

029 SIMILARITIES AND DIFFERENCES IN MANAGERS' JOBS

In the absence of a formal codebook for this survey, this codebook has been compiled by the Survey Archive, with the help of the depositor, from various documents and computer listings. The data contained in variable numbers 3 - 19 relates to background information about the function and size of company to which the sample of managers belonged, but at this point in time the codings for this data are not known. We would hope to be able to rectify this at some time in the future should more information become available.

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
1/1-3	1	Manager Number	3 digit number 000 - 999	
1/4-5		Card Number	01 Card 1	47014
1/6-9		Case Number	0000 - 9999	
1/10	2	Week number	0 1 2 3 4 5	25 12155 11673 11586 11449 126
1/11	3	Background information about function and size of company	0) 1) 2) Unknown 3) 4)	5865 27757 9797 3402 193
1/12	4	Background information about function and size of company	0) 1) Unknown 2)	192 27676 19146
1/13	5	Background information about function and size of company	0) 1) 2) Unknown 3) 4)	851 6302 16700 22245 916
1/14	6	Background information about function and size of company	0) 1) 2) 3) Unknown 4) 5) 6) 7)	665 1974 5405 13922 6163 12510 6135 240
1/15	7	Background information about function and size of company	0) 1) Unknown 2)	46946 3 65
1/16	8	Background information about function and size of company	0) 1) Unknown	7947 39067
1/17	9	Background information about function and size of company	0) 1) Unknown	44746 2268

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
1/18	10	Background information about function and size of company	0 } 1 } Unknown	30983 16031
1/19	11	Background information about function and size of company	0 } 1 } Unknown	44965 2049
1/20	12	Background information about function and size of company	0 } 1 } Unknown	40617 6397
1/21	13	Background information about function and size of company	0 } 1 } Unknown	42021 4993
1/22	14	Background information about function and size of company	0 } 1 } Unknown	46714 6300
1/23	15	Background information about function and size of company	0 } 1 } Unknown	20447 26567
1/24	16	Background information about function and size of company	0 } 1 } Unknown	40595 6419
1/25	17	Background information about function and size of company	0 } 1 } Unknown	34770 12244
1/26	18	Background information about function and size of company	0 } 1 } Unknown	30692 16322
1/27	19	Background information about function and size of company	0 } 1 } Unknown	37332 9682
		Duration of incident:		
1/28-29	20	Hours	2 digit number	
1/30-31	21	Minutes	2 digit number	
1/32	22	Did you do this	0 Alone 1 With one other person 2 With two or more 3 Not mentioned	15510 20450 10082 972

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
1/33	23	Where:	0 Own office 1 Other internal 2 Other units 3 External 4 Home 5 Travelling 6 Blank 7 Multi-punched	26735 10652 1456 3194 1126 2952 865 34
1/34-35	24	Who	<u>INTERNAL</u> 0 Secretary 1 Subordinates 2 Subordinates' subordinates 3 Colleagues 4 Fellow specialists 5 Other internal 6 Other units <u>EXTERNAL</u> 7 Customers 8 Suppliers 9 Other external <u>INTERNAL</u> 11 Boss's boss 12 Boss 13 Not mentioned 14 Multi-punched	3219 10039 1225 2992 1632 1186 678 1269 962 1107 269 1759 16124 4553
1/36-37	25	How	0 Selection interviewing 1 Social 2 Telephoning 3 Figure work 4 Recoding, external 5 Writing and Co. reading 6 Other work 7 Inspection 8 Lectures and conferences 9 Travelling 11 Discussion 12 Committees 13 Not mentioned 14 Multi-punched	497 790 3270 2738 1231 11073 1845 2464 298 2719 17636 1476 919 58
1/38	26	What. Finance	1 Yes 0 Not mentioned	4374 42640
1/39	27	General management	1 Yes 0 Not mentioned	8685 38329

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
		What (<u>Continued</u>):		
1/40	28	Marketing and Sales	1 Yes 0 Not mentioned	7628 39386
1/41	29	Personnel	1 Yes 0 Not mentioned	6125 40889
1/42	30	Production	1 Yes 0 Not mentioned	10325 36689
1/43	31	Public Relations	1 Yes 0 Not mentioned	792 46222
1/44	32	Purchasing	1 Yes 0 Not mentioned	1587 45427
1/45	33	Research and development	1 Yes 0 Not mentioned	2755 44259
1/46	34	Other	1 Yes 0 Not mentioned	1196 45818
		<u>FLEETING CONTACTS</u>	<u>NUMBER OF CONTACTS</u>	
1/47	35	Boss - personal	0 1 2 3 4 5 6 8 Blank Not mentioned	2 717 81 17 7 1 1 1 46187
1/48	36	Secretary - personal	1 2 3 4 5 6 Blank Not mentioned	3066 602 119 32 7 2 43186
1/49	37	Subordinates - personal	1 2 3 4 5 6 7 8 9 Blank Not mentioned ? Multi-punched	3805 1374 477 177 71 16 11 9 5 41062 7

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
		<u>FLEETING CONTACTS (Continued)</u>	<u>NUMBER OF CONTACTS</u>	
1/50	38	Other Internal } personal Other units }	1 2 3 4 5 6 7 Blank Not mentioned ? Multi-punched	2024 547 131 42 17 11 2 44239 1
1/51	39	External - personal	1 2 3 4 5 7 8 Blank Not mentioned	481 52 10 1 1 1 1 46467
1/52	40	Boss - telephone	1 2 3 Blank Not mentioned	825 57 3 46129
1/53	47	Secretary - telephone	1 2 3 4 Blank Not mentioned	876 83 6 2 46047
1/54	48	Subordinates - telephone	1 2 3 4 5 6 7 Blank Not mentioned ? Multi-punched	2561 611 127 34 9 6 1 43664 1
1/55	49	Other internal } telephone Other units }	1 2 3 4 5 6 7 8 9 Blank Not mentioned ? Multi-punched	3725 1167 308 94 26 13 5 3 1 41670 2

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
		<u>FLEETING CONTACTS (Continued)</u>	<u>NUMBER OF CONTACTS</u>	
1/56	50	External - telephone	1 2 3 4 5 6 7 Blank Not mentioned	3138 696 140 34 10 2 2 42992
1/57	51	Boss - interruption	0 1 2 3 4 5 Blank Not mentioned	4 1041 97 20 4 1 45847
1/58	52	Secretary - interruption	0 1 2 3 4 6 Blank Not mentioned	3 2026 275 32 6 1 44671
1/59	53	Subordinates - interruption	0 1 2 3 4 5 6 7 8 9 Blank Not mentioned ? Multi-punched	2 4194 1168 348 91 34 7 4 2 2 41156 6
1/60	54	Other internal) interruption Other units)	0 1 2 3 4 5 6 7 Blank Not mentioned	2 3597 937 227 81 22 10 3 42135

CARD/COLUMN	VAR No	TITLE	CODES	MARGINALS
1/61	55	<u>FLEETING CONTACTS (Continued)</u> External - interruption	<u>NUMBER OF CONTACTS</u> 0 1 2 3 4 5 6 7 Blank Not mentioned	8 2436 373 60 20 3 4 1 44109

1-3 MANAGER NUMBER

4 WEEK NUMBER

Time of Starting Incident?*

Duration Hrs ⁹⁻¹⁰ Mins ¹¹⁻¹² (nearest 5 mins)

DID YOU DO THIS 4 13

Alone? * With one other person? 1 With 2 or more? 2

WHERE?		15	WHO?	16	HOW?	17	WHAT?
0	Own Office	+	INTERNAL Boss	+	Committees ^d	0	Finance
1	Other internal	-	Boss's boss	-	Discussion ^e	1	General management ^k
2	Other units ^a	0	Secretary	0	Selection interviewing	2	Marketing and Sales
3	External	1	Subordinates	1	Social ^f	3	Personnel
4	Home	2	Subordinates' subordinates	2	Telephoning	4	Production
5	Travelling	3	Colleagues ^b	3	Figure work	5	Public Relations
		4	Fellow ^c Specialists	4	Reading, external	6	Purchasing
		5	Other internal	5	Writing & Co reading ^g	7	Research and Development
		6	Other units ^a	6	Other work ^h	8	
		7	EXTERNAL Customers	7	Inspection ⁱ		
		8	Suppliers	8	Lectures and conferences		
		9	Other external	9	Travelling ^j		

FLEETING CONTACTS

	Personal	Telephone	Interruption?
Boss	0 16	0 23	0 26
Secretary	1 19	1 24	1 29
Subordinates	2 20	2 25	2 30
Other internal Other units	3 21	3 26	3 31
External	4 22	4 27	4 32

7-80 CARD NUMBER