RAS Script for Green Technologies & Practices
QUESTIONS FOR <u>RESPONDENTS</u>

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. Our records indicate that you recently completed the Green Technologies and Practices 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).

Questionnaire Script

Before we begin, let me assure you that this call is strictly for informational purposes to help us improve the design of the 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. This interview may be recorded for quality control purposes.

READ IF 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.

Q1: I'd like to begin by asking you, what was your general reaction to this effort to measure the number of green jobs in the economy. (Probes: When you first read the cover letter what did you think about this effort?)

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Q2: Do you think this is a worthwhile effort?

- YES
- NO
- DON'T KNOW/NOT SURE/NO OPINION **(goto Q3)**

Q2a: Why do you say that?

Q3: How well do you think we communicated the importance of the survey? Would you say very well, well, poorly, or very poorly?

- VERY WELL
- WELL
- POORLY
- VERY POORLY
- NO OPINION **(goto Q4)**

Q3a: Why do you say that?

Q4: Next, from your perspective, would you say that collecting information about green jobs is not at all important, a little important, somewhat important, or very important?

- NOT AT ALL IMPORTANT
- A LITTLE IMPORTANT
- SOMEWHAT IMPORTANT
- VERY IMPORTANT
- NO OPINION/DON'T KNOW/NOT SURE **(goto Q5)**

Q4a: Why do you say that?

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Q5: There was a cover letter that came with the survey. Did you get a chance to read the cover letter, skim through it quickly, or did you not look at the cover letter?

- READ
- SKIMMED
- **DID NOT READ ᐧ WAS THERE SOMETHING ABOUT THE COVER LETTER THAT CAUSED YOU SKIP IT? (GOTO Q7)**

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- DON'T REMEMBER **(goto Q7)**

Q6: What do you remember about the cover letter?

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Q7: Now, what was your reaction when you first looked at the green jobs survey form?
[Probe: When you first read the instructions on the survey form what general
thoughts did you have about it?]

Q8. How easy would you say that the green jobs survey form looked: Very Easy, Easy,
not very easy, not easy at all.

- VERY EASY TO COMPLETE
- EASY TO COMPLETE
- NOT VERY EASY TO COMPLETE
- NOT EASY AT ALL
- NO OPINION/DON'T KNOW/NOT SURE **(goto Q9)**

Q8a: Why do you say that?

Q9. Would you say the form was designed poorly or designed well?
- POORLY
- WELL
- NO OPINION/DON'T KNOW/NOT SURE **(goto Q10)**

Q9a: Why do you say that?

Q10. Did the survey form seem to be an appropriate length or too long when you first looked at it:

- YES
- NO
- NO OPINION/DON'T KNOW/NOT SURE **(goto Q11)**

Q10a: What made it seem long/short?

Q11: When we use the phrase "green technologies and practices," what comes to mind? (Probe: Anything else?)

Q12: An important part of the form was a table where we listed examples of green technologies or practices and asked if your business actively used these. Did you read through each of the green activities before answering if your business engaged in it?

- YES **(goto Q13)**
  - NO
  - NO OPINION/DON'T KNOW/NOT SURE **(goto Q13)**

Q13a: Can you describe how you decided how to respond to these items?

Q13: Were the descriptions of green activities clear or unclear?

- CLEAR **(goto Q14)**
- NOT CLEAR
- DO NOT RECALL **(goto Q14)**

Q13a: What was unclear?

Q14: The second column in this table asked you to indicate if you had any employees who spent time working on a green activity. Did you have any difficulty answering yes or no to this question?

- YES
- NO **(goto Q15)**
- DO NOT RECALL **(goto Q15)**

Q14a: Can you describe the problem?

IF QUESTION 5 LEFT BLANK

Q15: I'm curious about your answer to the question asking about how many employees spend more than half of their time engaged in green activities at your establishment. This question was left blank. Does that mean you had no employees at your establishment, that you had no employees engaged in green activities, or something else?

- NO EMPLOYEES AT ESTABLISHMENT**(goto Q17)**
- NO EMPLOYEES ENGAGED IN GREEN ACTIVITIES **(goto Q17)**
- SOMETHING ELSE:

Q16: One of the objectives of this survey is to identify the types of jobs where employees spend most of their time working on green technologies or practices. We provided a table for you to enter this information, and asked for information about job titles, job duties, and wages. Can you recall what your reactions to this table were?

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 18.

Q17: Were the instructions for completing the table clear or unclear?

- CLEAR **(goto Q18)**
- NOT CLEAR
- DO NOT RECALL **(goto Q18)**

Q17a: What was unclear?

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Q18: I don't know if you remember it, but an example of a hydrologist was used in the table to explain how to enter information. (MARK ONE OF THE FOLLOWING, IF POSSIBLE)

- REMEMBER IT
- DON'T REMEMBER IT **(goto Q19)**

Q18a: Was this a helpful example, or can you think of a better one that could be used?

- HELPFUL **(goto Q19)**
- NOT HELPFUL
- NO OPINION **(goto Q19)**

Q18b: What could have been done to make the example more helpful?

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Q19. We asked for information about job titles, job duties, and wages. Were you able to provide this information yourself, did you have to ask someone else for some of this information, or did you have to ask someone else for all of the information?

- PROVIDED ALL INFORMATION **(goto Q20)**
- ASKED SOMEONE ELSE FOR SOME OF THE INFORMATION **(goto Q19b.)**
- ASKED SOMEONE ELSE FOR **ALL** OF THE INFORMATION **(goto Q20)**
- OTHER – Please describe

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Q19b. What information did the other person provide? (CHECK ALL THAT APPLY)

- Wage information
- Number of employees
- Job title
- Job description

ASK IF THERE IS ONLY ONE CONTACT NAME ON BACK
Q19c: I noticed that you entered only your name on the back of the form. Could you tell me why you did not put the name(s) of the other person(s) on the back?

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Q20: 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: _____

Q21: My last question is that we called this survey the "Green Technologies and Practices" Survey. Is that an acceptable name or should we consider changing it to something else?

- ACCEPTABLE
- CHANGE IT – Do you have any suggestions?

Q22: Those are all my questions. If you have any other comments, good or bad, that you would like to pass along to the people responsible for the survey, please feel free to do so.

Thank you for taking the time to speak with me. We really appreciate your input.