

## Attachment I: Cognitive Interview Protocol Outline

1. Introduction
  - a. Introduce self and explain goals of the study
  - b. Get consent form signed
2. Group 1 Proactive PRD
  - a. Tell them their previously reported job titles and ask if they have had any changes in the last year
  - b. Tell them their previously reported employment counts and ask if they have had any changes in the last year
  - c. Tell them their previously reported wage rates and ask if they have had any changes in the last year
3. Group 2 Retroactive PRD
  - a. Ask for the job titles of all employees at that establishment
  - b. Ask for the number of employees in each position
  - c. Ask for the hourly rate or salary for each employee
4. Debriefing
  - a. How did they arrived at their answer?
    - i. Did they use records?
    - ii. How certain are they that the information is accurate?
  - b. Do they remember answering OES last year?
    - i. Did they use records?
  - c. Group 1 Proactive: how did they use the PRD?
    - i. Think of an answer first and compare?
    - ii. Think of the PRD first and think of how it would have changed?
    - iii. Think of individual people/situations?
    - iv. Do you think having the PRD made it easier or more difficult for you to answer the questions?
  - d. Group 2 Retroactive: How did they use the PRD?
    - i. Think of reasons it would have changed?
    - ii. Re-think the current number?
    - iii. Think of individual people/situations?
  - e. What changes in employment have there been in the past 12 months?
    - i. Probe for possible differences: promotions, new hires, people leaving?
  - f. How burdensome was it for you to answer these questions?
  - g. 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

- a. Any final comments or suggestions?