

SEPT Employee Questionnaire

DRAFT 4.7.17

OMB Control Number 1220-0141

Expires April 30, 2018¹

Instructions

Thank you for participating in this study! Prior to your interview, please complete this survey to the best of your ability. Please keep track of how long it takes you to answer all the questions. Once you're finished the survey, please either scan and email it to Edgar.Jennifer@Bls.gov or fax it to 202-691-7426. Keep a copy for yourself, as we'll use it during the interview.

Employee Information

1. Are you currently employed
 - a. Full time – go to 3
 - b. Part time – go to 3
 - c. Self-Employed – end of survey
 - d. Unemployed – retired, disabled, other reason –go to 2
 - e. Other, specify – go to 2
2. Have you worked at a job in the last 12 months?
 - a. Yes – please answer all the following questions about your most recent job
 - b. No – end of survey
3. Which category best describes your regular type of job or work?
 - a. Office, professional, business or management staff
 - b. Sales
 - c. Product assembly, product manufacture
 - d. Repair, installation or service of machines, equipment
 - e. Construction
 - f. Healthcare
 - g. Delivery or driving
 - h. Food service
 - i. Cleaning, maintenance of building, grounds

¹We estimate that it will take an average of 15 minutes to complete this voluntary survey, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing this information. If you have any comments regarding this estimate or any other aspect of this survey including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Survey Methods Research (1220-0141), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

- j. Material handling (e.g., stocking, loading/unloading, moving, etc.)
 - k. Farming
 - l. Other, specify
4. How long have you been in your current occupation? ___ Years ___ Months
 5. How long have you been in your current position? ___ Years ___ Months
 6. What is the name of the company for which you work?
 7. How long have you worked at this company? ___ Years ___ Months
 8. Are you employed by a:
 - a. Government
 - b. Private, for-profit company
 - c. Non-profit organization, including tax exempt and charitable organizations
 - d. Working in family business
 - e. Don't know / Refused
 9. Does your company have more than one location?
 - a. Yes. Please answer the questions in this survey about just the location at which you work.
 - b. No
 10. About how many people work for the company at the location where you work?
 - a. Less than 50
 - b. 51 to 250
 - c. 251 to 500
 - d. More than 500
 - e. Don't know

Formal Training

Key features of formal training are:

1. It is planned in advance,
2. It has a structured format, and
3. It has a defined curriculum or topics to be covered

Formal training *can* be:

- In-person, online, or a combination of both
- Online training can be on demand or done live/in real time
- Conducted by a trainer (e.g., classroom or webinars) or self-administered training (e.g., workbooks or computer tutorials)
- An official apprenticeship program
- Provided by a private vendor through a contract

Formal training **excludes** on-the-job training given by a supervisor or coworker, including mentoring or observations.

11. In the last 12 months/years, has your company provided or financed any formal training for you?
 - a. Yes – continue survey
 - b. No – go to question 14
 - c. Don't know

12. Please indicate which of the following trainings topic, by delivery method, your company has sponsored, funded or provided for you in the last 12 months:

Training Topic	Traditional, in-person Classroom Training	Other in-person training (e.g., seminar, workshop)	Online Training	Combination of In-person or online training	Some other type of formal training
Executive development or leadership					
Managerial or Supervisory					
Safety or occupational safety					
Company Specific Processes, Procedures or Business Practices					
Profession or industry specific (e.g., engineering, accounting, legal)					
Information technology or information systems					
New Hire Orientation					
Sales or customer service					
Production and construction (e.g., manufacturing, installation)					
Communication or interpersonal skills (e.g., writing, presenting or teamwork)					
Basic skills (e.g., elementary reading, writing or arithmetic)					
Clerical or administrative					
Other, specify					

13. In the past 12 months, from which of the following sources did your company obtain or sponsor formal training for you (mark all):

- a. Developed within the company
- b. Community colleges (include tuition reimbursement) – go to 12b
- c. Other academic institutions (include tuition reimbursement) – go to 12b
- d. Private vendors, including online vendors
- e. Trade associations or employer groups
- f. Unions
- g. Other, specify
- h. Don't know

12b. In the past 12 months, has your employer sponsored or financed you taking classes for a degree that is related to your current job?

- a. Yes
- b. No

Informal Training

Key features of informal training

1. Does not have a structured format
2. Does not have defined curriculum

Informal training is *usually*

- Done in person, but may be done online if an employee uses online resources to teach themselves something
- Flexible, with a coworker or supervisor adapting it to specific employees or situations

Examples of informal training include:

- Mentoring, shadowing or coaching
- A colleague demonstrating how to use a piece of equipment
- Having a supervisor teach you a job related skill
- Participating in an online forum

14. Please mark which of the following topics you received informal training from your company in the LAST MONTH, and the type of informal training:

Training Topic	Mentoring, Shadowing or Coaching	Job Shadowing or Demonstrations	Learned on my own at work	Other Informal Training
Executive development or leadership				
Managerial or Supervisory				
Safety or occupational safety				
Company Specific Processes, Procedures or Business Practices				
Profession or industry specific (e.g., engineering, accounting, legal)				
Information technology or information systems				
New hire orientation				
Sales or customer service				
Communication or interpersonal skills (e.g., writing, presenting or teamwork)				
Production and construction (e.g., manufacturing, installation)				
Basic skills (e.g., elementary reading, writing or arithmetic)				
Clerical or administrative				
Other, specify				

Employee Demographics

15. What is your current age?

a. ___ Years

16. Are you male or female?

a. Male

b. Female

17. What is your race?
- White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - Other, specify
18. What is the highest level of education you have completed, or the highest degree you have obtained?
- Less than high school
 - High school or GED
 - Associate degree or some college
 - Bachelor's degree or above (includes Masters, PhD, MD, JD, etc.)
19. Do you have a currently active professional certification or a state or industry license? Do not include business licenses, such as a liquor license or vending license.
- Yes
 - No
 - Don't know
20. How much do you earn before taxes, including tips, overtime and commissions? \$_____ per
- Hour
 - Week
 - Month
 - Pay period – twice monthly
 - Two-week period – 26 payments a year
 - Year
 - Other, specify
21. Of the 52 weeks in a year, how many weeks do you usually work? Be sure to count any paid vacation time as weeks worked. If you have not yet worked your full first year, how many weeks do you expect to work?
- ___ weeks per year

22. In a typical week, how many hours do you work? ___ hours per week
23. Does your employer make available to you a retirement plan other than social security?
- a. Yes
 - b. No
 - c. Don't know
24. Does your employer make available to you medical, surgical or hospital insurance that covers injuries or major illnesses off the job?
- a. Yes
 - b. No
 - c. Don't know
25. Do you receive paid leave on your job?
- a. Yes
 - b. No
 - c. Don't know
26. Are you a member of a labor union or an employee association similar to a union?
- a. Yes
 - b. No
 - c. Don't know

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Company Information

1. Does your establishment have more than one location?
 - a. Yes. Please answer the questions in this survey about just the location at which you work.
 - b. No
2. Please describe your main business activities.
3. How many employees were on the payroll of your establishment during the pay period that includes the 12th of last month? _____ employees
4. How many employees were on the payroll of your establishment during the pay period that includes the 12th of the month, three months ago? _____ employees
5. What type of staff work at your establishment (mark all):
 - a. Full time employees
 - b. Part time employees
 - c. On-call workers
 - d. Temporary help agency workers

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- e. Independent contractors
 - f. Contract company workers
 - g. Other, specify
6. In the past 3 months, how many new employees have been hired at your establishment?
7. Which of the following services does your company contract out for? (mark all)
- a. Payroll or Accounting
 - b. Human Resources
 - c. Production
 - d. Security
 - e. Maintenance
 - f. Other, specify
 - g. No contracting out of services
 - h. Don't know
8. Does company supply contract workers or temporary workers to other companies?
- a. Yes
 - b. No
9. Are any of the employees at your establishment covered members of a labor union or an employee association similar to a union?
- a. Yes, all employees are members of a labor union or similar group
 - b. Yes, some employees are members of a labor union or similar group
 - c. No
 - d. Don't know

Formal Training

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Formal training *can* be:

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- An official apprenticeship program
- Provided by a private vendor through a contract

Formal training **excludes** on-the-job training given by a supervisor or coworker, including mentoring or observations.

10. In the last 12 months, has your establishment provided or financed any formal training for employees?

- d. Yes – continue survey
- e. No – go to question 17
- f. Don't know

11. Please indicate which of the following trainings topics, by delivery method, your company has sponsored, funded or provided for employees in the last 12 months, and indicate the type of training:

Training Topic	Traditional Classroom Training	Other in-person training (e.g., seminar, workshop)	Online Training	Combination of In-person or online training	Some other type of formal training
Executive development or leadership					
Managerial or Supervisory					
Safety or occupational safety					
Company Specific Processes, Procedures or Business Practices					
Profession or industry specific (e.g., medical, engineering, accounting, legal)					
Information technology or information systems					
New Hire Orientation					
Sales or customer service					
Production and construction (e.g., manufacturing, installation)					
Communication or interpersonal skills (e.g., writing, presenting or teamwork)					
Basic skills (e.g., elementary reading, writing or arithmetic)					
Clerical or administrative					
Other, specify					

12. In the past 12 months, which of the following sources have you used to provide or sponsor formal training for your employees (mark all):

- g. Developed within the company, at this location
- h. Developed within the company, at another location
- i. Training provided through a contract arrangement with community colleges or other academic institutions
- j. Community colleges or other academic institutions via tuition or tuition reimbursement
- k. Private vendors, including online vendors or product suppliers
- l. Trade associations or employer groups
- m. Unions
- n. Other, specify
- o. Don't know

Employees in Formal Training

13. Thinking about all the employees in your company, how many of them have received at least some formal training in the last 12 months?

- a. 0 percent, no employees have receive formal training in the last 12 months - go to 16
- b. 1 to 25 percent
- c. 26 to 50 percent
- d. 51 to 99 percent
- e. 100 percent, all employees have received formal training in the last 12 months
- f. Don't know

14. Excluding new hires receiving orientation or other new-hire specific training, how many employees have received at least some formal training in the last 12 months?
- a. 0 percent, no employees have received formal training in the last 12 months, other than new hires
 - b. 1 to 25 percent
 - c. 26 to 50 percent
 - d. 51 to 99 percent
 - e. 100 percent, all employees have receive formal training in the last 12 months
 - f. Don't know
15. Thinking about *all* the employees in your company, on average, how many hours would you say each one has spent in formal training over the last 1 month
- a. Less than 1 hour
 - b. 2 to 5 hours
 - c. 6 to 10 hours
 - d. More than 10 hours
 - e. Don't know
16. Over the past 3 years, would you say that number of hours your employees have spent in training related expenses has
- a. Slightly increased
 - b. Significantly increased
 - c. Stayed the same
 - d. Slightly decreased
 - e. Significantly decreased

Spending on Formal Training

17. In the last 12 months, has your company spent money on (mark all):

- a. Tuition and tuition reimbursement
- b. Outside trainers or training companies
- c. Wages and salaries of full time training personnel
- d. Wages and salaries of part time training personnel
- e. Other training related expenses

18. Over the past 3 years, would you say that the amount of money your company spends on training related expenses has

- a. Slightly increased
- b. Significantly increased
- c. Stayed the same
- d. Slightly decreased
- e. Significantly decreased
- f. Don't know

Company Background

19. Do employees at this company have access to retirement plans, other than social security?

- a. Yes
- b. No
- c. Don't know

20. Do employees at this company have access to medical, surgical or hospital insurance that covers injuries or major illnesses off the job?

- a. Yes

b. No

c. Don't know

21. Do employees at this company have access to paid leave?

a. Yes

b. No

c. Don't know

22. In the last 3 years, has this company introduced any new products or production practices?

a. Yes

b. No

c. Don't know

