

February 3, 2025

Memorandum for: Reviewer of 1220-0170

CC: Paul Calhoun

From: Skyla Skopovi
Jean Ibrahim

Subject: New JOLTS Web Collection Application and Language Change to JOLTS
Collection Forms

The purpose of this request is to obtain clearance for the Job Openings and Labor Turnover (JOLTS) program's new online data collection application and its related instruction manual.

Additionally, JOLTS requests clearance for a minor change to the language in 12 collection forms covered under package 1220-0170. The change will be exactly the same change on each form.

Data Collection Background

The JOLTS program currently uses a web application that limits respondents to reporting one location and one month at a time and provides minimal data screening during the reporting process. This often requires BLS staff to personally reach out to respondents to verify and/or correct abnormal fluctuations in the data.

Additionally, some collection forms in use by the program have confusing language related to rules regarding temporary help agencies and outside contractors.

Reasons to Approve the New Web Collection Application and Amended Collection Forms

The new and improved JOLTS web reporting tool will allow the following options currently not available to respondents:

- To report multiple locations within one reporting session
- To report multiple months within one reporting session
- To identify location information on the user interface
- To copy and paste data information from external sources
- To identify potentially erroneous data and correct it before submittal
- To re-edit data within the same reporting session
- To verify and to provide reasons for unusual data fluctuations
- To download an Excel record of their reporting session

The amended collection forms will clarify language regarding data that is excluded from JOLTS reporting, i.e. “employees of temporary help agencies...” to “employees supplied by temporary help agencies...”