

2012 Survey of Service Industries: Employment Services

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : 1-800-972-9692.

If necessary, please make address label corrections in the boxes below.

0001	Legal name	0004	Address (number and street)	
0002	Business name	0005	City	
0021	Title of contact	0006	Province/territory or state	
0008	First name of contact	0007	Country	Postal code/zip code
0028	Last name of contact	0010	Language preference	
			1 <input type="radio"/> English	2 <input type="radio"/> French

**This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.
COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

A - Introduction

Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes, in conformity with its mandate. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

Security of emails and faxes

Statistics Canada advises of the risk of interception by a third party when transmitting information by email or fax. Once we receive your questionnaire, however, Statistics Canada provides a guaranteed level of protection, which covers all information collected under the authority of the *Statistics Act*. **Note:** Our online questionnaires are secure, so there is no risk of interception when you respond to our surveys online.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

Please return the questionnaire within 30 days.
Please mail the completed questionnaire in the enclosed envelope or
fax it to Statistics Canada at 1-888-883-7999.

Lost the return envelope or need help? Call us at 1-800-972-9692 or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.gc.ca



B - Main business activity

1. Please describe the nature of your business.

0055

2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

0267

Permanent placement, executive search and contract staffing services: establishments primarily engaged in listing employment vacancies and selecting, referring and placing applicants (including executives and contractors) in employment. The individuals placed are not employees of the placement agencies.

0268

Temporary staffing services: establishments primarily engaged in supplying workers for limited periods of time to supplement the workforce of the client. The individuals provided are salaried employees of the temporary staffing establishment.

0260

Co-employment staffing services provided by a professional employer organization: establishments primarily engaged in providing workforce and human resource management services to clients.

0040

None of the above — Please call **1-800-972-9692** for further instructions.

FOR
INFORMATION
ONLY

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2012 and March 31, 2013. Please indicate below the period covered by this questionnaire.

from ⁰⁰¹¹ to ⁰⁰¹²

2. If the reporting period does not cover a **full year**, please check the reason(s) below:

⁰⁰³¹ ¹ seasonal operations ² new business ³ change of fiscal year ⁴ change of ownership ⁵ ceased operations ⁶ temporarily inactive

Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.

D - Revenue

A detailed breakdown may be requested in other sections.

	CAN\$
1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances.	2299 <input type="text"/>
2. Grants, subsidies, donations and fundraising	2068 <input type="text"/>
3. Royalties, rights, licensing and franchise fees	2022 <input type="text"/>
4. Investment income (dividends and interest)	2097 <input type="text"/>
5. Other revenue ²⁰⁰¹ (please specify): <input type="text"/>	2077 <input type="text"/>
6. Total revenue (sum of questions 1 to 5)	2098 <input type="text"/>

E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement (include salaries and wages paid to internal employees and to employees temporarily assigned)	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
		4466
3.	Commissions paid to non-employees	4315
4.	Professional and business services fees (e.g., legal, accounting)	3060
5.	Subcontract expenses (include contract labour, contract work and custom work) (include also amounts paid to contractors temporarily assigned — non T4 recipients)	4555
6.	Charges for services provided by your head office	5721
7.	Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory)	3301
8.	Office supplies	4115
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4178
10.	Repair and maintenance (e.g., property, equipment, vehicles)	4350
11.	Insurance (include professional liability, motor vehicles, etc.)	4365
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4370
13.	Travel, meals and entertainment	4084
14.	Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses)	4410
15.	Property and business taxes, licences and permits	4440
16.	Royalties, rights, licensing and franchise fees	4179
17.	Delivery, warehousing, postage and courier	4325
18.	Financial services fees	4630
19.	Interest expenses	4520
20.	Amortization and depreciation of tangible and intangible assets	4542
21.	Bad debts	4569
22.	All other expenses 4531 (please specify):	4699
23.	Total expenses (sum of questions 1 to 22)	4600
24.	Corporate taxes, if applicable	4601
25.	Gains (losses) and other items (see reporting guide)	2304
26.	Net profit/loss after tax and other items (see reporting guide)	

F - Industry characteristics

Number of persons placed or assigned by types of employment services and sales of goods and services breakdown

		Number of persons placed or assigned number	Sales of goods and services CAN\$
1. Executive/retained search services	6647	<input type="text"/>	2421 <input type="text"/>
2. Permanent placement services (exclude executive/retained search services)	6657	<input type="text"/>	2798 <input type="text"/>
3. Contract staffing services (temporary assignment of contractors — non T4 recipients)	6098	<input type="text"/>	2655 <input type="text"/>
4. Temporary staffing services (temporary assignment of staffing firm employees — T4 recipients)	6089	<input type="text"/>	2654 <input type="text"/>
5. Temporary staffing to permanent placement services (temporary assignment of staffing firm employees — T4 recipients — with the expectation of permanent work at the end of the trial period with the client)	6673	<input type="text"/>	2799 <input type="text"/>
6. Co-employment staffing and payrolling services (co-employment staffing is provided by a professional employer organization; payrolling is long term staffing such as labour leasing, staff leasing, employee leasing and extended employee staffing)	6683	<input type="text"/>	2800 <input type="text"/>
7. All other sales (please specify):	2559	<input type="text"/>	2558 <input type="text"/>
8. Total sales (sum of questions 1 to 7)			2305 <input type="text"/>

Labour costs

		CAN\$
9. Salaries, wages and benefits paid to internal employees — T4 recipients		3030 <input type="text"/>
10. Salaries, wages and benefits paid to employees temporarily assigned — T4 recipients		3020 <input type="text"/>
11. Amounts paid to contractors temporarily assigned — non T4 recipients		3008 <input type="text"/>

Number of internal employees

	number of employees
12. Number of internal employees — T4 recipients	6330 <input type="text"/>

FOR
INFORMATION
ONLY

G - Not applicable

H - Sales by type of client

Please provide a percentage breakdown of your sales by type of client.

	%
1. Clients in Canada	
a) businesses	8112 <input type="text"/>
b) individuals and households	8100 <input type="text"/>
c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)	8233 <input type="text"/>
2. Clients outside Canada	8140 <input type="text"/>
100%	

I - Sales by client location

Please provide a percentage breakdown of your sales by client location (first point of sale).

	%
1. Newfoundland and Labrador	8400 <input type="text"/>
2. Prince Edward Island	8415 <input type="text"/>
3. Nova Scotia	8405 <input type="text"/>
4. New Brunswick	8410 <input type="text"/>
5. Quebec	8420 <input type="text"/>
6. Ontario	8425 <input type="text"/>
7. Manitoba	8430 <input type="text"/>
8. Saskatchewan	8435 <input type="text"/>
9. Alberta	8440 <input type="text"/>
10. British Columbia	8445 <input type="text"/>
11. Yukon	8455 <input type="text"/>
12. Northwest Territories	8451 <input type="text"/>
13. Nunavut	8452 <input type="text"/>
14. Clients outside Canada (must equal question 2 in section H)	8401 <input type="text"/>
100%	

FOR
INFORMATION
ONLY

J and K - Not applicable

L - Contact information

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0054 Last name

0017 Telephone number

0027 Extension number

0013 First name

0016 Fax number

0014 Title

0020 Website address

0018 E-mail address

0015 Date completed:

How long did you spend collecting the data and completing the questionnaire? hour(s) minutes

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent of improving the survey.

9920

9913

9914

9915

9916

FOR INFORMATION ONLY

General information

Confidentiality

Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*.

Statistics Canada will use information from this survey for statistical purposes.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

Thank you for completing this questionnaire.

Please retain a copy for your records.

Visit our website at www.statcan.gc.ca