

**Name of the Tool** **Questionnaire: Self-analysis of enterprises**

**Source** Observatoria / small differences – big effects / Gender Mainstreaming, a strategy to diminish the gap in income of women and men

**Type of Organisation/Purpose:** Organisations (profit, non-profit)  
Public Organisations

**Phase:** Analysis/Awareness Raising

**Aim**

The questionnaire is designed for companies that want to analyse their present status quickly and easily.

**Context of Application**

Observatoria is an EU project and this questionnaire has been developed and tested in this context. The questionnaire is an analysis and monitoring tool and gives valuable information to create strategies how to reduce the difference in income of women and men.

The entire questionnaire can be downloaded at: [www.landfrauen.at/observatoria](http://www.landfrauen.at/observatoria).

Businesses can check their status by themselves and check the effect of already set measures. The tables for the data are linked with the graphics to analyse the data. Information entered will be immediately transformed into graphics and there is no delay in interpretation.

**Brief Description**

The questionnaire covers the areas:

- ▶ explanations
- ▶ basic data
- ▶ personnel structure (including graphics)
- ▶ income (including graphics)
- ▶ management positions (including graphics)
- ▶ maturity leave (including graphics)
- ▶ education and training (including graphics)
- ▶ promotion of women and families

**Benefit, Results**

The questionnaire helps businesses to analyse and present their status quo in a simple and efficient way. The purpose is to have data to plan measures to reduce the income gap between women and men.



## Further Literature and Links

Observatoria / small difference – big effects / Gender Mainstreaming, a strategy to reduce the gap in income of women and men

Observatoria has been funded by the 5. action programme of the EU to equal opportunities of women and men, the Austrian Federal Ministry for Social Affairs and Generations and the Office for Female affairs of the Province of Lower Austria

Netzwerk der österreichischen Frauen- und Mädchenberatungsstellen: Hannah Steiner / Itta Tenschert (Hrsg.): Observatoria / Gender Mainstreaming - eine Strategie zur Verringerung der Einkommensdifferenz zwischen Frauen und Männern?, Wien 2003.

Download of questionnaire: [www.landfrauen.at/observatoria](http://www.landfrauen.at/observatoria)

<http://www.landfrauen.at/observatoria/Fragebk.xls>

Observatoria-Fragebogen „Gender Mainstreaming Equal Pay“

Ranftl, Edeltraud / Birgit Buchinger / Ulrike Gschwandtner / Oskar Meggeneder (Hrsg.): Gleicher Lohn für gleichwertige Arbeit / Praktische Beispiele diskriminierungsfreier analytischer Arbeitsbewertung / Tagungsband zur Fachtagung „gleicher Lohn für gleichwertige Arbeit“ am 18. Oktober 2001 im Auftrag des Bundesministeriums für Wirtschaft und Arbeit, München / Mering 2002.

Bundesministerium für Wirtschaft und Arbeit (Hrsg.): Petra Gregoritsch / Monika Kalmár / Michael Wagner-Pinter: Einkommen von Frauen und Männern in unselbständiger Beschäftigung / Endbericht, Wien 2000.

Kommission der Europäischen Gemeinschaften (Hrsg.): Mitteilung der Kommission / Leitfaden zur Anwendung des Grundsatzes des gleichen Entgelts für Männer und Frauen bei gleichwertiger Arbeit, KOM(96) 336 endg., Brüssel 1996.

Bundesministerium für Familie, Senioren, Frauen und Jugend (Hrsg.): Karin Tondorf / Edeltraud Ranftl: Equal Pay / Leitfaden zur Anwendung des Grundsatzes der Entgeltgleichheit für Männer und Frauen bei gleichwertiger Arbeit, 2002, im WWW unter [http://www.bmfsfj.de/top/sonstige/Aktuelles/ix4748\\_27124.htm?script](http://www.bmfsfj.de/top/sonstige/Aktuelles/ix4748_27124.htm?script).

Anwältin für Gleichbehandlungsfragen im Bundesministerium für soziale Sicherheit und Generationen (Hrsg.): Susanne Feigl: Keine falsche Bescheidenheit ! / Wegweiser zur Gleichbehandlung im Beruf, Wien 20017.

[www.equalpay.nu](http://www.equalpay.nu)

[www.equalpaytools.org](http://www.equalpaytools.org)

[www.genderpaygap.no](http://www.genderpaygap.no)

[www.netzwerk-frauenberatung.at/observatoria](http://www.netzwerk-frauenberatung.at/observatoria)

[www.armutskonferenz.at/netz/frauen.html](http://www.armutskonferenz.at/netz/frauen.html)



## Tool Questionnaire: Self-analysis of enterprises

The questionnaire is very large and so only the personnel structure and the appropriate graphics will be shown as an example.

The entire questionnaire can be downloaded at: <http://www.landfrauen.at/observatoria/Fragebk.xls>

### Sample personnel structure

a) Number of employees	TOTAL	Men			Women			Total in %		Full-time in %		Part-time in %	
	Employees	Total	Full-time	Part-time	Total	Full-time	Part-time	Men	Women	Men	Women	Men	Women
Apprentices	0	0			0								
Blue collar workers	0	0			0								
White collar workers	0	0			0								
Freelancer	0	0			0								
Public servant	0	0			0								
Contracted employee	0	0			0								
	0												
	TOTAL	Men			Women			Total in %		Full-time in %		Part-time in %	
b) Employees by fields	Employees	Total	Full-time	Part-time	Total	Full-time	Part-time	Men	Women	Men	Women	Men	Women
Administration	0	0			0								
Production	0	0			0								
Sales	0	0			0								
Service Industry	0	0			0								
other	0	0			0								
<i>Check sum</i>	0												
	TOTAL	Men			Women			Total in %		Full-time in %		Part-time in %	
c) Age of the employees	Employees	Total	Full-time	Part-time	Total	Full-time	Part-time	Men	Women	Men	Women	Men	Women
below 20 years	0	0			0								
20 - 30 years	0	0			0								
30 - 40 years	0	0			0								
40 - 50 years	0	0			0								
50 - 60 years	0	0			0								
above 60 years	0	0			0								
<i>Check sum</i>	0												



	TOTAL	Men			Women			Total in %		Full-time in %		Part-time in %	
<b>d) Duration of employment</b>	Employees	Total	Full-time	Part-time	Total	Full-time	Part-time	Men	Women	Men	Women	Men	Women
Shorter than 1 year	0	0			0								
01 - 05 years	0	0			0								
05 - 10 years	0	0			0								
10 - 20 years	0	0			0								
More than 20 years	0	0			0								
<i>Check sum</i>	<i>0</i>												
	TOTAL	Men			Women			Total in %		Full-time in %		Part-time in %	
<b>e) Martial status</b>	Employees	Total	Full-time	Part-time	Total	Full-time	Part-time	Men	Women	Men	Women	Men	Women
Single	0	0			0								
Single having children younger than 15	0	0			0								
Married	0	0			0								
Married having children younger than 15	0	0			0								
	TOTAL	Men	Women	Total in %									
<b>f) HR resources - overview</b>	Employees	Total	Total	Men	Women								
Full-time employees with overtime	0												
Full-time employees (40 to 35 hours per week)	0												
Part-time employees (35 to 20 hours per week)	0												
Part-time employees (20 hours per week and less, having full social benefits)	0												
Minor employed people (not having full social benefits)	0												



## Charts

After filling in the tables the following charts are automatically generated. The share of women and/or men is evident.

- ▶ Number of employees – Total distribution in %
- ▶ Number of employees – Full-time employees in %
- ▶ Number of employees – Part-time employees in %
- ▶ Employees by areas of occurrence – Total distribution in %
- ▶ Employees by areas of occurrence – Full-time employees in %
- ▶ Employees by areas of occurrence – Part-time employees in %
- ▶ Distribution by age - Total distribution in %
- ▶ Distribution by age - Full-time employees in %
- ▶ Distribution by age - Part-time employees in %
- ▶ Duration of employment - Total distribution in %
- ▶ Duration of employment – Full-time employees in %
- ▶ Duration of employment – Part-time employees in %
- ▶ HR-Overview – Employees with overtime allowance - Total distribution in %