

Attachment B: Establishment Screening Form

## Screening Protocol: FGP Establishment Interviews

RECRUITER: If you reach a generic gatekeeper, request to talk to someone in the production, manufacturing, sourcing, or management offices.

I'm calling on behalf of the Bureau of Labor Statistics, which is part of the Department of Labor. The Bureau is conducting a study to learn how businesses are changing their production processes to better meet rapid changes in the global economy. As part of this study, I would like to ask a few general questions about your company. Generally, we've found that someone in the production, manufacturing, sourcing, or accounting office can best answer these questions.

1. First, what is the industry that your company works in? (If more than one, then ask for the industry that would include their main business activity.)

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2. Does this company have multiple worksites or locations, or is this location the only one?

Frame Value

- |               |               |
|---------------|---------------|
| • Single-unit | • Single-unit |
| • Multi-unit  | • Multi-unit  |

► IF RESPONSE IN 2 DOES NOT MATCH VALUE FROM FRAME:

- a. Response = SINGLE/ Frame = MULTI: Just to verify there are no other locations or worksites domestically or internationally?
- b. Response = MULTI/ Frame = SINGLE: Just to verify, there are other locations of this company, other than this worksite?

- Confirmed Single
- Confirmed Multi

3. IF VERIFIED MULTI. Is this worksite considered the headquarters for this company?

- Yes
- No

4. Approximately what is the total number of employees that work at this location?

|\_|\_|\_|\_|\_| number

5. We are interested in companies that design a product but do not do all the actual manufacturing themselves. Do you outsource any manufacturing, either domestically or internationally?

- Yes → SCREEN IN AND SCHEDULE INTERVIEW
- No

- ✓ IF NO AND A SINGLE-UNIT: **SCREEN OUT** – THANK AND END SCREENING
- ✓ IF NO & MULTI-UNIT THEN ASK 7a

**7a.** Does your company have any international locations?

- Yes → ASK 7b
- No → **SCREEN OUT** – THANK AND END SCREENING.

**7b.** Is any manufacturing done for your company by any of those international locations??

- Yes→ SCREEN IN AND SCHEDULE INTERVIEW
- No→ **SCREEN OUT** – THANK AND END SCREENING

### **SCREEN OUT**

Thank you for taking the time to answer my questions. Those are all the questions I have at this time. (If Multi) To help us identify other participants for this research, do any locations of your company do any outsourcing?

- Yes → Please provide contact information for that location, try to get a specific name and phone number
- No→ THANK AND END SCREENING

### **SCREEN IN**

We are interested in learning more about how your company manages production processes so that we can better understand how companies like yours operate and respond to industry changes. We would like to set-up a time to [TALK/MEET] with company personnel that know the most about these activities.

- Participation (by meeting with us) is completely voluntary and the names of your company and staff would be kept confidential.
- This information will only be used for the purposes of helping the Bureau of Labor Statistics understand how companies like yours operate and manage business activities. This is one step in improving industrial statistics.
- This is a unique opportunity to provide feedback to BLS and you are one of only a few companies that have been selected for this opportunity.

Often there are multiple staff members that have specialized knowledge about production activities, managing the purchase of raw materials, managing off-site activity, and monitoring production costs and revenues. Because of that, we would like to meet with all staff who may be knowledgeable or responsible for these areas. Some examples are:

- Plant Manager; Production Manger

- Controller; Vice President of Finance
- Director of Operations
- Sourcing Manager
- Production Supervisor
- Chief Operating Officer
- Staff who generally complete surveys or information requests

Arrange date and time for [TELEPHONE MEETING/IN-PERSON MEETING]

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_:\_\_\_\_ AM / PM      PAC / CST / MTN / EST

We will send a letter with some additional information and confirmation of our meeting time. After review you may feel that other staff would be helpful in our discussion. Please feel free to invite additional staff members.

If you have any questions about what staff you should include, or need to reschedule, please feel free to contact Douglas Williams at 240-453-2934.

**COLLECT CONTACT INFORMATION FOR RESPONDENT TO CONFIRM APPOINTMENT AHEAD OF SCHEDULED TIME.**

Respondent name: \_\_\_\_\_

Respondent title: \_\_\_\_\_

Company name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

**IF DIFFERENT FROM RESPONDENT, PROVIDE INFORMATION OF CONTACT PERSON IDENTIFIED:**

**COLLECT CONTACT INFORMATION FOR RESPONDENT TO CONFIRM APPOINTMENT AHEAD OF SCHEDULED TIME.**

Contact name: \_\_\_\_\_

Contact title: \_\_\_\_\_

Company name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

A member of our staff who will be conducting the meeting will contact [RESPONDENT/CONTACT] to confirm the appointment time, talk through the ideal participants, and reschedule if necessary.

