

**Job Openings and Labor Turnover Survey
CATI Script
Address Refinement**

Hello, this is [name] calling for the U.S. Department of Labor. We would like to send some information to the head of personnel at your organization and follow up by phone.

If gatekeeper asks what this is all about:

The packet of information contains a letter and a brochure introducing our program. We would like to collect information about your establishment's job openings and turnover. This data will be used by the Department of Labor to produce very important nationwide numbers which can be used by policymakers to assess the health of the economy.

If gatekeeper seems reluctant:

Let me send the packet of materials and let you look it over. When I call back, I can address any questions you have.

Our records show that [business name] is located at [physical location address]. Is that still correct?

Type in any changes.

Is that also the mailing address for the head of personnel?

Type in the address if different.

What is the name and title of the head of personnel?

Enter prefix, first name, last name, suffix, and title into Blaise.