

**Q4 2014 American Staffing Association
Employment and Sales Survey
Sector-Level Questionnaire**

To ensure the confidentiality of company data submitted by survey participants, ASA has partnered with Inavero Inc. to tabulate results and derive cumulative figures. ASA does not have access to company submissions, and reports only aggregate results.

Survey participants receive an exclusive report on the survey results, which includes payroll data available nowhere else.

If at any time, while you are filling out the survey, you need to go back to a previous screen, you can select the “back” button on your browser so that the questionnaire will return to the previous page. For technical questions regarding this survey instrument, contact Inavero at 800-921-2640. For general questions about this survey, contact Cynthia Poole, ASA director of research, at 703-253-2048 or cpoole@americanstaffing.net.

Based on feedback from members like you, ASA is establishing a system to provide an accurate and timely estimate of temporary and contract sales by sector (e.g. IT staffing, health care staffing, etc.). Would you be willing and able to provide temporary and contract sales data by sector?

Please Note: Without sufficient sector level data, it will be impossible for ASA to provide sector-level benchmarking detail.

- Yes, I will provide data by sector
 No, I am only able to provide overall data

For which of the following sectors do you currently track revenue? Please select those sectors:

- Office/Clerical and Administrative Support
- Industrial
- Health Care
- Information Technology
- Engineering
- Scientific
- Accounting/Finance
- Management (including executives)
- Sales/Marketing
- Legal
- Other Professional
- TOTAL (all temporary and contract staffing combined)
- We don't track revenue by sector

INSTRUCTIONS & DEFINITIONS

Please enter figures for all branches, franchises, and licensed operations in the U.S. (including Puerto Rico and the Virgin Islands).

Temporary and contract staffing is defined as a service whereby your company hires its own employees (W-2 workers—not 1099 independent contractors and not employee leasing) and assigns them to work for clients. This may involve supporting or supplementing a client’s work force to keep it fully staffed during busy times, gaining special expertise or staffing special projects, filling temporary vacancies, or temp-to-hire arrangements.

SALES

Enter total temporary and contract staffing sales (including any royalties and license or temp-to-hire fees) for the following quarters.

	Q4 2013 (In Dollars)	Q3 2014 (In Dollars)	Q4 2014 (In Dollars)
Office/Clerical and Administrative Support			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting/Finance			
Management (including executives)			
Sales/Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

Does your company subcontract temporary or contract staffing services (where your company is the primary contractor, but services were actually provided by another staffing firm)?

- Yes
 No

SUBCONTRACTED SERVICES

Enter the total value of subcontracted services provided by other staffing firms(s) for the following quarters. Any sales identified as subcontracted services are backed out of the total sales reported by your firm. If the total sales you reported for the previous question already exclude these earnings, you may leave this blank.

	<u>Q4 2013</u> (In Dollars)	Q3 2014 (In Dollars)	Q4 2014 (In Dollars)
Office/Clerical and Administrative Support			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting/Finance			
Management (including executives)			
Sales/Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

GROSS MARGIN

Enter gross margin dollars for temporary and contract staffing services for the following quarters.

Please note: Gross Margin = Total Sales – Cost of Labor

Cost of Labor = Wages + FICA + Workers' comp + Unemployment insurance + Health benefits + Other fringe benefits (sick pay, retirement, vacation, etc.)

	<u>Q4 2013</u> (In Dollars)	Q3 2014 (In Dollars)	Q4 2014 (In Dollars)
Office/Clerical and Administrative Support			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting/Finance			
Management (including executives)			
Sales/Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

PAYROLL

Enter gross payroll for temporary and contract employees before withholdings and other deductions for the following quarters. Do not include service fees or markups.

Q4 2013	<input type="text"/>
Q3 2014	<input type="text"/>
Q4 2014	<input type="text"/>

EMPLOYMENT

Enter the number of temporary and contract employees (W-2 only—not 1099 independent contractors) on your payroll during the week that included the 12th of the month in the third and fourth quarters of 2014.

July 2014	<input type="text"/>
August 2014	<input type="text"/>
September 2014	<input type="text"/>
October 2014	<input type="text"/>
November 2014	<input type="text"/>
December 2014	<input type="text"/>

TURNOVER DATA

The following data are collected annually in the fourth quarter to determine industry trends in the turnover of temporary and contract employees.

Enter the number of W-2's issued to temporary and contract employees for 2014.

Enter the number of temporary and contract employees (W-2 only—not 1099 independent contractors) on your payroll during the week that included the 12th of the month in the first two quarters of 2014.

January 2014	<input type="text"/>
February 2014	<input type="text"/>
March 2014	<input type="text"/>
April 2014	<input type="text"/>
May 2014	<input type="text"/>
June 2014	<input type="text"/>

Please enter your contact information for verification purposes only.

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>

Thank you for taking time to participate in this important survey for the staffing industry.

If you need a printed copy of the responses you provided please contact Inavero at survey@inavero.com and we will be happy to assist you.