# Leadership Assessment Surveys (OMB No. 3206-0253)

## B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

Most participants will be Federal employees but could be Federal contractors or employees of State and local governments. OPM Leadership 360™, Leadership Potential Assessment (LPA), Leadership for Engagement (L4E), and Leadership for Inclusion (L4I) raters (i.e., those who provide feedback on the participant), likewise, will usually be Federal employees, but could be Federal contractors, State or local government employees, or employees of private sector companies. The OPM Personality Assessment for Leaders (OPM PAL) is a self-assessment and, although possible, it is highly unlikely it would be completed by anyone who is not a Federal employee. Similarly, although possible, it is unlikely that anyone who is not a Federal employee will complete the DEIA Pulse Survey. On average, OPM Leadership 360™ and LPA participants receive feedback from 7 raters. For the L4E and L4I the number of ratings a leader receives depends on their location in the organization, with first-line supervisors usually receiving 3 – 5 and top leaders frequently receiving 100 or more. The average response rate is 80% for OPM Leadership 360™ and LPA raters; approximately 50% for the L4E and L4I; expected to be approximately 50% for DEIA Pulse; and essentially 100% for the OPM PAL because leaders will be completing the assessment by choice.

**2. Describe the procedures for the collection of information:**

Assessments are administered as needed but no more than annually for individual participants. OPM Leadership 360™ and LPA participants select approximately 7, but up to 20 raters, to rate them; this is usually everyone in a position to validly rate the participant. For the L4E and L4I, respondents can choose to rate up to four leaders using a single survey, although approximately 80% rate only three. For the DEIA Pulse Survey, HRSES will provide the agency with a generic/shared survey logon for internal distribution.

**3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

Survey recipients are generally sent at least three reminders by OPM. With the OPM Leadership 360™ and LPA, the person being rated is also encouraged to monitor response

rates and to send their own personal reminders if appropriate.

**4, Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Any pilot testing of new survey items or methods is conducted by Federal Government employees or groups of fewer than 10 non-Federal Government employees.

**4. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

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