

March 8, 2011

MEMORANDUM FOR : Reviewer of 1220-0170

FROM : Richard L. Clayton, Chief
Division of Administrative Statistics and Labor
Turnover

SUBJECT : New Web Collection Forms for the Job Openings
and Labor Turnover Survey

On March 24, 2009, the Job Openings and Labor Turnover Survey (JOLTS) was approved by OMB with clearance lasting through March 31, 2012. Data collection methods approved include: Computer-Assisted Telephone Interviewing (CATI), Touchtone Data Entry (TDE), and Fax.

In an effort to improve response rates without increasing respondent burden, we would like to offer Web collection as an alternative collection method for JOLTS data. Currently, during the first six months of collection, the interviewer calls the respondent and conducts the interview over the phone using CATI. During the sixth month interview, the interviewer prepares the respondent for rollover to fax or TDE. For Web collection we will follow the same approach of collecting data, using CATI for several months before offering the respondent the option of switching to Web collection. Once respondents have indicated that they would like to switch to Web collection, the attached letter will be sent.

The Web collection site is <https://joltsdata.bls.gov>. Copies of the Web collection forms are attached and have the following characteristics:

- The Web collection forms contain the same confidentiality statement and contact information as JOLTS survey forms already in use.
- The Web collection forms contain the same table used to collect job openings and labor turnover information already in place in JOLTS survey forms.
- The instructions have been tailored to Web collection.

Since we will be collecting the same data items as before, we do not expect that Web collection will have any significant effect on respondent burden. Respondents will be given the choice of reporting through Web collection or through the other existing modes—whichever they find most convenient.

If you have any questions about this request, please contact Richard L. Clayton at 202-691-6915 or by e-mail at Clayton.Rick@bls.gov or John Wohlford at 202-691-6840 or by e-mail at Wohlford.John@bls.gov.