

Pretest of the Survey of E-Verify Employers

Dear (INDIVIDUAL NAME),

Thank you so much for agreeing to participate in the Online Focus Group on DAY DATE, at TIME. As stated in the attached letter of invitation from United States Citizenship and Immigration Services (USCIS), we really need your feedback to finalize the enclosed questionnaire on E-Verify. We will use the final questionnaire for the full study in 2018. Because you have participated in the focus group, you will not be asked to participate in the full study.

Your feedback is important to improving the quality of this survey. **Before you take part in the focus group discussion, please complete and return the enclosed questionnaire but be sure to keep a copy for yourself.** As you complete the questionnaire, we would like you to review the questions highlighted in yellow by keeping the following considerations in mind:

- Are you clear about what the question is asking? If not, what needs to be clarified?
- Are the instructions clear and useful? Are there any terms that need to be defined?
- Are the response categories clear? Are any additional response categories needed?
- Is the requested information easily available? If not, what did you have to do to obtain the needed information?

Feel free to make comments directly on the survey form. Then, make a copy of your completed survey and comments and send the original back to us in the enclosed pre-paid Federal Express envelope. We would like to receive your completed survey by DATE so that we can review it and identify any additional questions prior to the focus group.

The focus group should take about an hour. We will send you a link to enter the online focus group, and a toll-free telephone number to join the audio portion of the focus group after logging in online. You will receive \$75 for participating in the focus group. Please note that the WebEx software automatically generates a recording that we will use only to check our notes for accuracy.

If you have any questions, please contact John Porton at johnporton@westat.com or (240) 314-2307.

Thank you in advance for your help with this important project.

Sincerely,

Basmat Parsad, Ph.D.
Senior Survey Manager, National Survey of E-Verify Employer
Westat (www.westat.com)