



2008 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 :
1-888-881-3666.

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		0053	Country	0007 Postal code/zip code
0028	Last name of contact		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> 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. For more information on this survey, please access www.statcan.ca/english/survey/index.htm.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies and other government departments for the sharing of data. The data will be kept confidential and used for statistical purposes only by these organizations. For further details on any data-sharing agreement for this survey, please consult the enclosed reporting guide.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

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 **1-888-881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.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 **1-888-881-3666** for further instructions.

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2008 and March 31, 2009. 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 enclosed reporting guide 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	
2. Grants, subsidies, donations and fundraising	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): ²⁰⁰¹	2077	
6. Total revenue (sum of questions 1 to 5)	2098	

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

F - Industry characteristics

Please provide a breakdown of your sales.

		CAN\$
1. Executive/retained search services	2421	
2. Permanent placement services (exclude executive/retained search services)	2798	
3. Contract staffing services (temporary assignment of contractors — non T4 recipients)	2655	
4. Temporary staffing services (temporary assignment of staffing firm employees — T4 recipients)	2654	
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)	2799	
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)	2800	
7. All other sales (please specify): 2559	2558	
8. Total sales (sum of questions 1 to 7)	2305	

Labour costs

		CAN\$
9. Salaries, wages and benefits paid to internal employees — T4 recipients	3030	
10. Salaries, wages and benefits paid to employees temporarily assigned — T4 recipients	3020	
11. Amounts paid to contractors temporarily assigned — non T4 recipients	3008	

Hours billed

	number of hours billed
12. Number of hours billed for employees temporarily assigned — T4 recipients	6327
13. Number of hours billed for contractors temporarily assigned — non T4 recipients	6373

Number of internal employees

	number of employees
14. Number of internal employees — T4 recipients	6330

F - Industry characteristics (continued)

Number of persons placed or assigned by occupational group

For the different employment services (questions 1 to 6 above) where revenues were reported, please indicate the number of persons placed or assigned by each of the occupational groups listed.

Types of employment services

Occupational group	Types of employment services					
	executive/ retained search	permanent placement (exclude executive/ retained search)	contract staffing — non T4 recipients	temporary staffing — T4 recipients	temporary staffing to permanent placement — T4 recipients	co-employment staffing and payrolling
	number of persons placed or assigned					
15. Management (including executives)	6638	6648	6090	6081	6664	6674
16. Office/clerical and administrative support	6639	6649	6091	6082	6665	6675
17. Engineering	6640	6650	6658	6661	6666	6676
18. Information technology (IT)	6641	6651	6092	6083	6667	6677
19. Technical (excluding IT)	6642	6652	6094	6085	6668	6678
20. Professional (excluding IT and engineering)	6643	6653	6659	6662	6669	6679
21. Industrial and trades	6644	6654	6660	6663	6670	6680
22. Sales and marketing	6645	6655	6096	6087	6671	6681
23. Other	6646	6656	6097	6088	6672	6682
24. Total (sum of questions 15 to 23)	6647	6657	6098	6089	6673	6683

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

%

b) individuals and households

8100

c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)

8233

2. Clients outside Canada

8140

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	
2. Prince Edward Island	8415	
3. Nova Scotia	8405	
4. New Brunswick	8410	
5. Quebec	8420	
6. Ontario	8425	
7. Manitoba	8430	
8. Saskatchewan	8435	
9. Alberta	8440	
10. British Columbia	8445	
11. Yukon	8455	
12. Northwest Territories	8451	
13. Nunavut	8452	
14. Clients outside Canada (must equal question 2 in section H)	8401	
		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	
0013	First name		0027	Extension number	
0014	Title		0016	Fax number	
0018	E-mail address		0020	Website address	

Date completed: 0015

yyyy mm dd

How long did you spend collecting the data and completing the questionnaire?

9910 hour(s) 9909 minutes

M - Comments

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

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Thank you for completing this questionnaire. Please retain a copy for your records.

Visit our website at www.statcan.ca