

**Research Business Survey
Operations 2 Test Screen Overview
Draft October 24, 2018**

Screen 1: Transition from ARS to QBS

Thank respondents for completing the Annual Refiling Survey (ARS) and transition them to the QBS. This will mirror transition screens from the BLS Multiple Worksite Report web systems into the ARS web systems that currently exist in the BLS Internet Data Collection Facility (IDCF).

Screen 2: QBS Welcome Screen

Explain QBS (includes OMB Clearance, time of completion, etc.). This would be the first screen for units not included in the normal ARS (small units, multis, etc.)

Screen 3: Operations Test Questions

The Bureau of Labor Statistics is exploring a new, low-cost survey option that will allow us to provide additional information about the labor market. For research purposes, we are asking what company you work for and what type of information you could provide if you were asked. If the company being surveyed has more than one location, this survey refers only to this location.

[Some questions will have an info button next to it so that if the respondent hovers over that button, they will see additional information about the question that we are asking to help them provide the most appropriate responses.]

1. Are you an employee or owner of?
 - a. The company being surveyed
 - b. An outside accounting firm
 - c. An outside Human Resource Outsourcing (HRO)
 - d. An outside Law Firm
 - e. An outside Payroll Provider
 - f. An outside Professional Employer Organization (PEO)
 - g. Another outside company, please specify below
[Text Box]

2. Within your company, in what department do you work?
 - a. Customer service
 - b. Finance, accounting, or payroll
 - c. General management
 - d. Human resources
 - e. Information technology
 - f. Marketing or sales
 - g. Company does not have departments
 - h. Other, please specify below
[Text Box]

Screen 4: Information Access Questions

What information could you provide about the company being surveyed?

In this section, we would like to know what kinds of survey questions you could answer about the company being surveyed.

Can you answer questions about:

3. How job openings are advertised.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
4. How many job openings this establishment is currently trying to fill.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
5. Total revenue from sales, shipments, or receipts in a given year.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
6. The top three revenue producing products or services in a given year.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
7. The number of 1099-MISCs that were filed in a given year.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
8. Whether there were any permanent layoffs in the last three months and reasons for the layoffs.
 - a. Yes, I know that answer or could get the information
 - b. No, I do not know that answer or could not get the information
9. How many employees worked or received pay during the pay period including the 12th of last month? _____

Screen 5: Thank you Screen

Thanks respondent for completing the QBS and lets them know what to do if they have any follow up questions.