

Employer ID: _____

Telephone Recruiting Script for E-Verify Focus Groups

(2015 National Survey of E-Verify Employers Pretest)

SECTION A. [INITIAL CONTACT]

INTRO:

Hello, my name is _____ and I'm calling from Westat, on behalf of the U.S. Citizenship and Immigration Services (USCIS). I'm calling regarding the E-Verify program.

QA1. May I speak with (INSERT NAME OF CONTACT)?

YES.....1 (SKIP TO QUESTION QC1)

NOT AVAILABLE.....2 (IF CONTACT IS NOT AVAILABLE, REQUEST A CALL BACK TIME.
RECORD TIME ON CALL RECORD. **END.**)

NEED NEW CONTACT.3 (IF CONTACT IS NO LONGER THE APPROPRIATE PERSON,
GO TO QUESTION QB1.)

SECTION B. [IF CONTACT IS NOT THE CORRECT RESPONDENT]

QB1. Can you tell me who would be the most knowledgeable person about your company's use of the E-Verify program?

NAME: _____

QB2. And what is his/her phone number?

PHONE NUMBER: (_____) _____ - _____

QB3. May I speak with (INSERT NAME OF NEW CONTACT)?

YES.....1 (GO TO QUESTION QC1)

NOT AVAILABLE.....2 (IF CONTACT IS NOT AVAILABLE, REQUEST A CALL BACK TIME.
RECORD TIME ON CALL RECORD. **END.**)

SECTION C. [SPEAKING TO CONTACT PERSON]

[READ IF NEEDED]: Hello, my name is _____ and I'm calling from Westat, on behalf of the U.S. Citizenship and Immigration Services (USCIS). I'm calling regarding the E-Verify program.

QC1. We are currently setting up focus groups to test a questionnaire that will be used later this year in a national survey to evaluate the E-Verify program. Participants in the focus groups will provide valuable feedback about our survey design.

You have been identified as the person who is the most knowledgeable about your company's use of the E-Verify program? Is that correct?

YES.....1 (CONTINUE WITH QC2)

NO.....2 (GO **BACK** TO QB1)

If your company is eligible, we would like to invite you to participate in one of the focus groups which will be conducted via WebEx. We are offering a \$50 incentive to participants as a thank you for your help. Your participation in the study and the information we collect will be kept strictly private, to the extent allowable by law.

I would like to ask you a few questions to ensure that your company is eligible for our focus groups.

QC2. Is your company an E-Verify Employer Agent; that is, does your company provide E-Verify services to other companies for a fee?

YES1 [**SAY**] (This study does not include companies that are E-Verify Employer Agents. Thank you for taking the time to talk to me. END)

NO2 (CONTINUE WITH QC3.)

DON'T KNOW.....3 (IF CONTACT IS NOT KNOWLEDGEABLE ABOUT THE COMPANY'S USE OF E-VERIFY, GO BACK TO QUESTION QB1.)

QC3. Does your company use an E-Verify Employer Agent; that is, does another company provide E-Verify services and perhaps other services to your company for a fee?

YES1 (This study does not include companies that use E-Verify Employer Agents. Thank you for taking the time to talk to me. END)

NO2 (CONTINUE WITH QC4.)

DON'T KNOW.....3 (IF CONTACT IS NOT KNOWLEDGEABLE ABOUT THE COMPANY'S USE OF E-VERIFY, **GO BACK TO QUESTION QB1.**)

QC4. Has your company had a Tentative Nonconfirmation (TNC) since September 2013?

YES1 (CONTINUE WITH QC5)

NO2 (CONTINUE WITH QC5)

QC5. Does your company intend to use the E-Verify Program in the future when you hire a new employee?

WE **INTEND TO USE E-VERIFY**.....1 (CONTINUE WITH QC6)

WE **DO NOT INTEND TO USE E-VERIFY**.....2 (**This study is only for companies that plan to continue to use E-Verify. Thank you for taking the time to talk to me. END.**)

QC6. Is your company a federal contractor?

YES.....1 (CONTINUE WITH QC7)

NO..... 2 (CONTINUE WITH QC7)

QC7. Is your company a Professional Employer Organization (PEO) or a co-employer; that is, it is the employer of record for client companies and provides services such as human resources, benefits, and payroll?

YES.....1 (CONTINUE WITH QC8)

NO.....2 (CONTINUE WITH QC8)

QC8. Is your company a placement or recruiting firm; that is does your company refer job candidates for permanent placement to other employers who would hire and pay them?)

YES...1(CLASSIFY AS **EMPLOYMENT AGENCY**;CONTINUE WITH QC9)

NO..... 2 (CONTINUE WITH QC9)

QC9. Is your company (also) a Temporary Staffing Agency; that is, does your company provide workers on your payroll to work at your clients' sites?

YES AND QC8= NO1 (This study is not for companies that function exclusively as Temporary Staffing Agencies. Thank you for taking the time to talk to me. **END**)

YES AND QC8 = YES....2 (THEN CONTINUE WITH QC10)

NO.....3 (CONTINUE WITH QC10)

QC10. Approximately how many employees does your company currently have?

OF EMPLOYEES

(IF 0-99 EMPLOYEES AND NOT CLASSIFIED AS EMPLOYMENT AGENCY, THEN CLASSIFY AS **SMALL EMPLOYER**)

(IF 100-999 EMPLOYEES AND NOT CLASSIFIED AS EMPLOYMENT AGENCY, THEN CLASSIFY AS **MEDIUM EMPLOYER.**)

(IF 1,000-4,999 EMPLOYEES, AND NOT CLASSIFIED AS EMPLOYMENT AGENCY THEN CLASSIFY AS **LARGE EMPLOYER.**)

(IF 5,000 OR MORE EMPLOYEES AND NOT CLASSIFIED AS EMPLOYMENT AGENCY, THEN CLASSIFY AS **VERY LARGE EMPLOYER.**)

SECTION D. [SCHEDULING THE FOCUS GROUP]

SEE DATE SCHEDULE – SCHEDULE PARTICIPANT ACCORDING TO CLASSIFICATION. ALL FOCUS GROUPS WILL START AT **[XX EASTERN TIME]**.

QD1. The focus group will last for approximately one hour and will be done via WebEx. [ASK IF FAMILIAR WITH WEBEX AND IF NOT, EXPLAIN BRIEFLY] Will you be available to participate in a focus group on [DAY, DATE] at **[XX Eastern time]**?

. . .

YES.....1 (CONTINUE WITH QD2)

NO.....2 (PROVIDE YOUR PHONE NUMBER AND E-MAIL ADDRESS AND ASK THE CONTACT PERSON TO CONTACT YOU IF THEY BECOME AVAILABLE ON THAT DAY AND TIME. THANK THEM AND **END.**)

QD2. I've scheduled you for the focus group on [Day, Date] starting at **[XX Eastern time]**. We will be emailing you a copy of the survey questions along with a confirmation of your appointment day and time.

To prepare for the focus group, you will need to print out and complete the questionnaire. We will send you a pre-paid FedEx envelope to return the completed survey to us. Please make a copy of your completed questionnaire so you can discuss it in the focus group. We are particularly interested in the questions that have been highlighted in the survey.

May I have your email address so we can send the questionnaire?

EMAIL ADDRESS

What is the physical mailing address we should use to send the incentive check?

That's all the information I need at this time. We will call you a few days in advance to remind you of the focus group and send a reminder email. If you have any questions, you may email **NAME @ email** or call 1-800-937-8281 ext. **XXXX**

Thank you very much for participating in this important study.

OMB Control No. 1615-0126 Expires: 03/31/2016

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