

Forms Design and Pilot Testing for the BLS Green Jobs Survey
Script for Recruiting and Scheduling Cognitive Interviews

Hello, my name is [RECRUITER NAME]. I am calling from IMPAQ International on behalf of the U.S. Department of Labor's Bureau of Labor Statistics. BLS is undertaking a new data initiative on the green economy. In order to collect this data, BLS needs to understand how firms maintain information such as revenue on product and/or service lines. (IF MORE INFORMATION IS NEEDED: We would like to ask you questions about the following topics:

- Availability of revenue records by product and/or service line
- Availability of employment information by product and/or service line
- Where and with whom at the firm this information is available)

The interview takes approximately 1 hour and will be conducted in-person at your worksite. Your opinions and experiences are extremely important and the information you provide will be used to improve the design of the survey.

Would you be willing to participate in this interview?

YES → SCHEDULE INTERVIEW DATE/TIME

NO → THANK RESPONDENT

The interviews will take place on April 13, 14, and 15. I'm going to suggest some times on those days when we could schedule the interview. Please let me know which time would be most convenient for you.

Tuesday, April 13

1:00-2:00pm

2:00-3:00pm

3:00-4:00pm

4:00-5:00pm

Wednesday, April 14

9:00-10:00am

10:00-11:00am

11:00am-12:00pm

Thursday, April 15

9:00-10:00am

10:00-11:00am

11:00-12:00pm

2:00-3:00pm

3:00-4:00pm

4:00-5:00pm

Thank you very much for your time and for agreeing to participate in this interview. An interviewer will come to your worksite on [SCHEDULED INTERVIEW DATE/TIME]. We will call you the day before the interview to confirm the appointment and to provide you with the name of the interviewer.

CONFIRM BUSINESS ADDRESS:

PROMPT FOR ANY SPECIAL INSTRUCTIONS REGARDING DIRECTIONS, PARKING, SECURITY ETC:

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Thank you again. Goodbye.

Frequently Asked Questions and Answers

What is this interview about?

The purpose of the interview is to test a survey that collects data on green goods and services employment. BLS intends to produce data on business employment in the green goods and services sector, which includes areas such as renewable energy, energy efficiency, pollution prevention, and environmental regulation and education. Information from the interview will be used to improve the design of the survey.

How long will this take?

The interview takes about 1 hour to complete. Depending on your answers, it may take slightly less or more time.

Will I be compensated for my time?

No. Unfortunately, we will not be able to offer you compensation for participating in the interview.

Do I have to participate?

No. Your participation is completely voluntary and you can decline to answer any question at any time.

Will my answers be confidential?

Yes. The purpose of this interview is strictly for informational and statistical purposes. The information you provide will help BLS better understand business record-keeping and will aid in designing a new survey. Your participation is completely voluntary and you can decline to answer any question at any time. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments except as prescribed under the conditions of the Privacy Act Notice. This interview is approved by the Office of Management and Budget, number 1220-0181, which expires on September 30, 2010.

What is the Privacy Act Notice?

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that this study is sponsored by the U.S. Department of Labor, Bureau of Labor Statistics (BLS), under authority of 29 U.S.C. 2. Your voluntary participation is important to the success of this study and will enable the BLS to better understand the behavioral and psychological processes of individuals, as they reflect on the accuracy of BLS information collections. The BLS, its employees, agents, and partner statistical agencies,

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will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

How will my answers be used?

The purpose of this interview is strictly for informational and statistical purposes. The information you provide will help BLS better understand business record-keeping and will aid in designing a new survey. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments except as prescribed under the conditions of the Privacy Act Notice.