

Reasons for Questions on the Self-Response Interview Questionnaires

This document contains the five (5) self-response interview questionnaires listed below and breaks the questions on each questionnaire down into groupings that provide the reason the specific questions asked.

- **Universal Self-Response Interview Questionnaire** - Job applicants under consideration (on a selection certificate) for any temporary, intermittent decennial position listed below will complete this questionnaire, regardless of the position they are being considered to fill.
- **Enumerator Self-Response Interview Questionnaire** – Job applicants under consideration for the enumerator position will complete this questionnaire.
- **Outreach Assistant Self-Response Interview Questionnaire** - Job applicants under consideration for the outreach assistant position will complete this questionnaire.
- **Census Trainer Self-Response Interview Questionnaire** - Job applicants under consideration for the census trainer position will complete this questionnaire.
- **Census Field Supervisor Self-Response Questionnaire** - Job applicants under consideration for the census trainer position will complete this questionnaire.

Universal Self-Response Interview Questionnaire

Verification Questions – *Used to confirm the applicant’s continued interest in a job and to remove applicants from consideration for certain positions or all positions if they are no longer interested. Also used to allow the applicant to verify the physical home address on his/her job application. This verification is necessary to ensure the applicant is still eligible for the specific position. Selection certificates are generated based on a specific geographic area of consideration the applicant will no longer be eligible if he/she moved.*

1) Are you still available and interested in working for the Census?

- a) Yes
- b) No - I do not want ANY Census position, please remove my application from future consideration
- c) No - I do not want this position at this time, but may be interested in the future
- d) No - I do not want this position, but I may be interested in other positions

2) Before we can consider your application for the position, we must verify your personal information. Please review the information below.

- a) Information needs updates
- b) I certify that the information on this screen is accurate

Conflict of Interests Determination – *The first question below is used to determine if the applicant has a job or does volunteer work. The applicant can respond yes or no. If the applicant has a job or does volunteer work, then additional questions are asked to determine if the job or volunteer work may present a conflict of interests with decennial census work.*

Any yes response to one of the additional questions prompts collection of more information, such as the job title, agency/organization, and a description of the position or information about their relative’s job with the Census Bureau. A yes response to any of the conflict of interests questions will flag the questionnaire for review by the selecting official to determine if there may be a conflict of interests with decennial work.

3) Are you currently employed or doing volunteer work?

- a) Yes
- b) No

4) In your current job or volunteer work, are you required to take action in instances where a law or regulation may have been violated, even when not on duty? a) Yes b) No
5) Are you currently employed by a law enforcement agency? a) Yes b) No
6) As part of the duties of your job do you interact with the public to enforce laws? For example, do you issue citations, make arrests or make decisions that would impact whether someone could be arrested, fined or otherwise penalized or held. a) Yes b) No
7) Are you currently employed by a state, local or tribal government agency? a) Yes b) No
8) Does your current job for the state, local or tribal government involve planning, zoning decisions, issuing building permits, conducting inspections, assessing or collecting taxes? a) Yes b) No
9) Does your current job for the state, local, or tribal government involve using the results of the census to work on congressional or state legislative redistricting or distribution of federal funds? a) Yes b) No
10) Are you currently an elected official? (e.g. council member, mayor, judge, school board etc.) a) Yes b) No
11) Do any of your relatives currently work for the Census Bureau? Relatives include – Parents, spouse, children, grandparents, siblings (include half), aunts, uncles, first cousins, nephews, nieces, in-laws and step relatives. a) Yes b) No
Conditions of Employment – <i>Used to inform applicants of the conditions of employment for all positions. Applicants must respond yes to all these questions to receive further consideration.</i>
12) If selected, you will need to be fingerprinted. If hired, you may be reimbursed for the cost of being fingerprinted; however, you will not be paid for the time and mileage? a) Yes b) No - I do not want to be fingerprinted and understand that this disqualifies me from all jobs
13) Are you willing to follow Census Bureau policies and procedures related to safeguarding this sensitive, confidential information? a) Yes b) No - I do not want to be fingerprinted and understand that this disqualifies me from all jobs
14) The Census Bureau is committed to producing data that depicts an accurate portrait of the nation's people and economy. To accomplish this mission, your position may require you to engage with people from different backgrounds, neighborhoods, and communities. Are you willing to engage with people from different backgrounds, neighborhoods, and communities? a) Yes b) No - I do not want to engage with people from a different neighborhoods or communities and understand that this disqualifies me from all Census jobs

Enumerator Self-Response Interview Questionnaire

Verification of Question – *The question below is used to confirm the applicant's continued interest in an enumerator position and to remove applicants from consideration if they are no longer interested.*

- 1) This job requires extensive travel in and around your local area. Although the typical appointment lasts approximately 12 weeks, the length of employment is subject to the availability of work. Your employment may end at any time based on the operational needs of the agency.

This position requires that you make yourself available to work at least 20 hours per week. Depending on the type of work, you may need to work weekend and evening hours. Actual work hours and scheduling are subject to the availability of work and operational needs of the agency.

Hourly pay and mileage reimbursement, for official business, can be found [here](#). Official pay begins after you are sworn in as an employee.

Are you still interested in the position?

- c) Yes
- d) No - I do not want ANY Census position, please remove my application from future consideration
- e) No - I do not want this position at this time, but may be interested in the future
- f) No - I do not want this position, but I may be interested in other positions

Conditions of Employment for Enumerators – These questions are used to inform applicants of the conditions of employment for the enumerator position. Applicants must respond yes to all these questions to receive further consideration and will not continue to the next question if they respond no (unless otherwise noted below).

The following is only collected when an applicant is being considered for a bi-lingual position.

- 2) Are you fluent in [insert language] where you can hold a conversation, record responses, and respond to questions in that language?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 3) Do you have access to the type(s) of transportation listed below?
- [insert transportation type(s)]
- a) Yes
 - b) No - I no longer have access to this type of transportation and understand that I do not meet the criteria for this position at this time

The following is only collected when a position requires a personal vehicle with 4-wheel drive.

- 4) Does this vehicle have 4-wheel drive (4WD)?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 5) If your state requires you to have an operator's license for this transportation type, do you have a valid operator's license?
- a) Yes
 - b) No
 - c) I am not required to have an operator's license

6) Most positions require our employees to travel from housing unit to housing unit locally (up to 50 miles in some rural or suburban areas) to verify address lists or ask interview questions to members of households. Are you willing to travel from housing unit to housing unit within your community and neighboring communities to conduct your work?

a) Yes

b) No

If the applicant responds no to this question, he/she is asked to provide an explanation, and the response is flagged for review by the selecting official.

7) This job requires carrying materials and knocking on the doors of housing units, not all of which will be easily accessible. Examples could include, housing units located on rough terrain, multi-level buildings without elevators, etc. Are you able and willing to walk up and down stairs and walk in areas with uneven surfaces to locate housing units and interview respondents?

a) Yes

b) No

If the applicant responds no to this question, he/she is asked to provide an explanation, and the response is flagged for review by the selecting official.

8) This job requires traveling from housing unit to housing unit, including at night. Are you able and willing to travel from housing unit to housing unit either on foot or via some form of transportation?

a) Yes

b) No

If the applicant responds no to this question, then the response is verified by asking the question below.

9) Working in bad, but NOT dangerous, weather is an essential function of the job. Work is adjusted to follow local public safety guidelines. Are you able and willing to work in bad (rainy, hot, cold, etc.) weather?

a) Yes

b) No

This question is presented only if the response to the question above is no.

10) Working in bad, but NOT dangerous, weather is an essential function of the job. You must be willing to work in these conditions. Do you want to change your answer?

a) Yes – I agree to work in bad weather

b) No – I do not want this position

Outreach Assistant Self-Response Interview Questionnaire

Verification of Question – *The question below is used to confirm the applicant's continued interest in an outreach assistant position and to remove applicants from consideration who are no longer interested.*

- 1) This job requires extensive travel in and around your local area. Although the typical appointment lasts approximately 12 weeks, the length of employment is subject to the availability of work. Your employment may end at any time based on the operational needs of the agency.

This position requires that you make yourself available to work at least 20 hours per week. Depending on the type of work, you may need to work weekend and evening hours. Actual work hours and scheduling are subject to the availability of work and operational needs of the agency.

Hourly pay and mileage reimbursement, for official business, can be found here. Official pay begins after you are sworn in as an employee.

Are you still interested in the position?

- a) Yes
- b) No - I do not want ANY Census position, please remove my application from future consideration
- c) No - I do not want this position at this time, but may be interested in the future
- d) No - I do not want this position, but I may be interested in other positions

Conditions of Employment for Outreach Assistants – Used to inform applicants of the conditions of employment for the outreach assistant position. Applicants must respond yes to all these questions to receive further consideration and will not continue to the next question if they respond no (unless otherwise noted below).

The following is only collected when an applicant is being considered for a bi-lingual position.

- 2) Are you fluent in [insert language] where you can hold a conversation, record responses, and respond to questions in that language?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 3) Do you have access to the type(s) of transportation listed below?
- [insert transportation type(s)]
- a) Yes
 - b) No - I no longer have access to this type of transportation and understand that I do not meet the criteria for this position at this time

The following is only collected when a position requires a personal vehicle with 4-wheel drive.

- 4) Does this vehicle have 4-wheel drive (4WD)?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 5) If your state requires you to have an operator's license for this transportation type, do you have a valid operator's license?
- a) Yes
 - b) No
 - c) I am not required to have an operator's license

6) Outreach Assistant positions require extensive travel that may mean traveling over 50 miles in some rural or suburban areas. In city/urban areas traveling should not be more than 50 miles. Are you willing to travel?

a) Yes

b) No

7) Part of the Outreach Assistant job is to speak and interact with the public and/or organizations to promote available jobs, educate on the importance of Census participation and/or to conduct an interview using the Census questionnaire at response events. Are you willing and able to perform these tasks?

a) Yes

b) No

Census Trainer Self-Response Interview Questionnaire

Verification of Question – *The question below is used to confirm the applicant's continued interest in an outreach assistant position and to remove applicants from consideration who are no longer interested.*

- 1) Although the typical appointment lasts approximately 12 weeks, the length of employment is subject to the availability of work. Your employment may end at any time based on the operational needs of the agency.
- This position requires that you make yourself available to work 30-40 hours per week. Depending on the type of work, you may need to work weekend and evening hours. Actual work hours and scheduling are subject to the availability of work and operational needs of the agency.
- Hourly pay can be found [here](#). Official pay begins after you are sworn in as an employee.
- Are you still interested in the position?
- a) Yes
 - b) No - I do not want ANY Census position, please remove my application from future consideration
 - c) No - I do not want this position at this time, but may be interested in the future
 - d) No - I do not want this position, but I may be interested in other positions

Conditions of Employment for Census Trainers – *Used to inform applicants of the conditions of employment for the census trainer position. Applicants must respond yes to all these questions to receive further consideration and will not continue to the next question if they respond no (unless otherwise noted below).*

The following is only collected when an applicant is being considered for a bi-lingual position.

- 2) Are you fluent in [insert language] where you can hold a conversation, record responses, and respond to questions in that language?
- a) Yes
 - b) No

Job Experience for Census Trainers – *Applicants being considered for census trainer positions are asked to respond to the questions below to gauge their experience with tasks and activities that they will do on the job.*

- 3) Census Trainers must have professional experience training or teaching in a work or school setting and perform instructional tasks to different types of audiences. Do you have this type of experience?
- a) Yes
 - b) No
- 4) Census Trainers will provide small group and one-on-one coaching and instructional support to assist employees in comprehending difficult concepts and applying newly acquired knowledge and skills. Do you have this type of experience?
- a) Yes
 - b) No

Census Field Supervisory Self-Response Interview Questionnaire

Verification of Question – The question below is used to confirm the applicant’s continued interest in a census field supervisor position and to remove applicants from consideration who are no longer interested.

- 1) This job requires extensive travel in and around your local area. Although the typical appointment lasts approximately 12 weeks, the length of employment is subject to the availability of work. Your employment may end at any time based on the operational needs of the agency.

This position requires that you make yourself available to work at least 20-30 hours per week. Depending on the type of work, you may need to work weekend and evening hours. Actual work hours and scheduling are subject to the availability of work and operational needs of the agency.

Hourly pay and mileage reimbursement, for official business, can be found here. Official pay begins after you are sworn in as an employee.

Are you still interested in the position?

- a) Yes
- b) No - I do not want ANY Census position, please remove my application from future consideration
- c) No - I do not want this position at this time, but may be interested in the future
- d) No - I do not want this position, but I may be interested in other positions

Conditions of Employment for Census Field Supervisor – Used to inform applicants of the conditions of employment for the census field supervisor position. Applicants must respond yes to all these questions to receive further consideration and will not continue to the next question if they respond no (unless otherwise noted below).

The following is only collected when an applicant is being considered for a bi-lingual position.

- 2) Are you fluent in [insert language] where you can hold a conversation, record responses, and respond to questions in that language?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 3) Do you have access to the type(s) of transportation listed below?
- [insert transportation type(s)]
- a) Yes
 - b) No - I no longer have access to this type of transportation and understand that I do not meet the criteria for this position at this time

The following is only collected when a position requires a personal vehicle with 4-wheel drive.

- 4) Does this vehicle have 4-wheel drive (4WD)?
- a) Yes
 - b) No

The following is only collected when an applicant is being considered for a position that requires transportation.

- 5) If your state requires you to have an operator's license for this transportation type, do you have a valid operator’s license?
- a) Yes
 - b) No
 - c) I am not required to have an operator’s license

6) Census Field Supervisor positions may require traveling over 50 miles in some rural or suburban areas. In city/urban areas traveling should not be more than 50 miles. Are you willing to travel?

a) Yes

b) No

7) Your application indicated that you have supervisory experience. Should you be selected for the Census Field Supervisor position, you may be required to:

- Train and mentor team members remotely to encourage them to perform in a timely manner according to the amount of work assigned.
- Use internal computer software system to assign work and monitor your team's progress
- Review your team's work to determine if it meets job standards
- Review and certify staff's payroll
- Communicate and meet with team members on an ongoing basis
- Occasionally conduct household interviews to obtain address or household data

Are you willing and able to perform the duties mentioned above?

a) Yes

b) No

8) Enumerators locate households and conduct interviews with respondents, explaining the purpose of the Census, asking questions to validate addresses, and recording data. Enumerators go to specific addresses to interview people to complete a questionnaire or to verify the status of addresses. They travel from housing unit to housing unit, carrying materials, climbing stairs, working in bad weather and having to deal with reluctant households. Census Field Supervisors may work in similar situations as Enumerators to ensure that workloads are completed on time or follow up is needed. Are you able and willing to do similar work as enumerators?

a) Yes

b) No