

## Attachment II: Interview Guide

### **PROACTIVE INTERVIEW**

1. Prepare for survey (who completed it previously, review any notes).
2. Ask for previous respondent, go through standard introduction of self and survey
3. Last time it was reported that your establishment had X employees.
  - a. May calls: How many employees does your establishment have at present [Note to Interviewer: As in production collection, it may be useful to define who counts as an employee.]
  - b. June – August calls: How many employees did your company have in May of 2015?
4. Last time, it was reported that your establishment had (first job title), (second job title), (third job title).
  - a. May calls: Do you still have Xs, Ys and Zs? How many X's does your establishment employ currently? Y's? Z's? Are there any other employees we haven't covered? What do they do?
  - b. June – August calls: Did you still employ Xs, Ys and Zs in May 2015? How many X's? Y's? Z's? Are there any other employees we haven't covered? What do they do?
5. Finally, last time, it was reported the # Xs made between (specify wage range).
  - a. May calls: What is the wage range for that occupation? (repeat for all occupations x wage ranges)
  - b. June – August calls: What was the wage range for that occupation in May 2015? (repeat for all occupations x wage ranges)

## REACTIVE INTERVIEW

1. Standard introduction of self and survey
2. May calls: How many employees does your establishment have at present [Note to Interviewer: As in production collection, it may be useful to define who counts as an employee.]
3. June – August calls: How many employees did your company have in May of 2015?
  - a. If different than PRD: Last time, it was reported that your establishment had X employees. Has there been a change in your employment since then?
    - i. If yes: What was the change?
    - ii. If no: Which figure is accurate for May 2015, X or Y?
  - b. If same number, go on to next question
2. May calls: {Insert: NAICS tailored occupation questions: For example, if it is a restaurant, Interviewer will ask: how many waitresses work there presently? How many bartenders? Any dishwashers? Cooks? Supervisors? GMs? Others not mentioned?}
3. June – August calls: {Insert: NAICS tailored occupation questions: For example, if it is a restaurant, Interviewer will ask: how many waitresses work(ed) there in May of 2015? How many bartenders? Any dishwashers? Cooks? Supervisors? GMs? Others not mentioned?}
  - a. If number of employees per job titles has changed: Last time, it was reported that your establishment had X xxxxs employed there (e.g. 3 plumbers) has that changed?
  - b. If number of occupations has changed: Last time, you did/did not have an Y employed there, has that changed?
  - c. If same job titles listed, go on to next question

4. May calls: What is the wage range for that occupation? (repeat for all occupations x wage ranges)
5. June – August calls: What was the wage range for that occupation in May 2015? (repeat for all occupations x wage ranges)
  - a. If there are differences: The wage range(s) for X is different from last time, did that wage rate change?
  - b. If same wages listed, go on to debriefing

## CONTROL INTERVIEWEW

1. Standard administration of self and OES
  2. May calls: How many employees does your establishment have at present [Note to Interviewer: As in production collection, it may be useful to define who counts as an employee.]
  3. May calls: {Insert: NAICS tailored occupation questions: For example, if it is a restaurant, Interviewer will ask: how many waitresses work there presently? How many bartenders? Any dishwashers? Cooks? Supervisors? GMs? Others not mentioned?}
  4. May calls: What is the wage range for that occupation? (repeat for all occupations x wage ranges)
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1. June – August calls: How many employees did your company have in May of 2015?
  2. June – August calls: {Insert: NAICS tailored occupation questions: For example, if it is a restaurant, Interviewer will ask: how many waitresses work(ed) there in May of 2015? How many bartenders? Any dishwashers? Cooks? Supervisors? GMs? Others not mentioned?}
  3. June – August calls: What was the wage range for that occupation in May 2015? (repeat for all occupations x wage ranges)

### **PROACTIVE DEBRIEFING**

1. Thank you. In order to simplify the response process for this survey, I have a few questions about your experience and your answers. Understanding how the interview worked for you and your company will help us improve it in the future.
2. Your company provided data to us on {insert response date}. Do you recall having answered these questions last time?
  - a. If no: Do you know who would have provided these data last time?
3. (if necessary, if obvious that the R used records, probe as below) Did you use any records to answer the questions today?
  - a. If yes, what records did you consult?
  - b. What information did you use from the records?
4. I first asked about number of employees at your company. How easy or difficult was that to answer?
  - a. I gave you the total number of employees that was reported last time. Was that helpful when reporting this number last time?
  - b. Have you had any changes in employment since the last time your company reported?
    - i. Has anyone been hired or left the company? {probe to confirm or correct current answer}
    - ii. Have there been any changes in company size or organization? {probe to confirm or correct current answer}
5. I also asked about job titles. Again, I gave you what was reported last time. Did having this information make it easier or more difficult to report for this year?

- a. Have there been any changes to the list of job titles or to the number of employees associated with specific job titles since the last time your company reported? For example as a result of promotions, company reorganizations? {probe to confirm or correct current answer}
6. Finally I asked you about wage ranges, giving you the wage ranges reported last time. Did the wage ranges reported last time make it easier or more difficult to report for this year?
  - a. Have there been any changes in wage ranges since the last time your company reported? For example as a result of promotions or new hires? {probe to confirm or correct current answer}
7. That's all the questions I have, thanks for your help in this important study! Do you have any comments or feedback on how we could make the OES data-collection process easier for respondents?
8. Before you go, I have one final request. To allow us to evaluate data accuracy, we ask respondents to send us data from their company. With that data, we're able to gain a lot of insight into the quality of our data.
  - a. Would you be able to provide us with data showing the number of employees, their job titles and wage ranges for May 2015? This might be as simple as a printout from your HR or payroll system.
  - b. As is the case with all of our surveys, all of the data provided will be kept secure and confidential.
    - i. If yes: Thank you! What is the easiest way for you to get us that data?  
You can email it, fax it, or mail it in.

ii. If no: I understand. Thanks for your help with this study and have a great day!

## REACTIVE DEBRIEFING

1. Thank you. In order to simplify the response process for this survey, I have a few questions about your experience and your answers. Understanding how the interview worked for you and your company will help us improve it in the future.
2. Your company provided data to us on {insert response date}. Do you recall having answered these questions last time?
  - a. If no: Do you know who would have provided these data last time?
3. (if necessary, if obvious that the R used records, probe as below) Did you use any records to answer the questions today?
  - a. If yes, what records did you consult?
  - b. What information did you use from the records?
4. I first asked about number of employees at your company. How easy or difficult was that to answer?
  - a. *If difference was identified, reactive PRD given:* The number of employees you reported for this year was different from what was reported last time. What did you think when I pointed that out?
    - i. Was it helpful for you to know what was reported last time?
    - ii. *If reason for difference wasn't identified in the interview, probe to identify it now*
5. I also asked about job titles. How easy or difficult was that to answer?
  - a. *If difference* The job titles you reported for this year was different from what was reported last time. What did you think when I pointed that out?
    - i. Was it helpful for you to know what was reported last time?

- ii. *If reason for difference wasn't identified in the interview, probe to identify it now*

6. Finally I asked you about wage ranges, giving you the wage ranges reported last time.

How easy or difficult was that to answer?

- a. *If difference* The wage ranges you reported for this year was different from what was reported last time. What did you think when I pointed that out?

- i. Was it helpful for you to know what was reported last time?

- ii. *If reason for difference wasn't identified in the interview, probe to identify it now*

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- b. As is the case with all of our surveys, all of the data provided will be kept secure and confidential.

- i. If yes: Thank you! What is the easiest way for you to get us that data?

- You can email it, fax it, or mail it in.

- ii. If no: I understand. Thanks for your help with this study and have a great day!

## CONTROL DEBRIEFING

1. Thank you. In order to simplify the response process for this survey, I have a few questions about your experience and your answers. Understanding how the interview worked for you and your company will help us improve it in the future.
2. Your company provided data to us on {insert response date}. Do you recall having answered these questions last time?
  - a. If no: Do you know who would have provided these data last time?
3. (if necessary, if obvious that the R used records, probe as below) Did you use any records to answer the questions today?
  - a. If yes, what records did you consult?
  - b. What information did you use from the records?
4. I first asked about number of employees at your company. How easy or difficult was that to answer?
  - a. Last time, it was reported that there were XX employees at your company.
    - i. *Probe for reasons for differences, or for confirmation of the consistency, aiming to identify “truth”*
    - ii. Would it have been useful for you to know how many employees were reported last time when answering for this year?
5. I also asked about job titles. How easy or difficult was that to answer?
  - a. Last time, it was reported that there were [job title1]s, [job title 2], [job title 3] at your company.
    - i. *Probe for reasons for differences, or for confirmation of the consistency, aiming to identify “truth”*

- ii. Would it have been useful for you to hear the job titles reported last time when answering for this year?
- 6. Finally I asked you about wage ranges, giving you the wage ranges reported last time.  
How easy or difficult was that to answer?
  - a. Last time, it was reported that there were [wage range1]s, [wage range2], [wage range3] at your company.
    - i. *Probe for reasons for differences, or for confirmation of the consistency, aiming to identify “truth”*
    - ii. Would it have been useful for you to hear the wage ranges reported last time when answering for this year?
- 7. That’s all the questions I have, thanks for your help in this important study! Do you have any comments or feedback on how we could make the OES data-collection process easier for respondents?
- 8. Before you go, I have one final request. To allow us to evaluate data accuracy, we ask respondents to send us data from their company. With that data, we’re able to gain a lot of insight into the quality of our data.
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