IMPORTANT

This form requests information about employees *on your payroll* for each location shown. Please follow these instructions as you prepare your information.

Column A

Total Employment

for the pay period that includes the 12th of the month.

Report all faculty under contract, and all other persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

INCLUDE:

- Full-time and part-time employees
- Salaried and hourly workers
- Faculty under contract, regardless of whether they receive pay when school is out
- Teachers on paid sabbaticals
- Employees on paid vacation or other paid leave
- Substitute teachers who worked during the pay period (except substitutes paid as individual contractors)

DO NOT INCLUDE:

- Employees on strike for the entire pay period
- Non-teaching employees who did not work or receive pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants. (These employees will be counted by their employer of record.)

Column B

Job Openings

on the last business day of the month.

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, and
- The job could start within 30 days, whether or not you find a suitable candidate during that time, and
- You are actively recruiting workers from outside each location shown

What is active recruiting? Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Column C

Hires and Recalls

for the entire month.

Report all additions to your payroll during the month.

INCLUDE:

- Newly hired teachers, administrators, and other workers
- Newly hired substitute teachers
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month

DO NOT INCLUDE:

- Employees returning from summer vacation, unless they had been formally separated
- Substitute teachers returning during the same school year
- Employees returning from strike
- Employees supplied by temporary help agencies, employee leasing companies, outside contractors, or consultants

Columns D, E, and F

Separations

for the entire month.

Report all separations from your payroll during the month. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges because positions were eliminated
  - Discharges resulting from mergers or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)
- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Substitute teachers who are between assignments
- Employees supplied by temporary help agencies, employee leasing companies, outside contractors, or consultants

We estimate it will take an average of 10 minutes to complete this form each month, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4840, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Job Openings and Labor Turnover Report

U.S. Department of Labor

Bureau of Labor Statistics, JOLTS DCC, 61 Forsyth Street SW, Rm 7T50, Atlanta, GA 30303 • Phone: (800) 341-4620 • FAX: (800) 876-2815 • www.bls.gov

This report is authorized by 29 U.S.C.2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

BLS Form No. BLS-1411-FM3
OMB No. 1220-0170

Ext. FAX

FAX: 1-800-876-2815

Your reporting number is:
Need help with this form? Call 1-800-341-4620.

On each line, provide data for the period indicated for each item. Enter "0" if none. Enter "NA" if data are not available. See the previous page for explanations of the terms below.

Report for month of **JOLTS Reporting ID and Establishment: Location**	**EMPLOYMENT** Number of full- or part-time employees who worked or received pay for the pay period that includes the 12th of the month	**JOB OPENINGS** A job is open if it meets **all three conditions**: • A specific position exists • Work could start *within 30 days* • You are actively seeking workers from outside each location to fill the position	**HIRES** A hire is any addition to your payroll, and: • May be a new hire or a previously separated rehire • May be permanent, short-term, or seasonal • May be a recall from layoff	**SEPARATIONS** **Quits** (Except retirements)	**Layoffs and Discharges** • Layoffs • Discharges • Terminations of permanent, short-term, or seasonal employees	**Other** • Retirements • Transfers from each location • Employee disability • Deaths
	A **Total Employment *for the pay period that includes the 12th of the month***	**B** **Number of Job Openings *on the last business day of the month***	**C** **Hires and Recalls *for the entire month***	**D** **Quits**	**E** **Layoffs and Discharges**	**F** **Other Separations**
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