

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0690-0030)

TITLE OF INFORMATION COLLECTION: Patents Recruitment Roadshow 2015

PURPOSE: The survey is intended to engage the people involved in the Patents Recruitment Roadshow in order to gauge the level of interest in the ongoing partnership with USPTO, likelihood in having USPTO host/attend future events, quality of information provided, and potential of recommending/applying to USPTO jobs, and perceptions about USPTO as an employer of choice.

DESCRIPTION OF RESPONDENTS:

The respondents are students that attend career fairs and on-campus Info Sessions, engineering faculty and Career Services representatives.

TYPE OF COLLECTION: (Check one or multiple)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Business Unit: OHR_____

OCIO: Marcie Lovett_____

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals or Households	235	10 mins	40 hours
Totals			40 hours

The USPTO estimates that 100% of the surveys will be submitted electronically

FEDERAL COST: The estimated annual cost to the Federal government is the combined average hourly rate of \$58.28 per hour for a GS-14 step 5 + 17.48 * 20 hours.
\$75.76 * 20 hours = **\$1,515.20**

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

At each info session, faculty and staff meet & greet, and career fair, attendees are asked to provide their e-mail addresses on sign-in sheets. Our team compiles all the sign-in sheets onto one large spreadsheet containing the e-mail addresses of 235 students, alumni, faculty and staff whom members of our Patents Recruiting Team met during their trip to California. (See the attached survey and contact list.) Every member of the list will be invited to complete the survey.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 Web-based or other forms of Social Media
 Telephone
 In-person
 Mail
 Other, Explain: live poll software
2. Will interviewers or facilitators be used? Yes No