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 continue to this short survey about this business location's telework policies, recent experience in hiring and current vacancies.

Please answer the following questions for this business location only.

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?
 - o Yes
 - No --> Skip to question 3
- 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.
 - \Box 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



This next section refers to any hiring done by this location in July 2022. When answering, please include only new hires at this specific location, and not any other locations of the company.

5. In July 2022, did this location hire any new employees?

Include employees that were hired, even if they have not yet formally started or have left the position since being hired.

- o Yes
- No --> Skip to question 16
- 6. In July 2022, how many new employees did this location hire? Please include only new hires at this specific location, and not any other location of this company. [____]
- 7. How many of these new employees hired in July 2022, will telework all the time (be remote employees)? [____]
- 8. For positions filled in July 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
 - □ Expanded telework or remote work
 - $\hfill\square$ None of the above
- 9. Were any of the newly hired employees in July 2022, for positions open for MORE THAN 30 days?
 - o Yes
 - No --> Skip to question 14
- 10. How many of the newly hired employees in July 2022, were for positions open for MORE THAN 30 days? [____]
- 11. For positions that took MORE THAN 30 days to fill, about what percent of these required a professional, state, or industry license or certificate? Enter approximate percent (e.g., 10 = 10%) [____]
- 12. For positions that took MORE THAN 30 days to fill, about what percent of these required a bachelor's degree (4-year degree, BA or BS) or higher? Enter approximate percent (e.g., 10 = 10%) [____]
- 13. Were any of the newly hired employees in July 2022, for positions open for 30 DAYS OR LESS?
 - o Yes
 - No --> Skip to question 16



- 14. Thinking about positions that took 30 DAYS OR LESS to fill, about what percent of these required a professional, state, or industry license or certificate?Enter approximate percent (e.g., 10 = 10%) [____]
- 15. For open positions that took 30 DAYS OR LESS to fill, about what percent of these required a bachelor's degree (4-year degree, BA or BS) or higher? Enter approximate percent (e.g., 10 = 10%) [____]

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.

- o Yes
- No --> Skip to question 20
- 17. How many open positions does this location currently have? [____]
- 18. How many of these open positions are eligible for full time telework (remote work)? [____]
- 19. How many of these open positions have been open for MORE THAN 30 days without being filled?
- 20. Has this location had any open positions in the last 12 months?
 - o Yes
 - No --> Skip to Submit
- 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 last 12 months?

Select all that apply.

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



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 last 12 months?

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

Time of completion is estimated to about 5 minutes. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of the survey, please contact <u>COVID-19Surveyhelp@bls.gov</u>. The OMB control number for the survey is 1220-0198 and it expires on 07/31/2024. Without a currently valid OMB number, BLS would not be able to conduct this survey.

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