

**U.S. Business Response Survey on Telework, Hiring, and Vacancies Questionnaire**  
**DRAFT: May 18, 2022**

The Bureau of Labor Statistics (BLS) is looking to understand telework, hiring, and vacancies at your business. This information is particularly critical in understanding how the labor market has changed because of the COVID-19 pandemic. You'll see questions about telework at your location both currently and before the pandemic, and questions about newly hired workers and existing vacancies at your business location.

Please answer the following questions for this business location only.

**Telework**

Telework is a work arrangement that allows an employee to work at home, or from another remote location, by using the internet or a computer linked to one's place of employment, as well as digital communications such as email and phone.

1. Do any employees at this location CURRENTLY telework in any amount?
  - Yes
  - No -> GO TO Q3
  
2. In a typical week, what percent of employees CURRENTLY telework in the following amounts?  
*Answers should total 100%*
  - \_\_\_ all the time (remote employee)
  - \_\_\_ some of the time (some work hours or days via telework)
  - \_\_\_ rarely or never (rare occasions of telework, or full-time on-site)
  
3. In the next 6 months, does this location expect the amount of time that employees are permitted to telework to...
  - increase
  - decrease, or
  - stay the same?
  
4. In February 2020, before the coronavirus pandemic began, did any employees at this location telework in any amount?
  - Yes
  - No
  - Don't know
  - Location not in business in February 2020

## Hiring

This section refers to any hiring done by this location in June 2022.

5. In June 2022, did this location hire any new employees?  
*Include employees that were hired, even if they have not yet formally started.*
  - Yes
  - No -> GO TO 16
  
6. In June 2022, how many new employees did this location hire? **[Numeric text box]**
  
7. How many of these new employees hired in June 2022, will telework all the time (be remote employees)? **[Numeric text box]**
  
8. For positions filled in June 2022, did this location do any of the following to attract more applicants?  
*Select all that apply.*
  - Expanded advertising
  - Started using recruiters/talent agencies
  - Increased starting pay
  - Offered hiring bonuses
  - Offered more hours (e.g., changed position from part-time to full-time)
  - Reduced qualifications (e.g., education or experience)
  - Expanded benefits
  - None of the above
  
9. Were any of the newly hired employees in June 2022 for positions open for MORE THAN 30 days?
  - Yes
  - No -> GO TO 14
  
10. How many of the newly hired employees in June 2022 were for positions open for MORE THAN 30 days? **[Numeric text box]**
  
11. For positions that took MORE THAN 30 days to fill, how many of these required a professional, state, or industry license or certificate?
  - All
  - Some
  - None
  - Don't know
  
12. For positions that took MORE THAN 30 days to fill, how many of these required a bachelor's degree (4-year degree, BA or BS) or higher?
  - All
  - Some
  - None

- Don't know

13. Were any of the newly hired employees in June 2022 for positions open for 30 DAYS OR LESS?

- Yes
- No -> GO TO 16

14. Thinking about positions that took 30 DAYS OR LESS to fill, how many of these required a professional, state, or industry license or certificate?

- All
- Some
- None
- Don't know

15. For open positions that took 30 DAYS OR LESS to fill, how many of these required a bachelor's degree (4-year degree, BA or BS) or higher?

- All
- Some
- None
- Don't know

### **Vacancies**

This next section asks about current job vacancies that we refer to as "open positions." This includes any paid position, new or unoccupied, that this business location is taking active steps to recruit or hire for to fill the position. For positions (occupations) with multiple vacancies, report the number of candidates you would be willing to hire for that position.

16. Does this location currently have any open positions that you are looking to fill?

*Exclude positions that you are not currently advertising or seeking to fill.*

- Yes
- No -> GO TO 20

17. How many open positions does this location currently have? **[Numeric text box]**

18. How many of these open positions are eligible for full time telework (remote work)? **[Numeric text box]**

19. How many of these open positions have been open for MORE THAN 30 days without being filled? **[Numeric text box]**

20. Have you had any vacancies in the past year?

- Yes
- No -> GO TO END

21. For positions that require a bachelor's degree (4-year degree, BA or BS) or higher, what are all the ways that this location advertised for any open positions in the past year?

*Select all that apply.*

- Online job boards/hiring platforms
- Company website
- Advertisements in periodicals (newspapers, magazines, trade publications: electronic or paper)
- Recruiting firm
- Word of mouth/social media
- Physical advertisement (sign in store, billboard, etc.)
- Not applicable
- Other

22. For positions that do NOT require bachelor's degree (4-year degree, BA or BS) or higher, what are all the ways that this location advertised for open positions in the past year?

*Select all that apply.*

- Online job boards/hiring platforms
- Company website
- Advertisements in periodicals (newspapers, magazines, trade publications: electronic or paper)
- Recruiting firm
- Word of mouth/social media
- Physical advertisement (sign in store, billboard, etc.)
- Not Applicable
- Other