March 31, 2015

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| NOTE TO THE REVIEWER OF: | OMB CLEARANCE 1220-0141 |
| FROM: | Morgan EarpJennifer EdgarOffice of Survey Methods Research |

SUBJECT: Submission of materials for cognitive pre-testing of a survey on record-keeping practices in the Job Openings and Labor Turnover Survey: Phase 2

Please accept the enclosed materials for approval under the OMB clearance package number 1220-0141 “Cognitive and Psychological Research.” In accordance with our agreement with OMB, we are submitting a brief description of the research, and the materials to be used in the research.

On behalf of the BLS, Westat will be conducting phone interviews with establishment respondents who completed the 2014 JOLTS. These interviews are being undertaken to understand whether the reporting time period for job openings and labor turnover could be changed to match other labor force statistics, like the unemployment rate.

We plan to interview participants from 75 establishments in increments of 25. The BLS estimates that the total burden will be 125 hours. In the event that an item is identified early on as being unclear or difficult to report, we will make very minor changes to item wording before proceeding with interviews the following week and notify OMB of any change.

If there are any questions regarding this project, please contact Morgan Earp at (202) 691-7387 or Jennifer Edgar at (202) 691-7528.

**Cognitive Pre-Testing to Explore the Reporting of Job Openings in the Job Openings and Labor Turnover Survey (JOLTS)**

**I. Background and Purpose**

The Job Openings and Labor Turnover Survey (JOLTS) is an establishment survey conducted by the Bureau of Labor Statistics (BLS) to generate statistics for employment, job openings, and turnover for key industrial sectors of the United States. The goal of JOLTS is to support BLS’s reporting of unmet labor demand (in the form of rates and numbers of job openings) and turnover. Turnover includes hires and three specific categories of voluntary and involuntary separations (quits, layoffs and discharges, and other separations).

In order for the labor demand measure produced by JOLTS to be comparable to the existing measure of labor supply (the unemployment rate), BLS has worked wherever possible to keep JOLTS consistent with the Current Employment Statistics (CES) program and the Current Population Survey (CPS), a household survey that provides the U.S. unemployment rate.

The goal of this study is to determine the feasibility of aligning the JOLTS data collection and reporting schedule with that of the CES. BLS would like to release JOLTS statistics for each month on the first Friday of the following month, with its other employment indicators. The CES is designed to measure month-to-month changes in employment and is considered to be a more reliable source about trends. Currently, JOLTS data can differ from CES data – due to the differences between the two surveys in reference periods and definitions for measures. Specifically, CES measures employment based on the pay period including the 12th of any given month, and does not measure job openings and hires and separations. JOLTS measures hires and separations for the whole calendar month. JOLTS data for hires and separations are suspected to be undercounts, when compared with data from the Current Population Survey (CPS), a household survey.

The objective of this study is to evaluate the feasibility of aligning the reference periods for the JOLTS data elements with those of the CES. The focus of the qualitative research is to conduct two phases of pretesting activities to evaluate whether JOLTS participants can report JOLTS data for an alternative reporting period. This clearance covers the second phase of this study, for which Westat will conduct 75 telephone interviews. Specifically, the goals of this study are:

1. Explore the feasibility of asking JOLTS respondents to report Job Openings for the last day of the pay period that includes the 12th of the month
2. Explore the feasibility of asking JOLTS respondents to report hires and separations for the time between the first day of the pay period following the previous 12th of the month through the last day of the pay period that includes the 12th of the current month
	1. Explore options for how to explain this reference period with respondents
3. Identify how soon after the reference period JOLTS respondents would have data available

**II. Methodology**

A Westat methodologist will conduct phone interviews with the selected establishment. The interviewer will follow the guide in Attachment 3. The goals for Phase 2 is to assess participants’ reactions to and feedback to the new JOLTS reporting form (see Attachments 4A, 4B, & 4C). Respondents will be asked to discuss the following:

* Changes to the form related to the reporting period;
* Ease/difficulty of data retrieval and reporting for the reporting periods;
* Data elements that the respondent says are not available for the redefined reporting period and why; and
* Burden in preparing the response for the redefined reporting period.

**III. Participants**

Seventy-five current and previous JOLTS participants in the Washington D.C. area will be selected for the study. The sample will be distributed evenly across NAICS code. Participants will be recruited first via email/mail (see Attachment 1) and then will receive a follow-up telephone call (see Attachment 2) to schedule their interview.

**IV. Burden Hours**

We expect that the phone interviews will take approximately 60 minutes, with participants having spent 10 minutes completing the form prior to the interview. We expect recruitment to take approximately 10 minutes, with up 225 establishments contacted to get 75 participants.

Total burden is expected to be 41.67 hours

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| **Phase 2** |  |  |
| Total Recruitment Minutes (10 minutes x 225 contacts) | 2,250  |   |
| Total Time spent completing form (10 minutes x 75 respondents) | 750 |  |
| Total Interviewing Minutes (60 minutes x 75 interviews) | 4,500 |  |
| Total burden hours | 125 |   |

**V. Payment**

Participants will not receive payment for this study.

**VI. Confidentiality**

For telephone interviews, the following Privacy Act statement and confidentiality assurance will be relayed to the respondent during recruitment as well as in the introduction script at the beginning of the interview. Participants will be informed the interview is voluntary and the information collected will be used for internal research purposes only.

“Your voluntary participation is requested to help BLS understand business records and their use in designing a more effective long-term approach to collecting and publishing these new data types. The purpose of this call is for internal purposes only. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments. The BLS, 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.”

**V. Attachments**

1. Recruitment Email – Attachment 1
2. Recruitment Telephone Script – Attachment 2
3. Phase 2 Interviewer Guide – Attachment 3
4. Alternative JOLTS Form – Attachment 4
	1. General – Attachment 4A
	2. Temporary Employers - Attachment 4B
	3. Educational Institutions – Attachment 4C

**Attachment 1: Recruitment Email**

|  |  |  |
| --- | --- | --- |
| U.S. Department of Labor | Bureau of Labor Statistics2 Massachusetts Avenue, NE, Room 1950Washington, DC 20212 |  |

Thank you for your participation in the Job Openings and Labor Turnover Survey (JOLTS) conducted by the U.S Bureau of Labor Statistics (BLS). Your participation in this important survey has allowed us to provide policy makers, researchers, and the general public with valuable information on current developments in the labor market, especially in the areas of labor demand and employee turnover. Without the cooperation of your firm and others, we would not be able to generate current and accurate information about these critical labor market measures.

To more fully understand the forces impacting the current labor market, the Bureau of Labor Statistics is conducting research on the possibility of accelerating our collection period to make our estimates of openings, hires, and separations even more timely and useful.

The Bureau of Labor Statistics is conducting a study to understand whether the reporting time period for job openings and labor turnover could be changed to match other labor force statistics, like the unemployment rate. We routinely ask businesses to help us during the survey design process to assure that we collect the best survey data possible.

To make sure we collect accurate data, we need to better understand:

• The types of information you use when reporting job openings and labor turnover;

• Whether survey form directions and definitions are clear; and,

• Whether changes in the reporting time period make it easier or more difficult to provide the requested data.

The research involves 1) a Westat researcher emailing your establishment an alternative JOLTS form, 2) you completing the alternative JOLTS form, and 3) then discussing your feedback on the form during a prescheduled telephone interview with a Westat researcher. Westat, the contractor for the study, will contact you by email in the coming week to send you the alternate JOLTS form and schedule a telephone appointment to discuss your feedback on the form. The interview will take no more than 60 minutes of your time.

BLS appreciates your cooperation with Westat in this one-research study. This is an important study that will provide useful information to help develop better reporting methods for job openings and labor turnover in the United States. If you would like additional information please contact the Westat Project Director, Gina Shkodriani at 240-453-2904.

Sincerely,

John Wohlford

Branch Chief, Job Openings and Labor Turnover Survey

Bureau of Labor Statistics

U.S. Department of Labor

**Attachment 2: Telephone Recruitment Script**

**Job Openings and Labor Turnover Survey (JOLTS)**

**Accelerated Collection Testing**

**Recruitment Script**

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m emailing you on behalf of the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor about a study on the Job Openings and Labor Turnover Survey, or JOLTS. I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you/name of contact person) are/is currently the contact person for completing the monthly JOLTS form for the Bureau of Labor Statistics.

If this is not correct, whowould be most knowledgeable about completing the JOLTS form?

Your voluntary participation is requested to help BLS understand business records and their use in designing a more effective long-term approach to collecting and publishing these new data types.

The purpose of this call is for internal purposes only. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments. The BLS, 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 is interested in finding out how easy or difficult it would be for establishments like yours to use a different reporting period than you currently use for completing the JOLTS report. BLS randomly selected your establishment from their database of establishments currently providing employment data on the JOLTS forms. We would greatly appreciate it if you would participate in the study. If you decide to participate, one of our researchers will email you an alternative JOLTS form and schedule a follow-up telephone interview to learn about how you currently complete the JOLTS form, and get your feedback about some proposed changes to the form. We will be interested in learning your thoughts and opinions about the data collection process.

Would you be willing to complete an alternative form and schedule a time for us to call sometime from [INSERT START DATE] through [END DATE]?

□ Yes □ No \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_Time

Establishment Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent’s Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent’s Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent’s Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment 3: Phase 2 Interview Guide**

**Testing Alternative Reporting Periods for the Job & Labor Turnover Survey (JOLTS)**

**PHASE 2 INTERVIEW GUIDE**

**Session Materials:**

• Interview Guide

• Consent form (for reference during call)

• Blank Calendars

• Test JOLTS form

*Materials will have been emailed to respondent beforehand*.

# RESPONDENT VERIFICATION

* Confirm that Respondent is the person we are scheduled to meet with

# INTRODUCTION

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I work for Westat, a survey research company in Rockville, Maryland. Thank you for taking the time to talk with me today. We know you are busy and we appreciate your time and willingness to help.

Westat is working with the Bureau of Labor Statistics (BLS) to study the Job Openings and Labor Turnover Survey (JOLTS), an establishment survey conducted by BLS to generate statistics for job openings and turnover for key industrial sectors of the United States. The goal of JOLTS is to support BLS’s reporting of unmet labor demand (in the form of rates and numbers of job openings) and turnover.

BLS is exploring changing when employers report their JOLTS data; these changes would bring JOLTS data into alignment with measures of labor supply, such as the unemployment rate.

We are talking with companies that currently fill out the JOLTS form to collect feedback about potential changes to the reporting form. Before making any changes, it’s important to learn whether the instructions make sense, are easy to follow, and everyone understands them the same way. These discussions will indicate whether it’s feasible to change the way BLS collects data. There are no right or wrong answers. We’re interested in hearing your reactions and honest feedback.

Public Burden Statement

Before we get started, there are a few things I want to mention. Your participation is voluntary. The OMB control number for this survey is 1220-0141. Without a currently valid OMB number BLS could not conduct this survey. If you prefer not to answer a question, just say so and we’ll go on to the next one. You have the right to stop the interview at any time.

All your answers, everything you say, will be kept confidential. Neither you, nor your company will be identified in any reports.

“Your voluntary participation is requested to help BLS understand business records and their use in designing a more effective long-term approach to collecting and publishing these new data types. The purpose of this call is for internal purposes only. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments. The BLS, 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.”

The interview will take about an hour. I would like to audio record our phone conversation to have as a backup for when I write up a summary of this interview. Only Westat and BLS project staff will have access to the audio-recordings and other project materials. All materials will be stored in a secure location.

[IF “OBSERVERS”: Finally, some of the researchers involved in revising the form are also listening today to learn if there are things that might need to be changed.]

**TURN ON RECORDER**. The date and time is \_\_\_\_\_\_\_\_\_\_\_\_. Now that the recorder is running:

Do you agree to participate in this interview and to our audio recording the session?

[IF YES: CONTINUE]

[IF NO: Thank and end (if No is *only* for recording purposes, continue with interview but don’t record the session.)]

Thank you. I’d like to start by learning a little about this establishment and your role here.

# RESPONDENT DETAILS

A1. What division or department do you work in at your establishment?

A2. What is the title of your position?

A3. How long have you worked for [ESTABLISHMENT]?

A4. Tell me, briefly, what you do there.

A5. Are you the one who usually fills out the JOLTS form for your company?

A6. When you fill out the JOLTS form, do you usually seek input/data from others in your firm (e.g. payroll, human resources or other departments)?

 A6a. If Yes, who and why?

# EMPLOYER INDUSTRY & PAYROLL DETAILS

B1. How often are employees paid here? (Match answer to options below)

|  |  |
| --- | --- |
| * Each week
 | * Once a month
 |
| * Every two weeks
 | * Other

*Please describe*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Twice a month
 |

B1a. Given your payroll schedule, have you found it difficult in the past to complete the JOLTS form?

B1b. If Yes, why?

B2. According to BLS records, your establishment is in the [NAICS DESCRIPTION OF INDUSTRY] industry. Is this correct?

* YES (GO TO SECTION C. COMPLETION OF JOLTS FORM)
* NO (CONTINUE)

B3. [IF NO] I’m going to read a list of industry groupings. Please tell me which one best describes your establishment’s industry:

|  |  |
| --- | --- |
| * Agriculture, Forestry, Fishing and Hunting
 | * Information
 |
| * Mining, Quarrying and Oil and Gas Extraction
 | * Finance and Insurance
 |
| * Construction
 | * Real Estate, Rental and Leasing
 |
| * Manufacturing
 | * Professional and Business Services
 |
| * Wholesale Trade
 | * Education and Health Services
 |
| * Retail Trade
 | * Leisure and Hospitality
 |
| * Transportation and Warehousing
 | * Public Administration
 |
| * Utilities
 | * Other Services (except Public Administration)
 |
| B3a. RECORD INDUSTRY HERE: |  |
|  |  |

# COMPLETION OF JOLTS TEST FORM

Respondent will have been asked to complete the test JOLTS form before the interview.

C1. We had asked that you complete the test version of the JOLTS form before today’s call. Where you able to do that?

IF YES, ask C1a: About how much time did it take to complete this form?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Minutes/Hours/Days/Weeks)

IF NO, ask C1b: About how much time do you estimate it would take you to complete this form?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Minutes/Hours/Days/Weeks)

# DEBRIEFING

Now, I’d like to ask you some questions about completing this test version of the JOLTS form.

## Calculating Pay Period Dates

We’ll begin with Part 3.

D1.1. Look at the first column in Part 3 labeled Pay Period. *In your own words*, what does this instruct you to do?

D1.2. What dates did you enter? [FILLS] First Day:\_\_\_\_\_\_\_\_\_(to) Last Day:\_\_\_\_\_\_\_\_\_\_\_\_\_

D1.3. Please describe how you came up with the dates for this pay period.

D1.4. How easy or difficult was it for you to come up with these dates?

D1.4a. What made it easy/difficult?

[IF NEEDED/NOT ALREADY ANSWERED]:

D1.5. Would you need to consult with others to learn the dates that you’d need to use for the Pay Period column?

 D1.5a. If YES, which staff and for what kind of information?

D1.5b. [ONLY IF NEEDED]: Are these staff inside or outside this establishment?

D1.6. What, if anything, is confusing about the Pay Period BLS is asking about in Part 3?

D1.7. If the instructions in the Pay Period column referred to “the FIRST and LAST *Business* days” instead of FIRST DAY and LAST DAY, would you have entered different dates?

D1.7.a Why or why not?

## Column A: Total Employment

Let’s look at Column A, Total Employment.

D2.1. What did you enter in the row under the Column A heading for Total Employment?

[FILL] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D2.2. *In your own words*, what dates are you reporting Total Employment for in Column A?

D2.3. Please describe how you came up with the number to report Total Employment.

D2.4. How soon after the end of that pay period would you be able report the number for Total Employment?

## Column B: Job Openings

Let’s look at Column B: Job Openings.

D3.1. What did you enter in the row under the Column B heading for Job Openings?

[FILL] \_\_\_\_\_\_\_\_\_

D3.2. *In your own words*, what dates are you to report Job Openings for in Column B?

D3.3. Please describe how you came up with the number of Job Openings to enter.

D3.3a. Did you report the number of job openings for the whole pay period or for the last day of the pay period? How did you decide to do that?

D3.4. How easy or difficult was it to come up with that number?

[IF NEEDED/NOT ALREADY ANSWERED]:

D3.5. What sources of information or what type of records would you need to refer to within this establishment in order to report the number of Job Openings for this pay period?

D3.6. Would you need to consult with anyone else to get the information you need to answer for this pay period?

D3.6a. If YES, who, and for what kinds of information?

[ONLY IF NEEDED]: (e.g., staff at other locations, headquarters staff, or other sources outside of your company)

D3.7. Thinking about the sources you used, how soon after the end of the pay period would you be able to report the number of Job Openings?

D3.8. Would the process to report Job Openings for this pay period be the same or different than what you do now to report your JOLTS data? (Current: On the last business day of the month)

 D3.8a. Why and how would it be [the same/different]?

D3.9. Think about reporting the number of Job Openings using the specified pay period. Is reporting for this pay period easier, about the same, or more difficult than what you do now to report JOLTS data (Current: On the last business day of the month)?

D3.10. What makes it (easier, the same, or more difficult)?

D3.11. What, if anything, in Part 3 did you find confusing?

D3.12. [ONLY IF NEEDED]: Is the instruction for identifying the time period that you are to use while completing Part 3 easy or difficult to follow?

D3.12a. What made it easy/difficult?

## Calculating Reference Period Start and End Dates for Hires & Separations

Now, let’s take a look at Part 4.

D4.1 *In your own words*, what are you asked to do in the Reference Period column?

D4.2a. What did you enter as the Start Date for the Reference Period in Step 2? [FILL]\_­­­­­\_\_\_\_\_\_\_\_

D4.2b. What did you enter as the End Date for the Reference Period in Step 3? [FILL]\_\_\_\_\_\_\_\_\_

D4.3. Please describe how you came up with the dates for this reference period.

D4.4. How easy or difficult was it for you to come up with these Start and End Dates?

D4.4a. What made it easy/difficult?

[IF NEEDED/NOT ALREADY ANSWERED]:

D4.5. Did you notice the information in the parentheses “Same as the Last Day in Part 3”?

If so, was it helpful or not?

D4.6. Would you need to consult with others to identify these Start and End Dates?

 D4.6a. If YES, which staff and for what kind of information?

 D4.6b. [ONLY IF NEEDED]: Staff in or outside this establishment?

D4.7. What, if anything, is confusing about figuring out the reference period?

D4.8. *In your own words*, how would you describe what a reference period is?

D4.9. If the instructions in Step 3 referred to “the last *business* day” instead of the “last day”, would you have entered a different date? Why or why not?

## Column C: Hires

Now let’s talk about how you completed Column C: Hires.

D5.1. What did you enter in Column C for Hires? [FILL] \_\_\_\_\_\_\_\_\_\_\_\_

D5.2. *In your own words*, what reference period are you to report Hires for in Column C?

D5.3. Please describe how you came up with the number of Hires to enter into Column C.

D5.4. How easy or difficult was it to report that number for this reference period?

[IF NEEDED/NOT ALREADY ANSWERED]:

D5.5. What sources of information would you need to refer to within this establishment in order to report the number of Hires in Column C for this reference period?

D5.6. Would you need to consult with anyone else to get the information you need to answer for this reference period?

D5.6a. If YES, who, and for what kinds of information?

[ONLY IF NEEDED]: (e.g., staff at other locations, headquarters staff, or other sources outside of your company)

D5.7. Thinking about the sources you used, how soon after your End Date would you be able to report the number of Hires?

D5.8. Would the process to report Hires for your establishment for this reference period be the same or different than what you do now to report your JOLTS data? (Current: For the Entire Month)

 D5.8a. Why and how would it be [the same/different]?

## Reporting Separations (Columns D-G)

D6.1. Do you *usually* report Separations as a total (one number) on the JOLTS form, or do you report these as separate numbers in Columns D, E and F?

D6.1.a. What did you do on this form?

* REPORTED AS TOTAL NUMBER **ONLY** IN COLUMN G [GO TO D6.2]
* REPORTED AS SEPARATE NUMBERS IN COLUMNS D-F [GO TO D7.1]

|  |
| --- |
| [IF RESPONDENT REPORTED **ONLY** A TOTAL SEPARATIONS NUMBER IN COLUMN G RATHER THAN AS SEPARATE NUMBERS FOR COLUMNS D, E AND F, ASK D6.2 –D6.11a: ]D6.2. What did you enter for Total Separations in Column G? [FILL]\_\_\_\_\_\_\_\_\_D6.3. In *your own words*, for what time period are you to report the number of Total Separations?D6.4. Please describe how you came up with the number of Total Separations? D6.5. How easy or difficult was it to come up with that number for this reference period? [IF NEEDED/NOT ALREADY ANSWERED]: D6.6. What sources of information would you need to refer to within this establishment in order to report the number of Total Separations for this reference period?D6.7. Would you need to consult with anyone else (e.g., staff at other locations, headquarters staff, or other sources outside of your company) to get the information you need to provide Total Separations for this reference period? D6.7.a. If YES, who, and for what kinds of information?D6.8. Thinking about the sources you used, how soon after your End Date would you be able to report the number of Total Separations? D6.9. Would the process to report Total Separations for your establishment for this reference period be the same or different than what you do now to report your JOLTS data? (Current: For the Entire Month)  D6.9a. Why and how would it be [the same/different]?D6.10. What, if anything, in Part 4 of the JOLTS form did you find confusing? D6.11. [ONLY IF NEEDED]: Are the steps to identify the reference period that you are to use while completing Part 4 easy or difficult to follow?  D6.11a. What made it easy / difficult? **[GO TO SECTION E. COMPARISON TO CURRENT JOLTS REPORTING PROCESS]** |

**[ASK D7.1 – D10.6a IF RESPONDENT REPORTED SEPARATIONS AS SEPARATE NUMBERS IN EACH OF COLUMNS D-F]**

## Column D: Quits

Now let’s look at Column D: Quits.

D7.1. What did you enter in Column D for Quits? [FILL] \_\_\_\_\_\_\_\_\_\_\_\_

D7.2. *In your own words*, for what time period are you to report the number of Quits?

D7.3. Please describe how you came up with the number of Quits.

D7.4. How easy or difficult was it to come up with that number for this reference period?

[IF NEEDED/NOT ALREADY ANSWERED]:

D7.5. What sources of information would you need to refer to within this establishment in order to report the number of Quits for this reference period?

D7.6. Would you need to consult with anyone else (e.g., staff at other locations, headquarters staff, or other sources outside of your company) to get the information you need to provide Quits for this reference period?

D7.6a. If YES, who, and for what kinds of information?

D7.7. Thinking about the sources you used, how soon after your End Date would you be able to report the number of Quits?

D7.8. Would the process to report Quits for your establishment for this reference period be the same or different than what you do now to report your JOLTS data? (Current: For the Entire Month)

 D7.8.a. Why and how would it be [the same/different]?

## Column E: Layoffs & Discharges

Now let’s look at Column E: Layoffs and Discharges.

D8.1. What did you enter in Column E for Layoffs and Discharges?

[FILL] \_\_\_\_\_\_\_\_\_\_\_\_

D8.2. *In your own words*, for what time period are you to report the number of Layoffs and Discharges?

D8.3. Please describe how you came up with the number of Layoffs and Discharges.

D8.4. How easy or difficult was it to come up with that number for this reference period?

D8.5. Would the process to report Layoffs and Discharges for your establishment for this reference period be the same or different than what you do now to report your JOLTS data? (Current: For the Entire Month)

 D8.5a. Why and how would it be [the same/different]?

## Column F: Other Separations

Now let’s talk about how you completed Column F: Other Separations.

D9.1. What did you enter in Column F for Other Separations?

[FILL] \_\_\_\_\_\_\_\_\_\_\_\_

D9.2. *In your own words*, for what time period are you to report the number of Other Separations?

D9.3. Please describe how you came up with the number of Other Separations.

D9.4. How easy or difficult was it to come up with that number for this reference period?

D9.5. Would the process to report Other Separations for your establishment for this reference period be the same or different than what you do now do to report your JOLTS data? (Current: For the Entire Month)

 D9.5a. Why and how would it be [the same/different]?

## Column G: Total Separations (NEW)

Finally, let’s talk about how you completed Column G: Total Separations. This is a new column that was added to this version of the JOLTS form.

D10.1.What did you enter in Column G for Total Separations? [FILL] \_\_\_\_\_\_\_\_\_\_\_\_

D10.2. *In your own words*, for what time period are you to report the number of Total Separations?

D10.3. Please describe how you came up with the number of Total Separations.

 D10.3.a. [If D+E+F ≠G]. Your number of Total Separations is higher/lower than the number of quits, layoffs, discharges and other separations. Can you explain why it would be higher/lower?

D10.4 What, if anything, in Part 4 of the JOLTS form did you find confusing?

D10.5. [ONLY IF NEEDED]: Is the instruction for identifying the reference period that you are to use while completing Part 4 easy or difficult to follow?

D10.5a. What made it easy / difficult?

# COMPARISON TO CURRENT JOLTS REPORTING PROCESS

Think about how you were asked to report the numbers of Hires and Separations in Columns C through G using the reference period.

E1. Overall, would reporting Hires and Separations for this new reference period be *easier, about the same, or more difficult* than what you do now to report JOLTS? (Current: For the Entire Month)

* EASIER
* ABOUT THE SAME
* MORE DIFFICULT

E2. What makes it (easier/the same/more difficult)?

IF NECESSARY: Would it be difficult after you understood and were more familiar with the new reference period? In other words, would the actual reporting process be more difficult?

E3. Overall, thinking about both of the revised time periods (on the LAST DAY of the Pay Period for Job Openings and using the Reference Period for Hires/Separations), would reporting take *less time, about the same amount of time, or longer* than what you do now for JOLTS?

* LESS TIME
* ABOUT THE SAME AMOUNT OF TIME
* LONGER

E4. Would reporting for these new time periods change your establishment’s ability to submit the JOLTS data?

 E4a. If Yes, how?

# WRAP UP AND CLOSING

Those are all of the questions that I have for you today.

F1. Is there anything that we have not *alread*y discussed that you would like BLS know about using the alternative time periods to complete the JOLTS?

Thank you for your time in this research study. On behalf of BLS, thank you in advance for your upcoming response to the JOLTS survey. The new reference periods we just talked about are just for this research study, please use the normal reference period for your future JOLTS responses.

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| --- | --- | --- | --- |
| **Part 1** | **This form requests information about employment, job openings, and employee turnover at**:  |   |   |
|   | County: |  |  |   |
|   | UI: |   | in |   |
|  |  |  |  |  |
| **Part 2** | **Please check all that apply: Employees are paid**  |
|   | □ Each week □ Every two weeks □ Twice a month □ Once a month □ Other  |
| **Part 3 Please provide data for the time periods indicated for each row. Enter "0" if none. Enter "NA" if data are not available.** |
| **PAY PERIOD** | **A: TOTAL EMPLOYMENT** | **B: JOB OPENINGS** |   |
| Enter the **FIRST** and **LAST** days of the Pay Period that includes the 12th for the specified month. | Enter the **NUMBER** of full- or part-time employees who worked or received pay during the Pay Period.  | Enter the **NUMBER** of Job Openings on the **LAST DAY** of the Pay Period.  A job is open if it meets all **three conditions**:* A specific position exists
* Work could start *within* 30 days
* You are actively seeking workers from outside this location to fill the position
 |   |
| Pay Period that includes **April 12th 2015**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | / |  | / |  | to |  | / |  | / |  |

 **First Day Last Day** |

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 | **GO TO PART 4** |
| **Part 4 Please provide data for the time periods indicated for each row. Enter "0" if none. Enter "NA" if data are not available.** |
| **Reference Period** | **Hires** | **Separations** |
| Identify the **Reference Period** using Steps 1-3 below.  | **C**Enter the **NUMBER** of Hires and Recalls for the Reference Period. A hire is any addition to your payroll, and:* May be a new hire or a previously separate rehire
* May be permanent, short-term, or seasonal
* May be a recall from layoff
 | **DQuits**Enter the **NUMBER** of Quits for the Reference Period.(Except retirements) | **E****Layoffs and Discharges**Enter the **NUMBER** of Layoffs & Discharges for the Reference Period.* Layoffs
* Discharges
* Terminations of permanent, short-term, or seasonal employees
 | **F****Other**Enter the **NUMBER** of Other Separations for the Reference Period.* Retirements
* Transfers from this location
* Employee disability
* Deaths
 | **G****Total Separations**Enter the **TOTAL NUMBER** of separations for the Reference Period.If Columns D, E and F are reported, enter their sum. If not, enter the total number of separations. |
| Step 1: Identify the Pay Period that included **March 12th 2015**. |

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| Step 2: On what date did the *following* Pay Period |
| start?  |

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| --- | --- | --- | --- | --- |
|  | / |  | / |  |

 | **Start Date** |
| Step 3: What is the last day of the Pay Period that |
| includes **April 12th**?  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | / |  | / |  |

 | **End Date** |  |  |  |  |  |
|  **(Same as the Last Day in Part 3)** |  |  |  |  |  |

**Attachment 4a: Alternative JOLTS Form (General) OMB No. 1220-0141**

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**Attachment 4b: Alternative JOLTS Form (Temporary Employers) OMB No. 1220-0141**

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**Attachment 4c: Alternative JOLTS Form (Educational Institutions) OMB No. 1220-0141**

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