New Leaders Onboarding Assessment (NLOA)

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The population of potential respondents is the total number of employees in the organizations we administer the NLOA to. Since these are not entire agencies, rather subcomponents of agencies, we estimate the average organization size to be around 200 employees. We estimate the response rate to be 60%.

2. Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**

  We anticipate census survey administrations for the NLOA.

- **Estimation procedure,**

  Not applicable

- **Degree of accuracy needed for the purpose described in the justification,**

  Not applicable

- **Unusual problems requiring specialized sampling procedures, and**

  Not applicable

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

  Respondents only have one opportunity to complete the survey.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Respondents will receive an initial notification and up to two reminder notices. We only send reminders to those that have not yet completed an assessment. This alleviates any frustrations for those that have completed the assessment. For surveys administered on-line, we make the survey as easy as possible to complete, by using direct-link access and save-and-return functionality. After data collection, respondent demographics are, whenever possible, compared to population demographics to ensure representativeness.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

Our assessments are always tested with a small set of either actual employees or subject matter experts within the client agency, as appropriate. The test serves to validate any new or customized survey content and ensure our administration procedures are working properly.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

All survey administrations and analyses, including statistical aspects of the designs, will be led by project managers in the Assessment and Evaluation Branch of OPM. Project managers have either a Master’s or Doctoral degree in Industrial/Organizational Psychology or a closely related field. All project work is conducted under the supervision of Bernard Nickels, Ph.D., 202-553-1224.