Attachment I: Cognitive Interview Protocol Outline

1. Introduction
   1. Introduce self and explain goals of the study
   2. Get consent form signed
2. Group 1 Proactive PRD
   1. Tell them their previously reported job titles and ask if they have had any changes in the last year
   2. Tell them their previously reported employment counts and ask if they have had any changes in the last year
   3. Tell them their previously reported wage rates and ask if they have had any changes in the last year
3. Group 2 Retroactive PRD
   1. Ask for the job titles of all employees at that establishment
   2. Ask for the number of employees in each position
   3. Ask for the hourly rate or salary for each employee
4. Debriefing
   1. How did they arrived at their answer?
      1. Did they use records?
      2. How certain are they that the information is accurate?
   2. Do they remember answering OES last year?
      1. Did they use records?
   3. Group 1 Proactive: how did they use the PRD?
      1. Think of an answer first and compare?
      2. Think of the PRD first and think of how it would have changed?
      3. Think of individual people/situations?
      4. Do you think having the PRD made it easier or more difficult for you to answer the questions?
   4. Group 2 Retroactive: How did they use the PRD?
      1. Think of reasons it would have changed?
      2. Re-think the current number?
      3. Think of individual people/situations?
   5. What changes in employment have there been in the past 12 months?
      1. Probe for possible differences: promotions, new hires, people leaving?
   6. How burdensome was it for you to answer these questions?
   7. In the future, another employee may answer the survey. Do you have any concerns about sharing job titles, employment count and wage rates with someone else in the company?
5. Closing
   1. Any final comments or suggestions?