

Bureau of Labor Statistics - Job Openings and Labor Turnover Survey - Windows Internet Explorer provided by Bureau of Labor Sta

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Bureau of Labor Statistics - Job Openings and Labor T...

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# Bureau of Labor Statistics Job Openings and Labor Turnover Survey

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## Job Openings and Labor Turnover Survey

Help

Welcome to the Job Openings and Labor Turnover Survey Internet Data Collection Website.

Please enter your Report Number:  [Forgot report number](#)

In order to prevent unauthorized access, please type the letters you see into the field below.

**NPRNO**  [Can't see the letters?](#)

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Wednesday, March 17, 2010  
URL: <https://joltsdata.bls.gov/Default.asp>

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Bureau of Labor S Retrieve my Lost Schedule Number - Windows Internet Explorer provided by Bu...

### Retrieve My Lost Report Number

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Your JOLTS report number is printed in the upper right corner of the front page of your survey form.  
If you don't have your survey form, please send an e-mail to [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Thursday, January 21, 2010  
URL: <https://joltsdata.bls.gov/help/lostschedulenum.asp>

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I Accept

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Updated: Wednesday, March 17, 2010  
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Bureau of Labor Statistics JOLTS Help Index - Windows Internet Explorer provided by Bureau of Labor Sta

## Job Openings and Labor Turnover Survey (JOLTS) Help Index

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### Learn More About Job Openings and Labor Turnover Survey (JOLTS)

[Find out about JOLTS](#)  
[Review the JOLTS Confidentiality Notice](#)

### Access the Job Openings and Labor Turnover Survey (JOLTS) System

[Logon to the System](#)  
[Retrieve my Lost Report Number](#)

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Wednesday, January 27, 2010  
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I Accept

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Please read: Due to security concerns, you may be required to logon to the website again to continue.

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Updated: Wednesday, March 17, 2010  
URL: <https://joltsdata.bls.gov/Default.asp>

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### About Job Openings and Labor Turnover Survey (JOLTS)

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The Job Openings and Labor Turnover Survey (JOLTS) program is a monthly survey conducted by the Bureau of Labor Statistics of the U.S. Department of Labor.

The JOLTS survey collects data on Total Employment, Job Openings, Hires, Quits, Layoffs & Discharges, and Other Separations.

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Wednesday, November 18, 2009  
URL: <https://joltsdata.bls.gov/help/joltsintro.asp>

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If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
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**Bureau of Labor Statistics**  
**Job Openings and Labor Turnover Survey**

**Job Openings**

Welcome to the...

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**NPR**

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**Please read:**  
Due to securi...  
continue.

**JOLTS Confidentiality Notice**

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This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, 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.

We estimate it will take an average of 10 minutes to complete this form each month, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4840, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a current **OMB No. 1220-0170**. Approval expires 3/31/2012.

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
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URL: <https://joltsdata.bls.gov/help/joltsconfident.asp>

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Bureau of Labor S Logon to the System - Windows Internet Explorer provided by Bureau of Labor S...

### Logon to the System

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1. Type the schedule number printed in the upper right corner of the form.
2. Type the 5 letters you see into the field next to them.
3. Click on the "I Accept" button.

#### Can't see the letters?

1. Click on the "Can't see the letters?" link.
2. Enter the schedule number as above.
3. Click on the "I Accept" button.

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Thursday, September 03, 2009  
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I Accept

Maintenance activity scheduled for 10/15/09 to 10/16/09. System performance may be degraded during this time.

Please read: Due to security concerns, you may be required to logon to the website again to continue.

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### Retrieve My Lost Report Number

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If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Thursday, January 21, 2010  
URL: <https://joltsdata.bls.gov/help/lostschedulenum.asp>

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Job Opening and Labor Turnover Report - IDCF ADA Statement - Windows Internet Explorer provided by Bureau of Labor Statistics

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Job Opening and Labor Turnover Report - IDCF ADA ...

## Job Openings and Labor Turnover Survey

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### ADA Compliance Notice

The Bureau of Labor Statistics (BLS) is committed to making its online information and services accessible to the widest possible audience.

We work to insure that our documents are, to the maximum extent feasible, accessible to persons using special screen reading software and hardware.

If this information is not accessible for any reason, or you wish to comment on our accessibility efforts, contact the [IDCF HelpDesk](#).

If you are reporting a specific issue with any of the pages in the Data Collection Facility, please provide the survey name, URL of the page, and any relevant information as to the problem encountered.

You may also include a mailing address in case we have to mail any information to you.

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If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Tuesday, February 02, 2010  
URL: <https://joltsdata.bls.gov/content/ada.asp>

Local Intranet Wednesday, March 16, 2011

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Bureau of Labor Statistics - IDCF Privacy and Security Statement - Windows Internet Explorer provided by Bureau of Labor Statis

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## Job Openings and Labor Turnover Survey

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### Privacy and Security Statement

Thank you for visiting the Bureau of Labor Statistics (BLS) Internet Data Collection Website. BLS is strongly committed to maintaining the privacy of your personal and company information, the confidentiality of your data, and the security of our computer systems.

With respect to the collection, use, and disclosure of personal information, BLS makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Confidential Information Protection and Statistical Efficiency Act of 2002, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, the Trade Secrets Act, and the Freedom of Information Act.

Data submitted to the BLS are used for statistical purposes only. BLS and State agencies (when applicable) will hold your data in confidence to the full extent permitted by law.

When you visit our site, we authenticate the account number and password or other respondent identifier assigned to you by BLS. This information is used to ensure that only authorized BLS respondents are granted access to the website.

The BLS Data Collection Facility does not use [cookies](#) to store any permanent information about you or your business.

When you visit our site, we collect and store the following information:

- The IP address from which you accessed the Internet (an IP address is a number that is automatically assigned to your computer)
- The type of browser and operating system used to access our site
- The date and time you accessed our site

This information is permanently retained in a secure environment and is used by internal software programs to create summary statistics. These statistics allow us to assess site trends, the number of unique visitors to our site, and monitor system performance.

For security purposes and to ensure that this service remains available to all users, our website also employs software programs to monitor network traffic to identify unauthorized attempts to upload information other than survey data, alter the site, or other attempts to cause damage.

Unauthorized attempts to upload information not associated with a specific survey, alter the site or to cause damage are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

**If you identify yourself by sending an E-mail**

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start Bureau of Labor Stati... Document1 - Microsof...

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Page Safety Tools

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**If you identify yourself by sending an E-mail**

You also may decide to send us identifying information in an electronic mail message. Information collected in this manner is used solely for responding to requests for information or assistance. We may forward your E-mail to other Government employees who are better able to respond to you. Should you wish to file a request under FOIA, instructions are provided at [BLS - IDCF Freedom of Information Requests](#).

**If you identify yourself by initiating a Respondent Change Request**

As a BLS respondent you may alter your identifying personal or company information. Information collected in this manner will be forwarded to the responsible Government employees for processing. You will be contacted for verification purposes prior to processing.

**If you link to other sites outside of the BLS Internet Data Collection Website**

Our website has many links to other sites. When you link to any of these sites, you are no longer on our site and are subject to the privacy policy of the new site.

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If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Tuesday, February 02, 2010  
URL: <https://joltldata.bls.gov/content/privacy.asp>

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Bureau of Labor Statistics - Job Openings and Labor T...

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## Bureau of Labor Statistics Job Openings and Labor Turnover Survey

**Job Openings and Labor Turnover Survey** [Help](#)

Welcome to the Job Openings and Labor Turnover Survey Internet Data Collection Website.

**Please enter your Report Number:**  [Forgot report number](#)

To report your JOLTS survey data via the Internet, you will first need to enter your reporting site's zip code into the field below.

**Please enter your reporting site's 5-digit Zip Code:**

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

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Job Openings and Labor Turnover Survey - index

## Job Openings and Labor Turnover Survey


[Update Respondent Information](#) | [ADA Statement](#) | [Privacy Policy](#) | [Logout](#)

Dear Employer,

Welcome to the Job Openings and Labor Turnover Survey (JOLTS) Internet Data Collection Website. The JOLTS program collects data on Total Employment, Job Openings, Hires, Quits, Layoffs & Discharges, and Other Separations from over 16,000 U.S. business establishments. The data are collected by the Bureau of Labor Statistics through the Atlanta JOLTS Data Collection Center on a monthly basis. The JOLTS survey covers all nonagricultural industries in the public and private sectors for the 50 States and the District of Columbia. Your data help provide business and government officials with vital information on our nation's Job Openings and Labor Turnover. Thank you for being a part of our nation's job count!

If you need a new JOLTS form, please click the Get New Form link below, or email [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov). You will also have the option to download a new form from the "Thank You" page after submitting your data.

[Get New Form](#)



This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, 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.

We estimate it will take an average of 10 minutes to complete this form each month, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4840, Washington, DC 20212. You are not required to respond to the collection of information unless it displays current OMB No. 1220-0170. Approval expires 3/31/2012.

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Tuesday, March 09, 2010  
URL: <https://joltldata.bls.gov/content/index.asp>

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# Job Openings and Labor Turnover Survey

Help

## Update Respondent Information

Name and Address of Person Completing this Form (\*Required Field).

Your Company Name:

\*Address:

\*City:

\*State:  \*Zip Code:  -

### Primary Contact

\*Name:

\*Email:

\*Confirm Email:

\*Telephone: (  )  -  Ext.:

Fax: (  )  -

### Secondary Contact

Name:

Email:

Confirm Email:

Telephone: (Same as primary ) (  )  -  Ext.:

Fax: (Same as primary ) (  )  -

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

Updated: Thursday, March 18, 2010

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# Job Openings and Labor Turnover Survey

[Update Respondent Information](#) | [ADA Statement](#) | [Privacy Policy](#) | [Logout](#)



Report Number: 99999991

Report the columns below for the report month of

|  | A                                | B                            | C                     | D                     | E                                      | F                                 | G                                 |
|--|----------------------------------|------------------------------|-----------------------|-----------------------|--|-----------------------------------|-----------------------------------|
|  | <a href="#">Total Employment</a> | <a href="#">Job Openings</a> | <a href="#">Hires</a> | <a href="#">Quits</a> | <a href="#">Layoffs and Discharges</a> | <a href="#">Other Separations</a> | <a href="#">Total Separations</a> |
|  | <input type="text"/>             | <input type="text"/>         | <input type="text"/>  | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>              | <input type="text"/>              |



If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Monday, March 29, 2010  
URL: <https://joltsdata.bls.gov/content/dataentry.asp>

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Job Openings and JOLTS Help Index - Windows Internet Explorer provided by Bureau of Labor Statistics

## Job Openings and Labor Turnover Survey

### Total Employment

[< Previous](#) [Index](#) [Next >](#)

Report all persons on your payroll who worked or received pay for the pay period that includes the **12th of the month**.

**Include:**

- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

**Do Not Include:**

- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants. (These employees will be counted by their employer of record.)

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Tuesday, August 25, 2009  
URL: <https://joltsdata.bls.gov/help/temp.asp>

Continue

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| Separations | Total Separations |
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If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
Updated: Monday, March 29, 2010  
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javascript:help\_window('help/temp.asp') Local intranet 100%

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Job Openings

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Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets all three of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start within 30 days, whether or not you find a suitable candidate during that time, **and**
- You are **actively recruiting** workers from outside the location shown in Section 1 on the front of this page.

*What is active recruiting?* Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

**Do Not Include:**

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work

Report Number: [ ]

Report the co [ ]

Continue

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| Separations | Total Separations |
|-------------|-------------------|
| [ ]         | [ ]               |

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**Job Openings and Labor Turnover Survey**

Report Number: [ ]

Report the company name: [ ]

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- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start within 30 days, whether or not you find a suitable candidate during that time, **and**
- You are **actively recruiting** workers from outside the location shown in Section 1 on the front of this page.

*What is active recruiting?* Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

**Do Not Include:**

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

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## Job Openings

### Hires and Recalls

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Report all additions to your payroll during the month.

**Include:**

- Newly hired and rehired employees
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Transfers from other locations

**Do Not Include:**

- Transfers or promotions within this location
- Employees returning from strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

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## Job Openings

### Quits

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- Employees who left voluntarily.  
*Exception:* Report retirements or transfers to other locations with Other Separations in Column **Other Separations**

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## Job Openings and Layoffs and Discharges

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Involuntary separations initiated by the employer, including:

- Layoffs with no intent to rehire
- Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
- Discharges resulting from mergers, downsizing, or closings
- Firings or other discharges for cause
- Terminations of permanent or short-term employees
- Terminations of seasonal employees (whether or not they are expected to return next season)

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## Job Openings and Labor Turnover Survey

### Other Separations

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Retirements; transfers to other locations; separations due to employee disability; deaths.

**Do Not Include:**

- Transfers within this location
- Employees on strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

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## Job Openings

### Total Separations

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Report all separations from your payroll during the month. Report by type of separation.

Report Number: [ ]

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- **Quits:** Employees who left voluntarily.
- **Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.
  - Discharges resulting from mergers, downsizing, or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)
- **Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

**DO NOT INCLUDE:**

- Transfers within this location
- Employees on strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

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### Job Openings and Labor Turnover Survey

## JOLTS Report Number

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The unique identification number assigned to each establishment by BLS. The report number is printed in the upper right corner of the front page of the survey form.

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Report Number: \_\_\_\_\_

Report the company's total separations and total hires for the month of \_\_\_\_\_

| Separations | Total Separations |
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# Job Openings and Labor Turnover Survey

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## Please review your data

[Help](#)

- Click the "Edit" button to make any changes to this information.
- If no changes are required, click the "Submit Data to BLS" button.

Report Number: 99999991

| Report the columns below for the report month of January 2011 |                  |              |       |       |                        |                   |                   |
|---|------------------|--------------|-------|-------|------------------------|-------------------|-------------------|
|   | A                | B            | C     | D     | E                      | F                 | G                 |
|   | Total Employment | Job Openings | Hires | Quits | Layoffs and Discharges | Other Separations | Total Separations |
| January 2011  | 100              | 0            | 1     | 3     | 0                      | 0                 | 3                 |

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
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# Job Openings and Labor Turnover Survey

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Report Number: 99999991

Report the columns below for the report month of January 2011

|              | A                | B            | C     | D     | E                      | F                 | G                 |
|--------------|------------------|--------------|-------|-------|------------------------|-------------------|-------------------|
|              | Total Employment | Job Openings | Hires | Quits | Layoffs and Discharges | Other Separations | Total Separations |
| January 2011 | 100              | 0            | 1     | 3     | 0                      | 0                 | 3                 |



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Job Opening and Labor Turnover Survey - Thank You

## Job Openings and Labor Turnover Survey

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**Thank you for reporting your data!** [Help](#)

Your data has been sent to BLS. Your Confirmation Number is **49491518**  
Please report again next month.

**Report Number: 99999991**

NOTE: If you made a data entry error or selected the incorrect month, click the "Re-enter data for this month" link. The system will disregard your prior submission.

| To Report More Data                                  | To Obtain More Information About JOLTS Data            | JOLTS Forms                  |
|--|--|------------------------------|
| <a href="#">Enter data for another report number</a> | <a href="#">See how your data were used last month</a> | <a href="#">Get New Form</a> |
| <a href="#">Enter data for another month</a>         | <a href="#">Economy at a glance</a>                    |                              |
| <a href="#">Re-enter data for this month</a>         | <a href="#">BLS Home Page</a>                          |                              |
|  | <a href="#">JOLTS data</a>                             |                              |

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