

From: JOLTS\_DCC  
Sent: <DATE>  
To: RESPONDENT\_EMAIL\_ADDRESS  
Subject: 99999999: Reminder MONTH MM YYYY Job Openings and Labor Turnover Reporting (JOLTS).

REPORTING NUMBERS => 99999999

MR/MS RESPONDENT,

Thank you for your previously provided Job Openings and Labor Turnover Data. Please input your MM YYYY data below and forward as-soon-as possible to JOLTS\_DCC@BLS.GOV.

If you have any questions, call <INTERVIEWER> toll free at 1-800-341-4620 extension <999> or send email to JOLTS\_DCC@BLS.GOV

<< REMINDER ==> SEND YOUR DATA TO JOLTS\_DCC@BLS.GOV >>

MONTH: MM YYYY

EMPLOYMENT:

JOB OPENINGS:

HIRES:

QUITS:

LAYOFFS:

OTHER SEPARATIONS:

TOTAL SEPARATIONS:

BRIEF DEFINITIONS:

EMPLOYMENT - Number of full or part-time employees who worked or received pay for the pay period that includes the 12th of the month.

JOB OPENINGS - Job openings on the last business day of the month. A specific position exists. Work could start within 30 days. You are actively seeking workers from outside this location to fill the position.

HIRES - May be a new hire or a previously separated rehire. May be permanent short-term, or seasonal. May be a recall from layoff. May be an on-call or intermittent employee.

QUITS- (Except retirements)

LAYOFFS/DISCHARGES - Layoffs. Discharges. Terminations of permanent, short-term, or seasonal employees.

OTHER SEPARATIONS - Retirements. Transfers from this location.  
Employee disability. Deaths.

TOTAL SEPARATIONS: QUILTS + LAYOFFS & DISCHARGES + OTHER SEPARATIONS.

Thanks again.  
Michelle Kilgore,  
JOLTS Data Collection Center, Manager  
1-800-341-4620  
JOLTS DCC@BLS.GOV

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This report is authorized by 29 U.S.C.2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. 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 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

BLS Form No. BLS-1411-E1  
OMB No. 1220-0170  
Approval Expires X/XX/XXXX

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DEPARTMENT OF LABOR  
BUREAU OF LABOR STATISTICS  
STATEMENT TO RESPONDENT ON THE USE OF ELECTRONIC DATA TRANSMISSION As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks.

The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.  
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