**AWRS fieldwork components**

**Initial Recruitment (CATI)**

- Establish eligibility of enterprise via Recruitment screener questionnaire and nominate Survey Coordinator for enterprise.
- Collect details of target respondents for each AWRS component, including Employee survey random selection process.

**Employee Relations questionnaire (CATI): HR Manager or equivalent**
- Employment and workforce management practices;
- Wages and wage-setting;
- Employee engagement practices;
- Use of Individual Flexibility Arrangements;
- Receipt of requests for flexible working arrangements and additional unpaid parental leave made under the National Employment Standards.

**Employee questionnaire (online or hardcopy): up to 20 employees**
- Demographics
- Current and past employment profile
- Employee engagement, satisfaction and equity perceptions
- Requests for flexibility additional unpaid parental leave made under the National Employment Standards
- Use of Individual Flexibility Arrangements

**Structure and Operations questionnaire (CATI): Operations Manager or equivalent**
- Ownership and age
- Hours of operation and shift arrangements
- Market characteristics and performance
- Measurement of labour productivity
- Responses to increases in costs
- Intentions

**Workforce Profile questionnaire (online): Payroll Manager or equivalent**
- Number of various types of paid and unpaid workers
- Apprentices and trainees
- Gendered breakdown of occupational groups
- Union density
- Gendered breakdown of employment status and hours worked
- Total hours worked for the whole enterprise
- Wage-setting practices
- Training information

**Financial Information questionnaire (online): Finance Manager or equivalent**
- Income sources
- Income breakdown
- Expenses breakdown (including labour costs and purchases)
- Inventories
- Other business information

**Workforce Profile questionnaire (CATI): Payroll Manager or equivalent**
- Number of employees
- Gendered breakdown of occupational groups
- Apprentices and trainees
- Gendered breakdown of employment status and hours worked
- Performance-based wage-setting practices

**Financial Information questionnaire (online): Finance Manager or equivalent**
- Income sources
- Total expenses and approximate of wages and salaries
- Other business information

**Shortened CATI option offered to non-complete to encourage participation (boost response rate)**
- Number of employees
- Gendered breakdown of occupational groups
- Apprentices and trainees
- Gendered breakdown of employment status and hours worked
- Performance-based wage-setting practices

**Not eligible/Not interested/Quota full**

**No longer interested/Refused employee survey component**

**Terminate**