

# OES RESPONSE ANALYSIS SURVEY QUESTIONNAIRE

COMPLETE THE FOLLOWING INFORMATION BEFORE BEGINNING THE RAS

Schedule No.:	Contact Person's Name:
6-digit NAICS No.:	Contact Job Title:
Unit Employment:	Interviewer:
Unit Status:	Interviewer Notes or Comments:
Aux. Status:	_____
Long or Short Form:	_____
Data collected by mail or phone:	_____

**Intro1.** Hello, may I speak with (contact's name).

My name is \_\_\_\_\_, and I'm calling on behalf of the Department of Labor's, Bureau of Labor Statistics. I want to thank you for taking the time recently to complete the Occupational Wage report. Do you recall completing this report? (IF NO, END INTERVIEW)

**Intro2.** I'm calling now as part of our quality control procedures to ensure it's as easy as possible for you to report your information. Before we begin, this survey is completely voluntary, it usually takes about 5-10 minutes, and we will use the information for statistical purposes only (if asked for legal authority, read footnote/flashcard).<sup>1</sup> The Bureau of Labor Statistics has obtained OMB approval to conduct this survey under control number 1220-0042. Also, this call may be monitored for quality assurance purposes.

## A. FILLING OUT THE REPORT

Q1 About how much time did you or your colleagues spend assembling the necessary information and filling out the report?" (IF ASKED: Do not include time spent waiting for others in the organization to respond)?

HOURS: \_\_\_\_\_ MINUTES: \_\_\_\_\_

<sup>1</sup> The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies 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 and other applicable federal laws, your responses will not be disclosed in identifiable form without your informed consent.

Q2 The form was accompanied by an explanatory letter and a fact sheet. Did you read both the letter and fact sheet?

YES

JUST THE LETTER

JUST THE FACT SHEET

NO, I READ NEITHER

Don't recall

Q3 (If NO to Q2) Why not? \_\_\_\_\_

Q4 (if YES or JUST THE LETTER or JUST THE FACT SHEET to Q2) Did this letter or fact sheet help you fill out the report?

YES

NO

Q5 (If NO to Q4) Why not? \_\_\_\_\_

Q6 One purpose of the form is to collect key information about occupations in your business. Was a list of occupations preprinted on the form that you received in the mail?

YES

NO

Don't recall

Q7 (IF YES to Q6) Did this list of occupations cover all of your employees?  
YES

NO

Don't recall

Q8 (IF NO to Q7) There was a section at the end of the form where you could write in occupations that had been left off the form. Did you add the occupations that were omitted from the form?

YES

NO

Don't recall

Q9 Did you have any questions about the form when you were completing it?  
YES

NO

Q10 (IF YES to Q9) What were your questions? \_\_\_\_\_

Q11 (IF YES to Q9) Did you seek assistance?

Yes

No

Q12 (IF YES to Q11) Where did you seek assistance?

- a. OES respondent web site
- b. State web site
- c. Sent in help request via web site or email
- d. Called state contact number
- e. Other: \_\_\_\_\_

<b>B. WAGE AND TIP DATA</b>
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Q13 If you recall, we asked you to provide wage data about your occupations by wage interval. If given the choice, would you prefer to report by wage intervals, such as between ten and fifteen dollars per hour, or by exact wage rates, such as \$11.25 per hour?

INTERVALS

RATES

No preference

It depends \_\_\_\_\_

Q14 How easy or difficult was it to provide wages using ranges such as 10-15 dollars per hour?

Very easy

Easy

Neither easy nor difficult

Difficult

Very difficult

Did not provide interval wage data

Q15 Do any of your employees receive tips or gratuities?

YES

NO

Q16 (IF YES to Q15) Do you record or track the tips your employees receive?

YES

NO

Q17 (IF YES to Q16) How is this information collected or calculated? \_\_\_\_\_

Q18 (IF YES to Q16) Did you include tips in the wages you reported on the Occupational Wage Report?

YES

NO

Don't recall

Q19 (IF YES to Q18) How much extra effort, if any, did it require for you to include tips in the wages that you reported? Would you say it required none, a little, some, or a lot of additional effort?

None

A little

Some

A lot

Other – please explain

C. DATA SUBMISSION AND SOURCES OF INFORMATION TO COMPLETE THE REPORT
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Q20 How did you report your data? For example, did you mail the form in, email it, fax it, submit it on the Internet, or did you give your information to a telephone interviewer?

A. mail

B. email

- C. fax
- D. Internet/Weblite
- E. Telephone
- F. OTHER \_\_\_\_\_

Q21 (If D for Q20) Did you upload a file or enter your data using the Internet form

Q22 Is that your preferred mode of reporting your data?

YES– please tell us why \_\_\_\_\_

NO – please explain \_\_\_\_\_

Q23 (If B – F for Q20) Did you report employee wages by wage intervals, such as between ten and fifteen dollars per hour, or by exact wage rates, such as \$11.25 per hour?

INTERVALS

RATES

Don't recall

Q24 I'm going to read some sources of information that you could have used to complete the form. Please tell me if you used each one to complete our survey.

- |                                     |       |      |
|-------------------------------------|-------|------|
| A. personnel records                | 1 YES | 2 NO |
| B. payroll records                  | 1 YES | 2 NO |
| C. other employees in your business | 1 YES | 2 NO |
| D. your memory                      | 1 YES | 2 NO |
| E. any other sources of information | 1 YES | 2 NO |

Q25 (IF YES TO E) Please specify: \_\_\_\_\_

Q26 Do you use an outside payroll service or payroll software to manage your payroll?

YES, a payroll service

YES, payroll software

NO

Q27 (If YES to Q26) What software or service do you use? \_\_\_\_\_

Q28 (IF YES to Q26) If we could include a feature in the software used by your Payroll Service that would automatically generate a report containing the data needed for the Occupational Wage Report, would you use or authorize use of this feature?

YES

NO

Not sure

It depends – please explain \_\_\_\_\_

Q29 How easy or difficult would it be to report each employee's full-time or part-time status for the survey's reference period (the pay period including November 12, 2011)?

Very easy

Easy

Neither easy nor difficult

Difficult

Very difficult

Q30 Would you be willing to provide this information?

YES

NO

Not sure

It depends – please explain \_\_\_\_\_

Q31 How easy or difficult would it be to report hours worked for each employee for the survey's reference period (the pay period including November 12, 2011)?

Very easy

Easy

Neither easy nor difficult

Difficult

Very difficult

Q32 Would you be willing to provide this information?

YES

NO

Not sure

It depends – please explain \_\_\_\_\_

D. ESTABLISHMENT ENVIRONMENT AND MOTIVATION
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Q33 What is your job title? \_\_\_\_\_

Q34 Are you normally assigned to fill out official government reports?

YES

NO

Sometimes

Other – please explain

Q35 Who decides if your company will submit data when a request arrives? What is this person's job title or role in your company? (So we don't get only the name)

\_\_\_\_\_

Q36 We thoroughly appreciate the time you took to complete the wage report. Can you tell me why you decided to complete it? \_\_\_\_\_

Q37 Did you have any hesitation or reservations about filling out the Occupational Wage report?

YES

NO

IF YES, what were they? \_\_\_\_\_

Q38 We're interested in communicating the value of the Occupational Wage report, so I am going to read some common uses of the data. Please tell me if each use influenced your decision to complete the form.

a. The data are used to help establishments make business decisions such as locating facilities and setting wages.

Yes No

b. The data are used to set the minimum wage rates for foreign workers under visas. Yes

No

- c. The data are used to help job-seekers, students who are exploring career options, and career counselors. Yes    No
- d. The data are used by education professionals to design curriculum and vocational training.  
Yes    No
- e. The data are used to project future employment demand.    Yes    No

E.    OTHER QUESTIONS
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Q39    Are there any steps we can take to make your reporting of occupational wage data easier?

YES

NO

IF YES, what are they?

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Thank you very much for your time and effort. We assure you that the information you have provided will be kept confidential.