OCCUPATIONAL EMPLOYMENT STATISTICS FAST FACTS

What's in it for YOU?

- Do you want to know competitive pay scales so you can budget your company's payroll?
- Do you want to evaluate wage trends and occupations?
- Do you want to know about emerging and declining occupations?

We can't do it without you!

- With your help, we are able to provide employment and wage data for over 700 occupations in Delaware.
- Excellent response rates from Delaware employers allowed us to provide current, simple, and straightforward access to labor market information at *no cost*.



Choose the easiest for you!

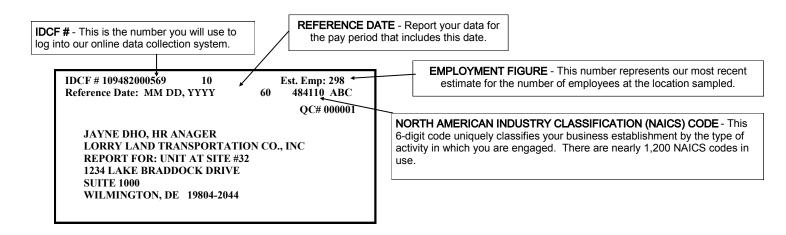
Mail – return in the postage paid envelope
Telephone – use the contact information on the back page
Fax – fax data to (302) 761-6598
Online – enter data or upload a file at https://idcfoes.bls.gov (see back)
Email – email data to OESDelaware@idcf.bls.gov (see back)

To complete this report we need...

- 1. Number of employees working during the reference period (see address label example below)
- 2. Job title for each employee (no names or social security numbers)
- 3. Wages for each employee

Please take a few minutes to review the address label located on your form:

See the example below for additional information



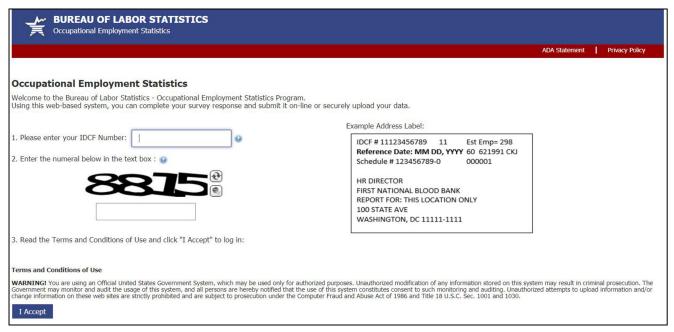
Instructions to help you complete the report electronically

- Instead of completing the paper form, you can create an Excel spreadsheet (see example below).
- The completed spreadsheet may be sent via email to OESDelaware@idcf.bls.gov or submitted online (see online instructions below).

| ABC Company 123456789-0 (schedule #) | | | | |
|--------------------------------------|----------------|---------------------------------|--|-----------------------------------|
| Job Title | Department | Hourly Pay (FT/PT) preferred | (Bi) Weekly Salary (Full-Time only) | Annual Salary (Full-Time only) |
| Truck Driver – tractor trailer | Transport | \$23.95 | | |
| Truck Driver – tractor trailer | Transport | \$25.95 | | |
| Mechanic – diesel engine | Repair | \$17.50 | | |
| Mechanic Supervisor | Repair | | \$1,062.12 | |
| Bookkeeping Clerk | Office | \$13.01 | | |
| Receptionist | Office | \$10.64 | | |
| Office Manager/Clerical Supervisor | Office | | \$785.21 | |
| Forklift Operator | Loading Dock | \$12.18 | | |
| Sales Rep. – outside sales | Sales | | | \$58,250 |
| President/General Manager | Administration | | | \$85,000 |

Online Instructions

- Go to https://idcfoes.bls.gov
- Enter your IDCF#, located on your address label, complete the security check, and click "I Accept."
- Follow the instructions on the site.
- You will receive an email confirming your submission when you are finished.
- Please save the confirmation email in case we have any questions.



If you have questions or need assistance, please contact:

Michelle Thompson (302) 761-8057 Mark Wallner (302) 761-8359

For more information, visit the OES respondent homepage at https://www.bls.gov/respondents/oes

Results from this report and other labor market information can be obtained at:

- our website at https://lmi.delawareworks.com
- BLS website at https://www.bls.gov/oes