

Q4 2016 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, gross margin trends, and productivity metrics 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 George Nadareishvili, ASA manager of research, at 703-253-2021 or [gnadareishvili@americanstaffing.net](mailto:gnadareishvili@americanstaffing.net).

### DEFINITIONS

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.

Search and placement staffing is defined as direct hire placements and other special recruiting services.

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 as well as search and placement sales data, where available?

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

- I will provide temporary and contract sales data by sector
- I am only able to provide overall temporary and contract sales data
- I will provide search and placement sales data

**INSTRUCTIONS**

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

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

- Office—Clerical and Administrative
- Industrial
- Health Care
- Information Technology
- Engineering
- Scientific
- Accounting and Finance
- Management (including executives)
- Sales and Marketing
- Legal
- Other Professional
- TOTAL (all temporary and contract staffing combined)

**TEMPORARY AND CONTRACT STAFFING SALES**

Enter total temporary and contract staffing sales (including any royalties and license or temp-to-hire fees) for the following quarters. (Please share W-2 only—not 1099 independent contractors or employee leasing.)

	<u>Q4 2015</u> (In Dollars)	Q3 2016 (In Dollars)	Q4 2016 (In Dollars)
Office—Clerical and Administrative			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting and Finance			
Management (including executives)			
Sales and Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

**[ONLY SHOW IF SELECTED ABOVE] SEARCH AND PLACEMENT SALES**

Enter total search and placement staffing sales (including any royalties and license fees) for the following quarters.

Q4 2015

Q3 2016

Q4 2016

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

Yes

No

**SUBCONTRACTED SERVICES**

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

	<u>Q4 2015</u> (In Dollars)	Q3 2016 (In Dollars)	Q4 2016 (In Dollars)
Office—Clerical and Administrative			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting and Finance			
Management (including executives)			
Sales and Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

**GROSS MARGIN**

Enter gross margin dollars for temporary and contract staffing services (W-2 only—not 1099 independent contractors or employee leasing) 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 2015</u> (In Dollars)	Q3 2016 (In Dollars)	Q4 2016 (In Dollars)
Office—Clerical and Administrative			
Industrial			
Health Care			
Information Technology			
Engineering			
Scientific			
Accounting and Finance			
Management (including executives)			
Sales and Marketing			
Legal			
Other Professional			
TOTAL (temporary and contract staffing)			

**PAYROLL**

Enter gross payroll for temporary and contract employees (W-2 only—not 1099 independent contractors or employee leasing) before withholdings and other deductions for the following quarters. Do not include service fees or markups.

Q4 2015

Q3 2016

Q4 2016

## EMPLOYMENT

Enter the number of temporary and contract employees (W-2 only—not 1099 independent contractors or employee leasing) on your payroll during the week that included the 12th of the month in the third and fourth quarters of 2016.

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016

## 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 2016.

Enter the number of W-2's issued to temporary and contract employees for 2016.

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 2016.

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

**Please enter your contact information for verification purposes only. ASA does not have access to specific company sales and employment data, and reports only aggregate results.**

Full name

Email address

Phone

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

**You should receive an email with a copy of your responses after you click the “Submit” button below. Please contact Inavero at [survey@inavero.com](mailto:survey@inavero.com) if you do not receive a copy of your submission.**