

**Request for Approval under the “Generic Clearance for the Collection of  
Qualitative Feedback on FDA Service Delivery”  
(OMB Control Number: 0910-0697)**

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**A. TITLE OF INFORMATION COLLECTION:** Request for Career Fair Evaluation  
For Job Seekers Qualitative Feedback Generic Clearance about FDA Service Delivery

1. PURPOSE:

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Management (OM), is seeking approval for a Generic Clearance for the Collection of Qualitative Information and Feedback on FDA Service Delivery. This will be used to survey the candidates who participate in the CTP job fair on Wednesday, September 12, 2018. We request approval to conduct a pre- and post-survey of the job fair so we may improve future events, as needed.

DESCRIPTION OF RESPONDENTS:

FDA will survey participants before and after they attend the job fair. The respondents are potential job applicants interested in working for FDA’s Center for Tobacco Products.

2. TYPE OF COLLECTION: (Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.)

- |   |  |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form         | <input checked="" type="checkbox"/> Customer Satisfaction Survey       |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group                        |
| <input type="checkbox"/> Focus Group                                  | <input checked="" type="checkbox"/> Other: <u>Qualitative Feedback</u> |

3. CERTIFICATION:

I certify the following to be true:

- a) The collection is voluntary.
- b) The collection is low-burden for respondents and low-cost for the Federal Government.
- c) The collection is non-controversial and does not raise issues of concern to other Federal Agencies.
- d) The results are not intended to be disseminated to the public.
- e) Information gathered will not be used for the purpose of substantially informing influential policy decisions.
- f) The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Liz Cusumano\_\_\_\_\_

4. PERSONALLY IDENTIFIABLE INFORMATION (PII):

- a) Is personally identifiable information (PII) collected?  Yes  No
1. Collecting names for the purpose of printing name badges at the event. No names will be collected for the post survey.
- b) If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
- c) If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

5. GIFTS OR PAYMENT:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

BURDEN HOURS:

Respondents are from the Private Sector

**No. of Respondents:** 600

**Participation Time:** 10 hours

6. BURDEN: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

Category of Respondent	No. of Respondents	Participation Time	Burden
Attendees at CTP Career Fair	600	.016 (1 minute)	10
<b>Totals</b>	<b>600</b>		<b>10 hours</b>

7. FEDERAL COST:

The estimated annual cost to the Federal government is: zero.

**B. STATISTICAL METHODS**

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents:**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes  No

Potential Universe of Respondents: Potential applicants who register for and attend the CTP job fair on September 12, 2018 will be asked to complete the voluntary registration and feedback survey. There are approximately 600 respondents who meet these criteria.

**Administration of the Instrument:**

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

We would send the pre- and post- surveys via email to the addresses provided by attendees when registering for the event.

2. Will interviewers or facilitators be used?  Yes  No