

SCRIPT FOR GREEN PROCESSES & PRACTICES NON-RESPONSE PROMPT

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 your business received from BLS on or about (date mailed). May I please speak with (*contact name or title*)?

Intro2. (*Reintroduce yourself if necessary*) Our records indicate that you were recently mailed a Green Jobs survey form to complete. Did you receive that form?

- YES → GO TO INTRO3.
- NO → Do you know who at your firm might have received that survey?
 - YES →
 - Name:_____
 - Position/Department:_____
 - Phone:_____
 - Fax:_____

Thank you for your time. (ASK TO BE CONNECTED WITH THAT PERSON. IF NOT POSSIBLE, HANG UP AND CONTACT NAME GIVEN).

- NO → I'd like to mail you a new form that you can complete and return.
 - YES → Let me confirm the address we have on file with you (*read address on file*). Thank you. You should receive a new survey to complete within the next three days. If you have any questions please call us on xxx-xxx-xxxx or send e-mail to xxx@xxx.xxx.
IF INCORRECT FILL OUT UPDATED ADDRESS:

 - NO → Thank you. If there is anything you would like us to know about your experience please call us on 202-691-5789 or send e-mail to stang.sharon@bls.gov (HANG UP).

Intro 3. We would like to remind you to please complete the survey and mail it back using the enclosed pre-paid return envelope.

- YES → Thank you. If there is anything you would like us to know about your experience please call us on xxx-xxx-xxxx or send e-mail to xxx@xxx.xxx. (HANG UP).
- NO → Thank you. If there is anything you would like us to know about your experience please call us on 202-691-5789 or send e-mail to stang.sharon@bls.gov. (HANG UP).