

RAS SCRIPT FOR GREEN PROCESSES & PRACTICES QUESTIONS FOR RESPONDENTS

Introduction

Intro1. Hello, may I speak with (INSERT CONTACT NAME)?

Intro2. WHEN CONTACT ANSWERS - My name is _____. I am calling on behalf of the Bureau of Labor Statistics. I'm calling in reference to the Bureau's Green Jobs survey. Our records indicate that you recently completed the Green Jobs survey for the Bureau of Labor Statistics. First, we want to thank you for taking the time to participate in the survey. We are calling you now to find out what you thought of the survey form, and if you have any suggestions for improving it. Your opinions of the questionnaire are very important to us, so if you can spare a few minutes, we'd love to hear your reactions.

- YES · GO TO SCRIPT INTRODUCTION
- YES, BUT AT A DIFFERENT TIME · When would be a good time to call you back? RECORD ON CALL SHEET

I called (INSERT PHONE NUMBER). Is this the best number to call to reach you?

- YES → Thank you. I look forward to speaking with you on (APPT DATE) at (APPT TIME). (HANG UP)
- NO → RECORD CORRECT PHONE NUMBER ON CALLSHEET
- NO/REFUSAL → I know you're very busy, but before you go, do you have any general comments that you would like to pass along about the survey?

Thank you. I look forward to speaking with you on (APPT DATE) at (APPT TIME). (HANG UP).

SCRIPT INTRODUCTION

Before we begin, let me assure you that this call is strictly for informational purposes to help us improve the Green Jobs survey form. Your participation is completely voluntary, and you can decline to answer any question at any time. Depending on the number of comments, the questions usually take about 10 minutes.

READ IF THE RESPONDENT WANTS ADDITIONAL INFORMATION

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.

GENERAL REACTIONS

1. Do you remember the form or would you like me to email or fax you another copy so you can refer to the form as we go?

- YES REMEMBER THE FORM
- NO, DO NOT REMEMBER PLEASE FAX OR EMAIL · SEND RESPONDENT THE FORM AND THEN CALL BACK OR CONTINUE.
- NO, DO NOT REMEMBER, JUST CONTINUE

2. Please tell me your general reactions to the form. Did you think it was easy or hard to complete?

- EASY
- HARD · Which parts or sections caused you the most difficulty?

- NO OPINION

3. The form used a series of questions to define green technologies and practices and asked for the number of your employees involved in these. Do you agree or disagree with the way the Bureau of Labor Statistics has defined green technologies and practices?

- AGREE **GO TO 4**
- DISAGREE **ASK b**
- OTHER (PLEASE NOTE BELOW)

GOTO 4

- CAN'T RECALL BLS DEFINITION/ DK What comes to mind when you hear the phrase "green technologies and practices?"

GO TO 4

b. How would you change the definition of green technologies and practices? (PROBE: What is confusing about our definition? What would you add or take away?)

4. In Question 4 on the form we asked about green technologies and practices that your establishment had been involved in during the pay period that included February 12th. Did you have any difficulties reporting for that pay period?

- YES · What difficulties did you encounter?

- NO

5. We used the definition that employees should spend at least ½ of their time on green technologies or practices to be counted as working on green activities. Do you agree or disagree with this approach?

- AGREE · **GO TO 5**
- DISAGREE · **ASK b.**
- NO OPINION · **GO TO 5**

b. Which approach would you prefer to see used instead?

c. (IF NECESSARY) What difficulties did this definition cause you?

ASK, IF QUESTION 5 WAS LEFT BLANK, OTHERWISE SKIP TO 7

6. Question 5 on the form asked you "to provide the number of employees at this location who spent more than half of their time using green technologies or practices. "However, you left this question blank. Does that mean you had no employees engaged in green technologies or practices for more than half of their time in the specified pay period or something else?

- YES
- SOMETHING ELSE: SPECIFY:

ASK THE NEXT QUESTION ONLY IF RESPONDENT PROVIDED OCCUPATION AND WAGE DATA IN QUESTION NUMBER 6 ON THE RETURNED SURVEY FORM. OTHERWISE SKIP AND GO TO 8.

7. We asked for specific information about your green jobs, including job titles, activities, and wages. Did you have any difficulty providing this information?

- YES · **ASK B.**
- NO · **GO TO 8**

b. Which information was most difficult for you to provide? (PROBE: Why?)

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8. Did you have any contactors or consultants working on green activities at your establishment?

- YES **ASK b.**
- NO **GO TO 9**

b. What types of activities were these contractors or consultants working on?

9. We asked for the total number of employees in your establishment who were working at a specific location identified on the cover of your form for the pay period that included February 12th. Did you have any difficulty reporting for that specific location only?

- YES What caused problems for you?

- NO GO TO 10
- DON'T RECALL GO TO 10

b. Did you have any difficulty deciding who should, or should not be included in your total count of employees for that location?

- YES What caused problems for you?

- NO
- DON'T RECALL

10. In Question 6 on the form we ask you for the number and wages of all employees who work at least 50% of their time on green practices. We provide an example of a Hydrologist to demonstrate how to complete the table. Would you say this example was very helpful, somewhat helpful, a little helpful, or not at all helpful?

- VERY HELPFUL
- SOMEWHAT HELPFUL
- A LITTLE HELPFUL
- NOT AT ALL HELPFUL
- DON'T RECALL/NO OPINION

11. Considering the information that is asked for on the form, is there anyone else in your organization who could have completed it?

- YES

What is that person's job title?

- NO
- DON'T KNOW

12. Excluding time you might have had to wait for someone else in your organization to respond to your request for information, can you tell me how long it took to gather the information requested and to complete the survey?

HOURS: _____ MINUTES: _____

13. In general, would you say determining the number of jobs involved in green technologies or practices is very important, somewhat important, a little important, or not at all important?

- VERY IMPORTANT
- SOMEWHAT IMPORTANT
- A LITTLE IMPORTANT
- NOT AT ALL IMPORTANT

14. Do you remember seeing the cover letter that came with the form?

- YES
- NO **GO TO 16**

15. Did you get a chance to read the cover letter that came with the survey, skim through it quickly, or just skip it?

- READ
- SKIMMED
- DID NOT READ WAS THERE SOMETHING ABOUT THE COVER LETTER THAT CAUSED YOU SKIP IT?

16. If you can recall the content of the cover letter, was there a particular point that appealed to you? Or, did it fail to mention something that should have been covered? (MARK ALL THAT APPLY – EXPLAIN BELOW)

- A PARTICULAR POINT APPEALED TO ME

Please explain

- FAILED TO MENTION SOMETHING IMPORTANT

Please explain

- DON'T RECALL SPECIFIC CONTENT

CLOSING QUESTIONS

17. How important is it for your establishment to be perceived as using green technologies and practices? Would you say it's (READ LIST)...

- Very important
- Somewhat important
- A little important
- Not important at all

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

- YES
- NO
- UNSURE

19. Those are all my questions. Do you have any other general comments about this survey form or related issues?

If there is any other feedback that you would like us to give us about this survey, please feel free to call us on 202-691-5789 or send e-mail to green@bls.gov. Thank you very much for your time today. (HANG UP)