

INVITATION LETTER TO OREGON EMPLOYERS SHORT FORM

[ON OREGON EMPLOYMENT DEPARTMENT LETTERHEAD]

[DATE]

[DEAR DIRECTOR OF HUMAN RESOURCES]

Oregon's Employment Department (OED) administers unemployment insurance programs. As part of our ongoing effort to improve services, we are asking you to complete a short survey (only three questions) about employer awareness of a particular OED program. Westat, a research firm working with OED under contract with the U.S. Department of Labor, is conducting the survey.

Your participation is voluntary and your answers will remain private. No individual or firm will be identified in any report based on the survey.

Please access this online survey at [SHORT-FORM SURVEY URL] using [USERNAME] as your user ID and [PASSCODE] as your pass code. If you have any difficulty accessing the survey, or have any questions, please contact [NAME] of Westat at XXX-XXX-XXXX or by email at name@westat.com. Westat will also contact you by mail or telephone to confirm your participation in the survey.

I encourage you to take two minutes to complete this survey. Your response will help us determine the success of our outreach effort.

Sincerely,

[NAME OF ASSISTANT DIRECTOR]
Assistant Director for Unemployment Insurance
Employment Department

Paperwork Reduction Act Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to this collection of information, unless it displays a currently valid OMB control number. Your obligation to reply to this survey is voluntary. The public burden for this survey is estimated to be 12 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection of information. Send comments concerning this burden estimate or any other aspect of this

*collection of information to the U.S. Department of Labor, Employment and Training Administration, Room XXXX,
200 Constitution Ave., Washington, DC.*