance of success by age
1. Young person
 2. Older person
 3. Depends
- F10. Government assistance
1. Simpler regulations
 2. Lower taxation
 3. Space for business
 4. Marketing services
 5. Information on business opportunities
 6. Credit/funding for business
 7. Improve utilities
 8. Improve internet services
 9. Access to new technologies
 10. Improve labour market
 11. Reduce cost of raw materials
 12. Do away with harassment/corruption
- Add codes for other forms of government assistance
- F11. Support for business
1. Not sure
 2. Do not know
 3. Government
 4. Private organization
 5. Commercial institution
- Add codes for other sources of support
- F12. Support received
1. No
 2. Yes

QUESTIONNAIRE FOR EMPLOYERS

Block A: Identification particulars

A1. Type of company

1. Sole proprietorship
 2. Family business
 3. Public sector/government agency
 4. Public listed company
 5. Multinational company
 6. Private local company
- Add codes for other types

A2/A3. Economic sector (combine codes for answers to A2 and A3)

1. Agriculture, forestry
 2. Fishing
 3. Mining including petroleum and gas
 4. Manufacturing
 5. Utilities (electricity, gas and water supply)
 6. Construction
 7. Wholesale and retail trade
 8. Transportation and storage
 9. Accommodation and food and beverage service activities
 10. Information and communication
 11. It related
 12. Online business
 13. Financial, insurance and related
 14. Real estate
 15. Government/public administration/uniform services
 16. Education
 17. Health and social work
 18. Arts, entertainment and recreation
- Add codes for other sectors

A4. Seriousness of problems (Code separately for very serious, serious and not serious)

1. Restrictive regulations
2. High taxation
3. Poor business environment
4. Lack of skilled workers
5. Shortage of unskilled workers
6. High labour costs
7. High non-labour costs
8. Lack of credit/funding
9. Poor public utilities
10. Poor internet service
11. Lack of access to new technology
12. Corruption/harassment
13. Unfavourable currency exchange rates

Block B: Recruitment and employment of youth

- B1. Number of employees (code separately for male, female, total)
1. 1-10
 2. 11-20
 3. 21-50
 4. 51-100
 5. 101-200
 6. 201-500
 7. 501-1,000
 8. 1,001-2,000
 9. 2,001-5,000
 10. 5,000-10,000
 11. More than 10,000
- B2. Employees below 30 years of age (code separately for male, female, total)
1. 1-10
 2. 11-20
 3. 21-50
 4. 51-100
 5. 101-200
 6. 201-500
 7. 501-1,000
 8. 1,001-2,000
 9. 2,001-5,000
 10. More than 5,000
- B3. Young employees by ethnicity (code separately for Malays, Chinese, Indians, Others)
1. Less than 5%
 2. 5-10%
 3. 11-20%
 4. 21-30%
 5. 31-40%
 6. 41-50%
 7. More than 50%
- B4. Young employees by type of job (code separately for managerial/administrative, professional, skilled, unskilled/manual)
1. Less than 5%
 2. 5-10%
 3. 11-20%
 4. 21-30%
 5. 31-40%
 6. 41-50%
 7. More than 50%
- B5. Percentage of migrant workers (Code separately for migrant workers and expatriate workers)
1. Less than 5%
 2. 5-10%
 3. 11-20%

4. 21-30%
 5. 31-40%
 6. 41-50%
 7. More than 50%
- B6. Main reason for hiring migrant workers (Code separately for migrant workers and expatriate workers)
1. No migrant workers
 2. Cannot find Malaysians with relevant skills
 3. Cannot find experienced Malaysians
 4. Young Malaysians not prepared to work
 5. Migrants more hard working
 6. Migrants accept lower wages
 7. Migrants more reliable
- Add codes for other reasons
- B7. Ways of filling vacancies (codes separately for skilled/professional and low-skilled/manual worker)
1. Online advertisements
 2. Print advertisements
 3. From education institution
 4. Public employment service
 5. Private employment service
 6. Agent/labour contractor
 7. Job fairs
 8. Relatives/friends of employer
 9. Relatives/friends of employee
 10. Promotions
- Add codes for other ways
- B8. Problems recruiting young workers
1. No problems
 2. Lack relevant skills/qualifications
 3. Lack relevant experience
 4. Not prepared to work hard
 5. Lack language/communication skills
 6. Lack writing skills
 7. Lack initiative
 8. Unrealistic wage expectations
 9. Not reliable, do not stay long in company
- Add codes for other problems
- B9a. Hiring preference by age (code separately for skilled/professional and low-skilled/manual worker)
1. Below 25 years
 2. 25-29 years
 3. 30-39
 4. 40-54
 5. 55 and above
 6. No preference

- B9b. Hiring preference by sex (code separately for skilled/professional and low-skilled/manual worker)
1. Male
 2. Female
 3. No preference
- B9c. Hiring preference by marital status (code separately for skilled/professional and low-skilled/manual worker)
1. Unmarried worker
 2. Married worker
 3. No preference
- B9d. Hiring preference by qualifications (code separately for skilled/professional and low-skilled/manual worker)
1. SPM graduate
 2. Undergraduate from local university
 3. Undergraduate from foreign university
 4. Post graduate from local university
 5. Post graduate from foreign university
 6. Vocational training college graduate
 7. Trained with specialized skill
 8. Graduate from employability programme
 9. Gone through mentorship programme
 10. On the job training
- B9e. Hiring preference by language (code separately for skilled/professional and low-skilled/manual worker)
1. English
 2. Malay
 3. Mandarin
 4. Tamil
 5. Ethnic language
 6. Fluent in more than one language
 7. No preference
- B10. Most important job aspect for youth
1. Interesting job to do
 2. Job that people regard highly/status of the job
 3. Earn good income
 4. Good promotion prospects/clear career path
 5. Steady job/job security
 6. Job that uses skills and abilities
 7. Being able to work independently
 8. Having lots of vacation time
 9. Having easy pace of work
 10. Able to work from home
 11. Work-life balance
 12. Opportunities for travel
- Add codes for other aspects

- B10a. Second most important job aspect for youth
Codes as for B10.
- B11. Ranking of aptitude levels (code separately for Excellent, good, adequate, poor, very poor)
1. Academic qualifications
 2. Technical/professional skills
 3. Oral communication skills
 4. Writing skills
 5. Computer/IT skills
 6. Teamwork skills
 7. Commitment and discipline
 8. Initiative and creativity
 9. Realistic expectation
 10. Preparedness for work
 11. Possess clear career goals
- B12. Valuation of soft skills (code separately for most important, less important and least important)
1. Soft skills
 2. Hard skills
 3. Work experience
 4. Depends
- B13. Minimum salary for fresh recruits (code separately for university undergraduate, university post graduate, vocational/training college graduate and low skilled/manual worker)
1. Below MYR500 per month
 2. MYR500-1,000
 3. MYR1,001-1,200
 4. MYR1,201-1,500
 5. MYR1,501-2,000
 6. MYR2,001-2,500
 7. MYR2,501-3,000
 8. MYR3,001-3,500
 9. MYR3,501-4,000
 10. MYR4,001-5,000
 11. MYR5,001-6,000
 12. MYR6,001-7,000
 13. MYR7,001-8,000
 14. MYR8,001-9,000
 15. MYR9,001-10,000
 16. Above MYR10,000
- B14. Percentage of work processes automated
1. No automation
 2. Less than 10%
 3. Less than 20%
 4. Less than 30%
 5. Less than half
 6. More than half
 7. More than three-quarters

8. Fully automated
- B15. Plan to introduce further automation or new technology
1. No
 2. Yes
- B16. Staffing expectations
1. Hire more new staff
 2. Hire less new staff
 3. Retrench low-skilled and hire high-skilled staff
 4. No change

Block C: Improving employability

C1/C2. Type of training provided (combine codes for answers to C1 and C2)

1. No training provided
 2. In house training
 3. External
 4. Secondment/attachment
- Add codes for other types of training

C3/C4. Funding for employability programmes (combine codes for answers to C3 and C4)

1. No employability programme
 2. Own company funded
 3. Government funded
 4. Joint funding
- Add codes for other types of funding

C5. Number of employability programmes in last two years

1. 0
2. 1
3. 2
4. 3
5. More than 3

C6. Number of participants in employability programmes

1. 0
2. 1-5
3. 6-10
4. 10-20
5. 21-50
6. More than 50

C7. Percentage of participants hired

1. 0%, none hired
2. Less than 10%
3. 10-20%
4. 21-50%
5. More than 50%
6. 100%, all hired

- C8. Percentage of budget allocated to training
1. Less than 2%
 2. 3-5%
 3. 6-10%
 4. 11-15%
 5. 16-20%
 6. More than 20%
- C9. Registration with employment service
1. Not registered
 2. Registered with public employment service
 3. Registered with private employment service
- C10. Usefulness of employment service
1. Not registered
 2. Very useful
 3. Somewhat useful
 4. Not useful
- C11. Arrangement to provide work experience
1. Yes
 2. No
- C12. Provision of advice to institutions
1. Yes
 2. No
- C13. Participation in job fairs
1. Yes
 2. No
- C14. Provision of information on job opportunities
1. Yes
 2. No