

## APPENDIX B: SURVEY INSTRUMENT

### THE WORKFORCE OUTCOME REPORTING QUESTIONNAIRE (WORQ)

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
DEMOGRAPHICS				
WORQ	SEX. What is your sex? <i>ADAPT RESPONSE CATEGORIES BY COUNTRY</i>	Male Female	Collect demographic information to be used in analyzing the data.	
WORQ	LIVE. What is the name of the place where you live?		Collect enough information on where respondent lives so they can be located again for follow-up surveys.	NOTE NAME OF CITY/VILLAGE/COUNTY and other specifics required to find respondent again.
WORQ	AGE. What is your age?	_____ (RECORD AGE IN YEARS); OR IF UNABLE CHECK ONE CATEGORY BELOW 1. Younger than 15 years 2. 15 to 19 years 3. 20 to 24 years 4. 25 to 29 years 5. 30 and older	Collect demographic information to be used in analyzing the data.	RECORD AGE IN YEARS. If respondent does not know or cannot give exact age, then read out categories and ask respondent to pick one. PROBE: How old are you? In what year were you born?  If needed, PROBE respondent for age by asking a) when they finished a specific grade/class; b) if there were any major events the year they were born and what was it; c) if relevant, about how old they were when they got married or had their first child.
WORQ	EDU. What is highest level of education you have completed? <i>ADAPT RESPONSE CATEGORIES BY COUNTRY</i>	77. Never Enrolled 0. Pre-Primary (nursery, KG) 1. Grade 1 2. Grade 2 3. Grade 3 4. Grade 4 5. Grade 5 6. Grade 6	Collect demographic information to be used in analyzing the data.	PROBE: What was the last grade, which they finished, so they could have gone on to the next grade, if they continued?

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		7. Grade 7 8. Grade 8 9. Grade 9 10. Grade 10 11. Grade 11 12. Grade 12 13. Some college 14. Bachelor's degree 15. Master's degree, PhD., MD or JD 88. Don't know		
WORQ	EDU2. Did you complete any technical or vocational training?	1. Yes (what type of technical or vocational training did you complete?): _____ 2. No	To find out if participant completed any other training or certification program. Note if participant mentions this program—should be coded as separate category.	PROBE: In addition to this program, did you complete/Beside this program, did you complete any other technical or vocational training?
WORQ	EDU3. Are you currently/Since completing the training provided by [insert program name] attending/have you attended any classes or training that will result in...  <i>[ASK ONLY IF EDU &lt; PRIMARY]</i> Earning a primary school leaving certificate?  <i>[ASK ONLY IF EDU &lt; SECONDARY]</i> Completing secondary school?  Earnings a certificate from a technical, vocational, or professional training?  Earning a degree from a TVET, that is, a technical vocational training institute, or a college or university?	CODE EACH AS:  Yes when did you enroll in these classes? ____ month ____ year  No	To determine if the participant has transitioned back to education. Note, ask about currently at baseline; and if they have attended in the last six months, that is, since completion at endline.	PROBE: Did you enroll since completed [insert USAID program name]?  NOTE: C and D differ slightly; one asks about earning a certificate while the other asks about earning a degree.
Extra	MAR. Are you... (READ CATEGORIES)  ADAPT RESPONSE CATEGORIES BY COUNTRY	Married Have never been married, or Something else? (specify: _____)	To capture information on marital status.	

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Extra	HHSIZE. Including yourself, how many people live in your household?  <i>ADAPT DEFINITION OF HOUSEHOLD BY COUNTRY</i>	_____ RECORD NUMBER	The number of people who live with the participant.	PROBE: Did you count everyone? Is there someone you may have left out? Who is that? Why did you not count them?
Extra	KID. Do you have any children of your own?	1. Yes <input type="checkbox"/> How many of your own children do you have? _____ (RECORD NUMBER) 2. No	To assess participants' responsibilities. Intent of the item is to capture the number of own children.	PROBE: Do you have any children of your own who may live somewhere else who you did not count?
Extra	HHDEP. How many people, who live in or outside your household, depend on you financially to meet their basic needs, such food and housing?	_____ (RECORD NUMBER)	To assess the financial burden on participants, that is, how many people are they financially responsible for, i.e. responsibility for food, housing and other day-to-day needs. Do not include if the person just provides occasional support to someone or provides support for a specific need, such as school fees.	PROBE: Is that everyone who depends on you financially? How many live whose daily needs you are responsible for? Do you have any relatives living somewhere else to whom you send money on a regular basis?
EMPLOYMENT STATUS (TIME FRAME: PREVIOUS MONTH)				
WORQ	Q1. In the previous month, meaning in [month year], did you do anything to earn money?	Yes No ( <i>GO TO INKI</i> )	Key item intended to determine employment status. Did the respondent work for money in the previous month? Do not include if the respondent worked for something other than money. Note, working for money includes working for self, household enterprise or for someone else.	PROBE: In the last 30 days, did someone give you money to do something? Did you earn money in the last 30 days?
Impact	Q1A. In the previous month, meaning in [insert month year], how many different jobs did you do to earn money? Please count any jobs where you were working for yourself as one job, even if you provided services to multiple people. If you worked for wages for different people, please count each of those jobs separately.	_____ (RECORD NUMBER OF JOBS)	Intended to determine the number of different jobs the participant has. The intent is to find out the different wage works the participant may have, and the different types of activities the participant may engage in to earn money.	PROBE: Are these different employers who paid you wages? Were you working for yourself at this job but providing services to different people? Make sure respondent in not counting different tasks within the same job.

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
WORQ	<p>Q2. Now, think what you did to earn <u>most of your income</u> in [month, year]. Was that activity:</p> <p>helping in a business that is run by someone who is related to you and who lives with you [to earn money]; or</p> <p>was it running a business that you own alone or you own with someone else, that is, working for yourself [to earn money]; or</p> <p>was it working for someone else [to earn money]? (CHECK ONE)</p>	<p>Help in business run by someone who is related and lives in household (GO TO Q3/Q5/SCR)</p> <p>Run own business owned alone or with someone else (GO TO Q3/Q5/SCR)</p> <p>Work for someone else</p>	<p>Key item intended to determine the type of work the respondent does. This item in combination with the Q2a is used to determine which module of questions should be asked of respondents in order to obtain earnings and time worked information. Determine who the respondent works for: a household business, for self, or for someone else. Working for someone else is considered to be wage employed. Working for self is running own business, which the respondent may own alone or with someone else. Helping in a household business means the person is working for or helping out in a business run by a person to whom the respondent is related and who the respondent is living with.</p> <p>The item is also intended to identify the respondent's main source of earnings. Respondents may have multiple sources of earnings. This item is designed to determine the respondent's main source of earnings, that is, the work the respondent does in which they earn the highest proportion of their overall earnings.</p>	<p>PROBE: Do you have an employer? Is it the same person or organization for whenever do you this work or does the person or organization change from time to time?</p> <p>PROBE: Is this how you get most of your earnings? If not, what is your main source of earning?</p> <p>Maybe you did multiple things to earn money. From which source did you get the most of your money in [month year]?</p>
WORQ	<p>Q2A. Is the work you did for someone else in [month year]:</p> <p>Regular, that is, something you do for a set number of hours every week, or</p> <p>Irregular, that is, something that you did when work was available?</p>	<p>Regular/set hours</p> <p>Irregular/when work is available</p>	<p>Key item to determine the kind of wage work the respondent engages in – this item in combination with Q2 is used to determine which module of questions should be asked of respondents in order to obtain earnings and time worked information. For wage workers, that is, those who are working for someone else, determine whether they have set or regular hours at this job or only work when work is available or work irregularly. Note, hours worked and earnings items are different for those working set hours versus those working only when work is available.</p>	<p>PROBE: Is this work you did for which you had a set schedule in [month year]? Is this work you went to regularly whether there was work available or not? Or did you do this work only when work was available?</p>

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
Impact	Q3. [ASK IF: Q1A > 1] In the previous month, meaning in [insert month year], did you do anything else to earn money?	Yes No (GO TO Q5/SCR)	The intent of this item is to determine if participant did anything else to earn money and double check the response provided in Q1A, if participant gave a number more than 1.	PROBE: Did you earn money from more than one job in [insert month]?
Impact	Q4. Was that: <ul style="list-style-type: none"> <li>helping in a business that is run by someone who is related to you and lives with you; or</li> <li>was it running a business that you own alone or you own with someone else, that is, working for yourself [to earn money]; or</li> <li>was it working for someone else [to earn money]? (CHECK ONE)</li> </ul>	Help in business that is run by someone who is related and lives in household (GO TO Q5/SCR) Run own business, owned alone or with someone else (GO TO Q5/SCR) Work for someone else	This item is intended to determine the economic activity that provides participants with their second largest amount of earnings.	PROBE: Is this your second biggest source of income in [insert month]? If not, what is it?
Impact	Q4A. Is this work you did for someone else in the previous month, meaning in [insert month year]: <ul style="list-style-type: none"> <li>something you do for a set number of hours every week, or</li> <li>something that you did when work was available?</li> </ul>	Regular/set hours Irregular/when work is available	If secondary economic activity is wage work, then this item is intended to find out the type of wage work, that is, is the job regular with set hours and pay, or is it something the participant does only when the work is available.	PROBE: Is this work you did for which you had a set schedule in [month year]? Is this work you went to regularly whether there was work available or not? Or did you do this work only when work was available?
Extra	Q5. Did the [insert program name] program Help you get this job? Teach you skills that help you to do this job?	1. Yes 2. No 8. Don't know 1. Yes 2. No 8. Don't know	To determine the programs' role in helping the respondent a) obtain this specific job, and b) in providing the skills the respondent needs to perform in this specific job.	NOTE: Help you get this job means the program connected you with the place where you now work by sending you over there, setting up an interview, sending your information to them, or something similar.

SCR. INTERVIEWER – Complete following:

RESPONDENT'S PRIMARY SOURCE OF EARNINGS (Q2 and Q2A): \_\_\_\_\_  
1=Family Work; 2=Own Employment; 3=Wage – Set Hours; 4=Wage – When Work Available

RESPONDENT'S SECONDARY SOURCE OF EARNINGS (Q4 and Q4A): \_\_\_\_\_  
1=Family Work; 2=Own Employment; 3=Wage – Set Hours; 4=Wage – When Work Available

Note: If primary and secondary are same type of economic activity, then re-ask the same module the second time for secondary economic activity. For example, respondent may have two separate wage-paying jobs, in which case, the Wage Employment Section should be asked twice – first for the wage paying job in which they earn the most, and then for the one in which they earn the next most.

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
W. WAGE EMPLOYMENT SECTION – PRIMARY OR SECONDARY=3 OR 4				
<i>Information about Participant’s Work (No specified time frame)</i>				
Extra	<p>W1: Can you describe that job to me?</p> <p>ADAPT CODING INTO CATEGORIES BY COUNTRY. IF NO SPECIFIC CODING SCHEME EXISTS, USE THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>• <i>Manager</i></li> <li>• <i>Science and engineering professional</i></li> <li>• <i>Health professional</i></li> <li>• <i>Teaching professional</i></li> <li>• <i>Business and administration professional</i></li> <li>• <i>Information and communication technology professional</i></li> <li>• <i>Legal, social, and cultural professional</i></li> <li>• <i>Clerical support worker</i></li> <li>• <i>Personal service worker</i></li> <li>• <i>Personal care worker</i></li> <li>• <i>Sales worker</i></li> <li>• <i>Protective services workers</i></li> <li>• <i>Agriculture, forestry, or fishery skilled worker</i></li> <li>• <i>Building and related trade worker, excluding electricians</i></li> <li>• <i>Metal, machinery, and related trade worker</i></li> <li>• <i>Handicraft and printing worker</i></li> <li>• <i>Electrical and electronic trades worker</i></li> </ul>	CODE BASED ON OCCUPATIONAL CODES.	Determine the type of occupation the person is engaged in and not business or industry sector. For example, if a person is a database administrator for a mining company, the response will be “database administrator” and not “mining.” In some cases, the occupation and business or industry sector may be the same, such as if the person worker as a miner for the mining company versus as a database administrator for the same company.	Record their responses verbatim. The responses will be coded post-administration.

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	<ul style="list-style-type: none"> <li>Food processing, wood working, garment, and other craft and related trades worker</li> <li>Plant and machine operator or assembler</li> <li>Cleaners and helpers</li> <li>Agriculture, forestry, and fishery laborer</li> <li>Laborer in mining, construction, manufacturing, and transport</li> <li>Food preparation assistant</li> <li>Street and related sales and service worker</li> <li>Refuse worker and other elementary work</li> <li>Armed forces/military</li> </ul> <p>Refer to <a href="https://www.ilo.org/public/english/bureau/stat/isco/isco08/index.htm">https://www.ilo.org/public/english/bureau/stat/isco/isco08/index.htm</a> for more information on coding these categories and to ensure that categories are up-to-date.</p>			
WORQ	W3a. When did you start working at this job?	____ (RECORD MONTH AND YEAR)	To understand how long the person has been working at this specific job for this specific employer.	PROBE: How many months or years ago did you start working at this job? How long ago did you start working at this job? Help the respondent calculate back, if necessary.
Extra	W1A. How did you find this job? (CHECK ONE)	Through family member, neighbor or friend Through [insert name] program From word of mouth Job advertisement Other (specify) _____	To understand how the respondent found this specific job. Note, one of the response categories (category 2) is Through the program – if the program connected the respondent to the employer either via an internship, or just setting up meeting, then this response category should be used.	Read categories, if needed.
WORQ	W2a. Is your employer at this job...? (READ CATEGORIES) (CHECK ONE)	Private company or person Government	Determine whom the respondent works for. A private company or person means working for a corporation, small business, an	NOTE: Private Company or Person – Private person is an individual/family for whom the respondent might work. For example,

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		Something else? (specify) _____	individual, a family, or a household that is not their own. Government can be national, state, regional, state, county, local, or any other jurisdiction. Other response may most often include non-governmental organizations, churches, or some other type of organization.	someone employed as a nanny by a family for whom the respondent works.
Extra	W4e. In addition to your wages, does your employer give you or pay for any of the following? READ LIST AND CHECK ALL THAT APPLY	a. <input type="checkbox"/> Food b. <input type="checkbox"/> Clothing or footwear, including uniforms c. <input type="checkbox"/> Housing d. <input type="checkbox"/> Cooking fuel e. <input type="checkbox"/> Transportation, including fuel f. <input type="checkbox"/> School fees or other education expenses g. <input type="checkbox"/> Consumer goods, such as electronics, phone, etc. h. <input type="checkbox"/> None i. <input type="checkbox"/> Something else (specify): _____	Use if interested in determining the other types of remuneration respondents might receive other than their monetary wages. Respondents may receive food, clothing, etc. along with their wages. For example, those working in a restaurant may often receive a meal as a part of their remuneration. Do not include if the respondent has to pay for any of these – for example, an employer may offer uniforms, but if the respondent has to pay for the uniform, then clothing or footwear, including uniforms should not be checked. Only check a category if respondent does not or did not pay for it.	NOTE: If respondent pays for what he/she receives, then do not check.  PROBE: Does your employer give it you in addition to your regular pay or: <ul style="list-style-type: none"> <li>• do you pay for it from your wages? IF YES, do not check.</li> <li>• paid for it upfront? IF YES, do not check.</li> </ul>
<i>Time Spent on Wage Employment and Amount Earned – Set Hours ASK IF PRIMARY OR SECONDARY=3 (Time Frame: Last seven days)</i>				
WORQ	W3X2. In a typical week or seven-day period, how many days do you normally work at this job?	1. 1 day 2. 2 days 3. 3 days 4. 4 days 5. 5 days 6. 6 days 7. 7 days	For respondents working for someone else regularly, that is with set hours and for set days of the week, this item is designed to determine the number of days per week they usually work. The number of days usually worked may be different from the number of days they worked the previous week. The intent is to find out how many days per week they normally work.	PROBE: Which days of the week do you usually work at this job?
WORQ	W3X3. On a typical day, approximately how many hours per day do you work at this job?	_____ (RECORD NUMBER OF HOURS)	For respondents working for someone else regularly, that is with set hours and for set days of the week, this item is designed to determine the number of hours per day they usually work. The number of hours per day usually	PROBE: At what time do you start work and when do you end work on a typical day? Do you get time off for lunch?  Now help the respondent calculate the typical number of hours they work on a normal day.



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			<p>worked may be different from the number of hours per day they worked last week or yesterday. The intent is to find out the number of hours per day they normally work.</p>	
Extra	W4b I. When was the last time you got paid at this job?	<p>_____ (RECORD DATE);</p> <p>OR IF UNABLE CATEGORIES BELOW. (CHECK ONE)</p> <ol style="list-style-type: none"> <li>1. This week</li> <li>2. Last week</li> <li>3. About two weeks ago</li> <li>4. About three weeks ago</li> <li>5. About one month ago</li> <li>6. More than one month ago</li> <li>7. Have not been paid yet</li> </ol>	<p>Experts in the field indicated that youth in vulnerable employment may often not have been paid for extended periods or at all, despite working regularly. This item is designed to gauge if participants are in employment where they have not been paid for extended periods or at all.</p>	<p>Record the actual date if respondent is able to provide it. Otherwise, read out the categories below and help the respondent choose one.</p>
WORQ	W4b. How much is your usual take home pay?	<p>_____ (RECORD AMOUNT)</p>	<p>Key item to determine the amount of money respondent takes home, i.e., their earnings. This should be the amount after taxes and other contributions are deducted, if the employer does that. If the employer does not deduct, it should be the respondent's gross pay. Note, the item asks for usual pay. In many cases, youth may have taken home a different pay in the last pay period than what they usually take home. This could be due to a variety of reasons, for example, a participant working in a restaurant may have taken home less than the usual, because they broke some glasses and the amount was deducted from their last paycheck. Conversely, participants may have taken home more than their usual amount in the last pay period, because of a bonus that was included or amount they received to compensate for an expense. The intent of this item is to obtain information on what they</p>	<p>Take home pay is the pay that the respondent actually takes home. It may be that the employer deducted taxes and other contributions from their pay or the employer may not have done so. But the amount recorded, regardless, is the amount that the respondent actually takes home.</p>

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			normally or usually take home without factoring in these variations.	
WORQ	W4d. What period of time does that payment of your wage cover? [IF NEEDED: By period of time we mean the range or amount of time, such as a day, a week, a month or something else that you worked to earn your usual take home pay.]	Daily Weekly Once every two weeks Two times a month Once a month Other (specify): _____	Determine the period of work time the above take home pay is for. Note, some respondents may provide information based on how long the money lasts them and not how long it took them to earn that money. This item is designed to obtain information on the length of time the respondent worked to earn that take home pay.	Make sure they are responding with the period of time the payment covered and not something else.
Extra	W4DNEO. Did your employer deduct taxes, benefits or anything else from the payment that you last received?	Yes No	Determine if the take home pay is gross or net. This item can also be used to determine the formality of the job. Programs focusing on placing participants in formal employment may want to use this item.	PROBE: Is the amount you just gave me, the amount you receive after your employer takes out taxes and deducts for other things such as healthcare, retirement, uniforms, travel or something else? Or, is this the amount you receive before anything is taken out?
Extra	BEN. Does your employer give you any of the following:  Paid days off for when you are sick, for government holidays or to take time off with your family?  pay toward a program that helps you save money for when you get old and can no longer work, such as [insert retirement program name]?  pay toward a program that helps pay for any healthcare needs you might have on a regular basis, such [insert health insurance program name]?  Special bonus at the end of the year or during the festival season?  ADAPT BY COUNTRY – add country-specific programs to definition.	1. Yes 2. No  1. Yes 2. No  1. Yes 2. No  1. Yes 2. No	This item can be used to assess the quality or formality of the job. Only participants employed in the formal sector are likely to have paid days off, contributions toward a retirement program, health insurance, or other benefits. Programs focusing on placing participants in formal employment may want to use this item. Note, adapt to include country-specific names of programs and other adaptations, as needed.	PROBE FOR A: Do you still get paid when you are sick and cannot work or if you have take time off for other reasons?  NOTE: Mention names of national or relevant local programs in these items. The question is designed to determine if the respondent receives paid time off (vacation, sick and/or holidays), healthcare, and retirement benefits. Some countries also require employers to pay a special end of year bonus or a bonus during the main festival season, sometime called 13 <sup>th</sup> month pay. Terms appropriate to the locality should be used.
Time Spent on and Earnings From Wage Employment – When Work Available ASK IF PRIMARY OR SECONDARY= 4 (Time Frame: Previous month)				

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
WORQ	W3aI. How many days did you work at this job in the...  LAST WEEK OR LAST seven DAYS?  PREVIOUS MONTH OR [INSERT MONTH YEAR]? ( <i>Extra WORQ</i> )	_____ RECORD DAYS  _____ RECORD DAYS	For respondents working for someone else irregularly, that is when work is available, this item is designed to determine the number of days they worked in the last week and in the previous month. The number of days they worked last week may be multiplied by 4.33 (number of weeks in a month, on average) to obtain the number of days the respondent may have worked in a month, but this number may not equal the number of days they worked in the previous month. Because these respondents do not work a set number of days per week on a regular basis, chances are that the number of days per month so calculated will be different from the number of days in the previous month reported by the respondent. The intent of the item is to obtain a sense of the number of days the respondent works to earn the amount they report. As the intent is to only obtain a general idea and not calculate a day rate, the number of days a respondent worked in the previous month is optional.	PROBE: How many days did you work at this job last week? IF NEEDED, walk back through the days in the week – did you do this job last Monday, how about Tuesday...?  What about the first week of [month]? And what about the next week? Walk respondent back through the last four weeks to determine the number of days they worked at this job in that time. Note: this may differ from week to week.
WORQ	W3aHRS. When you last worked at this job, how many hours did you work that day?	_____ (RECORD HOURS)	The intent of this item is to obtain a general idea of the number of hours the respondent may be working to earn the amount they report, but it is not intended to allow for the calculation of an hourly rate.	PROBE: When was the last day you worked at this job? How many hours did you work on this job on that day?
WORQ	W4NEW. How much money did you receive as pay for doing this work in the previous month OR [insert month year]?	_____ (RECORD AMOUNT)	This is a key item designed to obtain information on the amount the respondent earned in the previous month. Testing determined that it was often easier for respondents to report monthly income compared to weekly income, and these data were found to be more reliable.	PROBE: How much did you receive for doing this job last month? IF NEEDED, you said you worked this job x hours last month – how much did you get for that?  What about during the last week of [month]? And what about between [insert date] and [insert date]? Walk respondent back through each week of the month to determine the amount they earned at this job in that time. Note: this may differ from week to week.

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OB. OWN EMPLOYMENT – ASK IF PRIMARY OR SECONDARY=2				
<i>Type of Own-Employment (No specified time frame)</i>				
Extra	<p>OBI. You said you work for yourself to earn money. Could you describe the work that you do for yourself to earn money?</p> <p>Refer to <a href="https://unstats.un.org/unsd/publication/seriesM/seriesm_4rev4e.pdf">https://unstats.un.org/unsd/publication/seriesM/seriesm_4rev4e.pdf</a> for additional guidance on definitions for each category and how to code for each category. To ensure the most recent classification is being used, please check <a href="https://unstats.un.org/unsd/classifications/">https://unstats.un.org/unsd/classifications/</a>.</p>	<ul style="list-style-type: none"> <li>Wholesale and retail trade (buying and selling)</li> <li>Accommodation and food service activities (hotels, restaurants, selling food products, etc.)</li> <li>Repair of motor vehicles and motorcycles</li> <li>Agriculture, forestry, and fishing</li> <li>Mining and quarrying</li> <li>Electricity, gas, steam, and air conditioning supply</li> <li>Water supply, sewerage, waste management, and remediation activities</li> <li>Manufacturing</li> <li>Construction</li> <li>Information and communication</li> <li>Transportation and storage</li> <li>Professional, scientific, and technical activities</li> <li>Financial and insurance activities</li> <li>Real estate activities</li> <li>Administrative and support service activities</li> <li>Public administration and defense; compulsory social security</li> <li>Education</li> </ul>	<p>The intent of this question is to capture information on the type of industry within which the business can be categorized. This information may be used by programs to assess how the skills they are imparting and the businesses these youth are operating fit within the overall macro economic environment.</p>	<p>Code based on what respondent is saying. DO NOT READ CATEGORIES.</p> <p>Note: Buying and Selling includes retail, owning a shop, etc. However, owning a food stall or truck or operation that makes and sells food should be categorized under Restaurant/food stall.</p> <p>If unsure, please check other and record respondent's answer verbatim.</p>

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
		<ul style="list-style-type: none"> <li>• Human health and social work activities</li> <li>• Arts, entertainment, and recreation</li> <li>• Other service activities</li> <li>• Activities of households as employers; undifferentiated good- and service-producing activities of households for own use</li> <li>• Activities of extraterritorial organizations and bodies</li> </ul>		
WORQ	OB2NEW. Do you pay someone with money to help you in this work that you do for yourself?	Yes No	The intent of this item is to determine if the self-employed respondent is also an employer. If the respondent answers “Yes” to this item, then they are considered to be an employer.	The intent is to identify if the respondent has any employees, that is, pays someone to help them with their business.
Extra	OB4a. When did you start doing this work for yourself?	_____(MONTH)/ _____(YEAR)	The item is intended to determine the length of time the respondent has been operating this particular business.	PROBE: How many months or years ago did you start working at this job? How long ago did you start working at this job? Help the respondent calculate back, if necessary.
<i>Time Spent on and Earnings from Own Employment (Previous month)</i>				
WORQ	OBX2. In a typical week, how many days do you do this work?	_____ (RECORD NUMBER OF DAYS)	This item is designed to determine the number of days per week self-employed respondents usually work. The number of days per week usually worked may be different from the number of days per week they worked last week.	PROBE: How many days did you work on this business last week? IF NEEDED, walk back through the days in the week – did you do this job last Monday, how about Tuesday...?  Was last week typical of what you do for this work? IF NO: Typically how many days per week do you do this work?
WORQ	OBX3. In a typical day, how many hours do you do this work?	_____ (RECORD NUMBER OF HOURS)	This item is designed to determine the number of hours per day self-employed respondents usually work. The number of hours per day usually worked may be different from the number of hours per day they worked last week or yesterday.	PROBE: When was the last day you worked on this business? How many hours did you work on this business on that day?  Was that last day typical of what you do for this work? IF NO: typically how many hours do you do this work on a day when you do it?  Were there hours in which you waiting for customers at your place of business but did

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
WORQ	<p>OB5f. How much did you earn from this work in the... LAST WEEK OR LAST seven DAYS?</p> <p>PREVIOUS MONTH, THAT IS, IN [INSERT MONTH YEAR]?</p>	<p>_____ (RECORD AMOUNT)</p> <p>_____ (RECORD AMOUNT)</p>	<p>This is a key item designed to obtain information on the amount the respondent earned in the previous month. Testing determined that it was sometimes easier for respondents to report monthly income and sometimes weekly income depending on their context. It is suggested both time periods be collected and the data be assessed for reliability.</p>	<p>not work? IF YES: did you count those hours? What were those hours? Add them to the total.</p> <p>PROBE: How much did you receive for doing this work last week/month? IF NEEDED, you said you worked on this business x hours last week/month – how much did you earn for that?</p> <p>What about the week/month before that? And what about between [insert date] and [insert date]? Walk respondent back through the last seven days/last four weeks to determine the amount they earned at this job in that time. Note: this may differ from week to week/month to month.</p>
WORQ	<p>OB5g. Are the amount(s) you just gave me your profit from this work, that is, the amount you earned after subtracting your expenses?</p>	<p>Yes (<i>go to next module</i>)</p> <p>No (<i>go to OB7</i>)</p>	<p>Testing also revealed that respondents sometimes report profit or net earnings, and sometimes report gross earnings. This item is intended to determine which one they are reporting. Analysts should bear the difference in earnings based on this information when conducting analyzing the data, as some respondents may report net at one time and gross at another or vice versa. Additionally, to report snapshot numbers, adjustments will be necessary to ensure the data are similar across cases. See <i>section on Calculating Indicators for more details</i>.</p>	<p>PROBE: Are the amounts you just gave me what you earn after you pay for your expenses to run this business, or was it before you accounted for such expenses?</p>
WORQ	<p>OB7. How much money did you spend to pay others or buy supplies to do this work in the previous month, that is, in [insert month year]?</p>	<p>(RECORD AMOUNT)</p>	<p>If respondents reported their gross income, that is, they responded with a “No” to the above question, then this item should be asked. The intent of this item is to determine respondent’s business expenses including paying for supplies, space, and employees among other things. This amount should be subtracted from the amount the respondent reported in OB5F – See <i>Calculation Indicators section for more details</i>.</p>	<p>PROBE: In the last month, how much did you spend on supplies?</p> <p>What about transportation?</p> <p>Do you pay rent for the space where you conduct your business?</p> <p>What about paying people who help you?</p> <p>Did you have other expenses you paid for in the [insert month year]?</p> <p>Help the respondent add up all expenses.</p>

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
HB. FAMILY WORK/HOUSEHOLD ENTERPRISE — ASK IF PRIMARY OR SECONDARY=1				
<i>Type of Family Work/Household Enterprise (No specified time frame)</i>				
Extra	<p>HBI. Can you please describe the work that you do for someone in your household to whom you are related for which you earned money?</p> <p>Refer to <a href="https://unstats.un.org/unsd/publication/seriesM/seriesm_4rev4e.pdf">https://unstats.un.org/unsd/publication/seriesM/seriesm_4rev4e.pdf</a> for additional guidance on definitions for each category and how to code for each category. To ensure the most recent classification is being used, please check <a href="https://unstats.un.org/unsd/classifications/">https://unstats.un.org/unsd/classifications/</a>.</p>	<ul style="list-style-type: none"> <li>Wholesale and retail trade (buying and selling)</li> <li>Accommodation and food service activities (hotels, restaurants, selling food products, etc.)</li> <li>Repair of motor vehicles and motorcycles</li> <li>Agriculture, forestry, and fishing</li> <li>Mining and quarrying</li> <li>Electricity, gas, steam, and air conditioning supply</li> <li>Water supply, sewerage, waste management, and remediation activities</li> <li>Manufacturing</li> <li>Construction</li> <li>Information and communication</li> <li>Transportation and storage</li> <li>Professional, scientific, and technical activities</li> <li>Financial and insurance activities</li> <li>Real estate activities</li> <li>Administrative and support service activities</li> <li>Public administration and defense; compulsory social security</li> <li>Education</li> </ul>	<p>The intent of this question is to capture information on the type of industry within which the business can be categorized. This information may be used by programs to assess how the skills they are imparting and the businesses these youth are operating fit within the overall macro economic environment.</p>	<p>Code based on what respondent is saying. DO NOT READ CATEGORIES.</p> <p>Note: buying and selling includes retail, owning a shop, etc. However, owning a food stall or truck or operation that makes and sells food should be categorized under restaurant/food stall.</p> <p>If unsure, please check other and record respondent's answer verbatim.</p>

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
		<ul style="list-style-type: none"> <li>• Human health and social work activities</li> <li>• Arts, entertainment, and recreation</li> <li>• Other service activities</li> <li>• Activities of households as employers; undifferentiated good- and service-producing activities of households for own use</li> <li>• Activities of extraterritorial organizations and bodies</li> </ul>		
<i>Time Spent on and Earnings From Family Work/Household Enterprise (Time Frame: Previous month)</i>				
WORQ	HBX2. In a typical week or seven-day period, how many days do you usually help out with or work on this business?	<p>_____</p> <p>(RECORD NUMBER OF DAYS)</p>	This item is designed to determine the number of days per week self-employed respondents usually work. The number of days per week usually worked may be different from the number of days per week they worked last week.	
WORQ	HBX3. In a typical day, how many hours do you usually help out with or work on this business?	<p>_____</p> <p>(RECORD NUMBER OF HOURS)</p>	This item is designed to determine the number of hours per day self-employed respondents usually work. The number of hours per day usually worked may be different from the number of hours per day they worked last week or yesterday.	<p>PROBE: When was the last day you worked on this business? How many hours did you work on this business on that day?</p> <p>Was that last day typical of what you do for this work? IF NO: typically how many hours do you do this work on a day when you do it?</p>
WORQ	HB4. How much money did you receive as pay for doing this work in the previous month, that is, in [insert month year]?	<p>_____</p> <p>(RECORD AMOUNT)</p>	This is a key item designed to obtain information on the amount the respondent earned in the previous month.	<p>PROBE: How much did you receive for doing this work last week? IF NEEDED, you said you worked on this business x hours last week – how much did you earn for that?</p> <p>What about the week before that? And what about between [insert date] and [insert date]? Walk respondent back through the last four weeks to determine the amount they earned at this job in that time.</p>
WORQ	HB5. How much money did you contribute toward the expenses of	<p>_____</p>	Respondent may have paid out-of-pocket to support the household enterprise. The intent of this item is to	Record 0 if respondent did not contribute anything.



SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
	this family business in the previous month, that is, in [insert month year]?	(RECORD AMOUNT)	capture any such amounts. That amount should be deducted from the earnings they reported in HB4. See <i>Calculating Indicators for more details.</i>	RECORD 0 IF THE RESPONDENT WAS REIMBURSED.
Extra	HB6. Did you receive any of the following from someone in your household for doing this work? READ LIST AND CHECK ALL THAT APPLY	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Food</li> <li>b. <input type="checkbox"/> Clothing or footwear, including uniforms</li> <li>c. <input type="checkbox"/> Housing</li> <li>d. <input type="checkbox"/> Cooking fuel</li> <li>e. <input type="checkbox"/> Transportation, including fuel</li> <li>f. <input type="checkbox"/> School fees or other education expenses</li> <li>g. <input type="checkbox"/> Consumer goods, such as electronics, phone, etc.</li> <li>h. <input type="checkbox"/> None</li> <li>i. <input type="checkbox"/> Something else (specify): _____</li> </ul>	Some respondents helping in household enterprises may only be remunerated with things and not money, especially within certain contexts. Programs can choose to administer this item if it is relevant within the context in which they operate.	PROBE: Do you receive this even if you do not work on the family business? If YES, do NOT check.

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
IN-KIND EMPLOYMENT – ASK IF Q I=NO, THAT IS DID NOT WORK FOR MONEY (TIME FRAME: PREVIOUS MONTH)				
WORQ	<p>INK1. In the previous month, that is, in [insert month year], did you do any work for which you got paid with something other than money?</p> <p>Was that work on your household's farm?</p>	<p>Yes</p> <p>No (<i>GO TO UNEMP</i>)</p>	<p>This is a key item required to evaluate a respondent's employment status. If respondents worked during this time period and received pay in something other than money, that is, for in-kind payment, then those respondents are considered to be employed. If the only work the respondents did, however, was to help in a family/household farm for in-kind remuneration, then they are not considered to be employed. Code them as "No" on this item. Those engaging in non-farm activities, such as selling the produce from the farm or selling items made from the farm produce, are considered to be employed—they should be coded as "Yes" on this item.</p>	<p>Note, respondents may have been paid with food, clothes, labor, and other items.</p> <p>PROBE IN RURAL AREAS: Was that helping with the household farm, such as preparing the field, sowing, watering, or harvesting crops?</p>
Extra	<p>INK2. For whom did you do that work in the previous month, that is, in [insert month year]</p>	<p>Worked for someone in my household</p> <p>Worked for someone else</p> <p>Both</p>	<p>If a program is operating within a context where a large number of participants are being paid in-kind, programs may want to use this item to obtain a better sense of whom the youth are working for.</p>	<p>PROBE: Was that for someone in your household or for someone else or both?</p>
Extra	<p>INK3. Which of the following did you receive as payment for this work that you did for someone in your household or someone else for which you did not get paid with money? READ LIST AND CHECK ALL THAT APPLY</p>	<p>a. <input type="checkbox"/> Food</p> <p>b. <input type="checkbox"/> Clothing or footwear, including uniforms</p> <p>c. <input type="checkbox"/> Housing</p> <p>d. <input type="checkbox"/> Cooking fuel</p> <p>e. <input type="checkbox"/> Transportation, including fuel</p> <p>f. <input type="checkbox"/> School fees or other education expenses</p> <p>g. <input type="checkbox"/> Consumer goods, such as electronics, phone, etc.</p> <p>h. <input type="checkbox"/> Something else (specify): _____</p> <p>→ GO TO JSI</p>	<p>If a program is operating within a context where a large number of participants are being paid in-kind, programs may want to use this item to obtain a better sense of how youth are being paid.</p>	<p>PROBE: Do you receive this even if you do not work on the family business? If YES, do NOT check.</p>

SURVEY ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
<b>UNEMPLOYMENT AND JOB SEARCH – ASK IF QI=NO AND INKI=NO.</b>			
<i>To Determine if Still in Labor Force (Time Frame: Last 4 weeks or Previous month)</i>			
WORQ	UNEMP. What is the main reason you did not do anything to earn money or receive payment in some other form in the previous month, that is, in [insert month year]? (CHECK ONE)	<ol style="list-style-type: none"> <li>1. On leave voluntarily</li> <li>2. Ill – self or family illness</li> <li>3. Business closed</li> <li>4. Not the right season</li> <li>5. Could not find work</li> <li>6. In school or in training</li> <li>7. Had to take care of home, children and/or older family members</li> <li>8. Other (specify): _____</li> </ol>	<p>This is a key item that is used to determine the respondents’ employment/labor force status. Depending on their responses to JS1 and JS2 below, those in certain response categories may be considered unemployed while others may be considered to not be in the labor force. See <i>Calculating Indicators</i> section for more details.</p> <p>If respondent gives multiple reasons, probe for the MAIN reason.</p>
<b>JOB SEARCH– ASK IF QI=NO AND INKI=NO.</b>			
<i>To Determine if Still in Labor Force (Time Frame = Last 4 weeks)</i>			
WORQ	JS1. In the last four weeks, have you looked for a job to help you earn money or receive payment in some other form?	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ol>	<p>This is a key item that is used to determine the respondents’ employment/labor force status. See <i>Calculating Indicators</i> section for more details.</p> <p>Looking for a job is searching for paid work (paid work can either be with cash or something else).</p>
WORQ	JS2. If you were offered a job, would you be willing to take it?	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ol>	<p>This is a key item that is used to determine the respondents’ employment/labor force status. See <i>Calculating Indicators</i> section for more details.</p> <p>Note, some respondents may say “Maybe/Depends.” ASK, if the had to choose Yes or No, what would they choose.</p>
<b>OTHER ACTIVITIES – ASK ALL (Time Frame: Last months and Last seven days)</b>			
Extra	<p>A1. Please tell me if you participated in any of the following activities in the previous month, that is, in [insert month year]. Did you engage in this activity in the last week?</p> <p>Attended school or college</p> <p>Attended educational or training classes</p>	<p>CODE FOR EACH:</p> <ol style="list-style-type: none"> <li>1. Yes, in last week</li> <li>2. Yes, in last month, but not last week</li> <li>3. No</li> <li>4. Can’t remember/Don’t know</li> </ol>	<p>USAID youth WFD programs also encourage participants to engage in other activities, such as going back to school or college, attend training, volunteering in the community, or working in unpaid internships. This and the subsequent two items are</p> <p>Note, if respondent says Yes, follow up by asking if it was in the last week or last month.</p>

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
	<p>Volunteered in your community</p> <p>Worked at an unpaid apprenticeship or internship</p> <p><i>[IF A1A to A1D NOT EQUAL 1 – GO TO EMPSAT; ELSE ASK A2 and A3]</i></p>		designed to collect information on these activities.	
Extra	<p>A2. <i>[ASK FOR “YES, IN LAST WEEK” in A1]</i> In the last seven days, how many days did you participate in this activity?</p> <p>Attended school or college _____</p> <p>Attended educational or training classes _____</p> <p>Volunteered in your community _____</p> <p>Worked at an unpaid apprenticeship or internship _____</p>	RECORD NUMBER OF DAYS	The intent of this item is to determine how often respondent engaged in the activity in the last week.	PROBE: Did you do this last Monday? How about last Tuesday...? Lead the respondent through each day of the week to determine number of day, if needed.
Extra	<p>A3. <i>[ASK FOR “YES, IN LAST WEEK” in A1]</i> In the last week, approximately how many hours per day did you usually participate in this activity on days you did this activity?</p> <p>Attended school or college _____</p> <p>Attended educational or training classes _____</p> <p>Volunteered in your community _____</p> <p>Worked at an unpaid apprenticeship or internship _____</p>	RECORD NUMBER OF HOURS	The intent of this item is to determine for how long the respondent engaged in that activity in the past week.	PROBE: Ask them, if needed, how many hours they did the activity last Monday, Tuesday, etc. and help them calculate the number of hours they did that activity that week.
<p>PERCEPTION OF EMPLOYMENT AND EARNINGS – ASK IF Q1=YES OR INK1=Yes.</p> <p><i>Determinants of Decent Work (No specified time frame)</i></p>				
Extra	<p>EMPSAT. Are you satisfied with your work situation? Would you say you were completely satisfied, somewhat satisfied, or not satisfied?</p>	<p>Yes, completely (<i>go to P1</i>)</p> <p>Yes, somewhat (<i>go to UNSATNEO</i>)</p> <p>No, not satisfied (<i>go to UNSATNEO</i>)</p>	This item is designed to gauge respondents’ satisfaction with their current employment. This and other measures in this section may be used to assess the decency of the employment, but note that these items require further research regarding their ability to predict decent labor.	PROBE: Level of satisfaction. Would that be completely, somewhat, or not at all?

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
Extra	UNSATNEO. What are some of the reasons you are not completely satisfied with your work situation? DO NOT READ CATEGORIES. CHECK ALL THAT APPLY.	<ul style="list-style-type: none"> <li>a. Not enough pay</li> <li>b. Not enough work/orders</li> <li>c. Dangerous job</li> <li>d. The job is too far/commute too far or expensive</li> <li>e. Hours are inconvenient or too long</li> <li>f. For some other reason (specify): _____</li> </ul>	This item is designed to gauge respondents' reasons for dissatisfaction with their current employment. This and other measures in this section may be used to assess the decency of the employment, but note that these items require further research regarding their ability to predict decent labor.	Do not read categories. Code based on what respondent says. Code multiple categories. If not listed, code as other, and record verbatim respondent's answer.
Extra	P1. Can you meet your basic personal and household expenses from what you are currently earning? DO NOT READ CATEGORIES	<ul style="list-style-type: none"> <li>1. Yes, both personal and household</li> <li>2. Yes, personal only</li> <li>3. Yes, household only</li> <li>4. No</li> <li>5. Not sure</li> </ul>	This item was adapted from the LSMS with the main change being making the response categories comprehensive. It is intended to measure if the respondent can make ends meet based on their earnings.	Respondent may say just yes—PROBE to make sure that it is for both household and personal expenses. Otherwise, code as respondent indicates.
Extra	P2. Can you save a lot, a little, or nothing at all from your current earnings?	<ul style="list-style-type: none"> <li>A lot</li> <li>A little</li> <li>Nothing</li> <li>Not sure</li> </ul>	This item was adapted from the LSMS with minor wording changes. It is intended to measure if the respondent is able to save anything from their earnings.	Note, a response of "Some" means "A little."
<p><b>QUESTIONS ON FUNCTIONING – ASK ALL</b> (Note that these questions are validated for direct response from individuals ages 18+, and with caregivers for individuals below the age of 18)</p> <p><i>To Determine Respondent's Disability Status (No specified time frame)</i></p>				
WORQ	<p>DIS. Do you have difficulty... (READ CATEGORIES). Would you say you have no difficulty, some difficulty, a lot of difficulty, or is this an activity you cannot do at all?</p> <p>Seeing, even if wearing glasses</p> <p>Hearing, even if using a hearing aid</p> <p>Walking or climbing steps</p>	<ul style="list-style-type: none"> <li>No, no difficulty</li> <li>Yes, some difficulty</li> <li>Yes, a lot of difficulty</li> <li>Cannot do at all</li> </ul> <p>FOR EACH</p>	Collect demographic information to be used in analyzing the data.	Note, respondent determines level of difficulty. The interviewer may think that the respondent has a lot or no difficulty, but this item is based on the respondent's own assessment.

SURVEY	ITEM	RESPONSES	INTENT OF THE ITEM	INTERVIEWER INSTRUCTIONS
	<p>Remembering or concentrating</p> <p>With self-care, such as washing all over or dressing</p> <p>Communicating in your own languages, that is, understanding or being understood</p>			
<p><b>CONTACT INFORMATION – ASK ALL</b>  <i>For Follow-up Surveys (No specified time frame)</i></p>				
<p>Extra</p>	<p>C1. What is your mobile phone number or a phone number on which we can reach you?</p> <hr/> <p>C2. What is your email?</p> <hr/> <p>C3. What is your name on Facebook?</p> <hr/> <p>C4. What is your mother’s mobile phone number?</p> <hr/> <p>C5. What is your father’s mobile phone number</p> <hr/> <p>C6. <i>[IF MARRIED]</i> What is your wife/husband’s phone number?</p> <hr/> <p>C7. If we need to contact you again in the future, can you give us the name, phone number, and email of two people who will know how to find you?</p>	<p>(RECORD NUMBER)</p> <hr/> <p>(RECORD EMAIL)</p> <hr/> <p>(RECORD NAME)</p> <hr/> <p>(RECORD NUMBER)</p> <hr/> <p>(RECORD NUMBER)</p> <hr/> <p>(RECORD NUMBER)</p> <hr/> <p>Name: _____          Email: _____          Phone: _____</p> <p>2. Name: _____          Email: _____          Phone: _____</p>	<p>To obtain contact information that would allow for contacting respondent again to conduct follow-up surveys.</p>	<p>Gather any and all contact information the respondent is willing to provide and that is relevant to them. <b>IF THEY ASK:</b> We are collecting this information in case we need to follow-up with you about any of the information you have given us. We may also need to follow-up with you to see how you are doing sometime down the road. This information will not be divulged to any third party, but will be held confidential.</p>

## THE QUICK WORQ

This survey should be used if seasonality is an issue or if the program is able and can check in on participants on a regular basis to track them over time.

It is recommended that this survey be administered at least monthly once the participant completes the program for a period of six months. Weekly administration is highly recommended. Programs may determine the best mode for administration; use of SMS, Facebook, WhatsApp, and other technologies are encouraged for this survey.

ITEMS	RESPONSES
EMP. In the last week, that is, in the last seven days, did you do anything to earn money?	Yes No
EARN. How much did you earn last week, that is, in the last seven days?	_____ (RECORD AMOUNT)
DAYS. How many days did you work last week, that is, in the last seven days?	1. 1 day 2. 2 days 3. 3 days 4. 4 days 5. 5 days 6. 6 days 7. 7 days
HRS. On a typical day, approximately how many hours per day did you work last week, that is, in the last seven days?	_____ (RECORD NUMBER OF HOURS)
TYPE. In the last week, that is, in the last seven days, did you... (CHECK ALL THAT APPLY)	Help in business that is run by someone who is related and lives in household Run own business, owned alone or with someone else Work for someone else