

SCRIPT FOR GREEN PROCESSES & PRACTICES RAS FOLLOW-UP QUESTIONS FOR **NON-RESPONDENTS**

Typographical conventions: *italics for programmer notes*, ALL CAPS FOR ITEMS NOT READ OR INSTRUCTIONS TO THE INTERVIEWER.

Introduction

Intro1. Hello. My name is _____. I am calling on behalf of the Bureau of Labor Statistics. I'm calling in reference to the Green Jobs survey that was mailed to you during (month). May I please speak with (*contact title*)?

Intro2. (*Reintroduce yourself if necessary*) Our records indicate that you were recently mailed a Green Jobs survey to complete, but we haven't received it yet. Do you remember receiving this survey?

- YES → GO TO INTRO3.
- YES, AND CLAIMS TO HAVE RETURNED IT → Thank you for filling it out. Can you tell me when you mailed it? Did you by chance keep a copy for your records just in case it got lost in the mail?
- YES, COMPLETED, BUT DID NOT MAIL → Thank you for filling it out. GO TO INTRO3.
- NO → Do you know who might have received our survey in your establishment?
 - YES →
Name: _____
Position/Department: _____
Phone: _____
Fax: _____

Thank you for your time. (HANG UP AND CONTACT NAME GIVEN).

- NO → We mailed the form to:

ATTN: _____
Street: _____
City, ST, Zip+4 _____

Is there a better address for your establishment? To whom should we direct this survey?

Company Name: _____
Title: _____
ATTN: _____
Street: _____
City, ST, Zip+4 _____

Thank you for your time.

Intro 3.

I realize you are very busy, but we would like to improve the form and the likelihood it will be returned, so would you have some time now to answer a few brief questions? It would be a

tremendous help to us if you could give us your reactions, bad or good. The questions usually take less than 5 minutes.

- YES, CONTINUE → GO TO QUESTIONNAIRE SCRIPT.
- NO

If you prefer, I can give you a phone number or e-mail address to report your reactions at your convenience.

- YES → Please call us on xxx-xxx-xxxx or send e-mail to xxxxxxx@xxx.xxx.
- NO, RESPONDENT REFUSES. Thank you for your time. (HANG UP).

Questionnaire Script

Before we begin, let me assure you that this call is strictly to help us improve the Green Jobs survey. Your participation is completely voluntary, and you can decline to answer any question at any time. The Bureau of Labor Statistics, its employees and agents, 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. This call may be monitored for quality assurance purposes.

1. Can you tell me why you decided not to complete the survey? (Mark all that apply)
 - A. ANTI-GOVERNMENT ATTITUDES (no follow-up question)
 - B. COMPANY POLICY NOT TO PARTICIPATE IN SURVEYS
 - C. FORM DID NOT GET TO RIGHT PERSON
 - D. PROCRASTINATED/KEPT PLANNING TO COMPLETE IT
 - E. TIME/BURDEN – WOULD TAKE TOO MUCH TIME TO COMPLETE
 - F. INPUT REQUIRED FROM OTHERS IN ESTABLISHMENT / COORDINATION ISSUES
 - G. TOPIC NOT RELEVANT TO THIS BUSINESS (no follow-up question)
 - H. PURPOSE/VALUE OF SURVEY WAS NOT CLEAR
 - I. WE DO NOT USE GREEN TECHNOLOGIES OR PRACTICES (no follow-up question)
 - J OTHER – PLEASE EXPLAIN

B. If company policy not to participate in surveys

2. You indicated your company has a policy not to participate in surveys. Does this policy apply to all surveys?
 - Yes
 - No → What could we have done to have gotten a completed survey from your establishment?

C. If form did not get to right person

3. You indicated that the form did not reach the right person. Are you the right person to fill out the form?
- Yes
 - No

4. What should we have done to get it to (you/ the right person)?

D. If procrastinated/kept planning to complete it

5. You indicated that you were planning on completing it but forgot to return it. Did you receive our reminder messages to return the form?
- Yes
 - No

6. What type of prompting would be helpful in reminding you to return the form?

F. If input required from others in establishment or coordination issues

7. You indicated that you needed assistance from others in your firm to complete the form. How many other people or offices in your firm would have been involved in completing the form? _____

8. Are all of these individuals/offices located at your establishment? _____

9. Do you have access to information such as job titles and wages?

- Yes
- No

10. Was this survey passed around to different people at your establishment before it reached you, or did it come directly to you?

- PASSED AROUND → Can you tell me how it arrived at your desk?
_____ [PROBE ON HOW MANY PEOPLE IT PASSED THROUGH TO GET TO THE PERSON ON THE PHONE]
- DIRECTLY TO PERSON
- DON'T KNOW

H. Purpose/value of survey was not clear

11. You indicated that the purpose of the survey was unclear. Are there points we could address that would make the purpose of the survey clearer?

- Yes → What points?

- No

J. Other – Please explain

12. Can you tell me more about ()?

13. How much time did you estimate it would take to complete the form? _____

14. How much time would you be willing to devote to a survey like this? _____

15. Would you be more likely to respond to a survey of this type if you were able to do so using the Internet?

- YES
- NO
- Don't know

16. Is there anything we can do differently that would make you more likely to respond to a survey of this type in the future?

- YES
- NO

17. Have you received other green surveys in the past year?

- YES
- NO

Closing

That's all of the questions I have for you. Thank you very much for your time today.

If you have any additional thoughts after I hang up, I can give you a phone number and e-mail address if you're interested.