





Job Openings and Labor Turnover Survey - Reporting Form Page - Windows Internet Explorer provided by Bureau of Labor Statistics

https://joltdata.bls.gov/jolts\_data/entry

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

Update Respondent Information | Help | Logout

Report Number: 99999999

Report the data items below for the report month of (select month and year):

October 2017  
 November 2017

|  | A                    | B                    | C                    | D                    | E                      | F                    | G                    |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
|  | Total Employment     | Job Openings         | Hires                | Quits                | Layoffs and Discharges | Other Separations    | Total Separations    |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |

Continue

If you have questions or comments, please send e-mail to: [joltswebhelp@bls.gov](mailto:joltswebhelp@bls.gov) Version: 3.2

Job Openings and Labor Turnover Survey - Reporting Form - Windows Internet Explorer provided by Bureau of Labor Statistics

https://joltdata.bls.gov/jolts\_data\_entries

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

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Report Number: 099999991

Report the data items below for the report month of (select month and year):

October 2014  
 November 2014

|  | A                    | B                    | C                    | D                    | E                      | F                    | G                    |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
|  | Total Employment     | Job Openings         | Hires                | Quits                | Layoffs and Discharges | Other Separations    | Total Separations    |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |

Continue

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Job Openings and Labor Turnover Survey - Report Summary Page - Windows Internet Explorer provided by Bureau of Labor Statistics

https://joltstats.bls.gov/joltstats/adminData/reviewData?reportingPeriod=1&selectDate=1&totalEmployees=25&jobOpening=1&hires=0&quits=2&layoffDischarge=0

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

Update Respondent Information | Help | Logout

**Please review your data and edit or submit**

Report Number: 999999999

Review items reported for the month of **October 2017**

|              | A                | B            | C     | D     | E                      | F                 | G                 |
|--------------|------------------|--------------|-------|-------|------------------------|-------------------|-------------------|
|              | Total Employment | Job Openings | Hires | Quits | Layoffs and Discharges | Other Separations | Total Separations |
| October 2017 | 25               | 1            | 0     | 2     | 1                      | 0                 | 3                 |

Submit Data to BLS | Edit

If you have questions or comments, please send e-mail to: [johw@hshp@bls.gov](mailto:johw@hshp@bls.gov) Version: 3.2

Job Openings and Labor Turnover Survey - Thank You Page - Windows Internet Explorer provided by Bureau of Labor Statistics

https://joltstats.bls.gov/joltstats/adminData/totalEmployees=25&jobOpening=1&hires=0&quits=2&layoffDischarge=0&otherSeparations=3&totalSeparations=3

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

Help | Logout

**Thank you for reporting your data!**  
Your data have been sent to BLS.

Your Confirmation Number is **344711**. Please report again next month.

Report Number: 999999999

Report for the month of October 2017

|              | A                | B            | C     | D     | E                      | F                 | G                 |
|--------------|------------------|--------------|-------|-------|------------------------|-------------------|-------------------|
|              | Total Employment | Job Openings | Hires | Quits | Layoffs and Discharges | Other Separations | Total Separations |
| October 2017 | 25               | 1            | 0     | 2     | 1                      | 0                 | 3                 |

Print

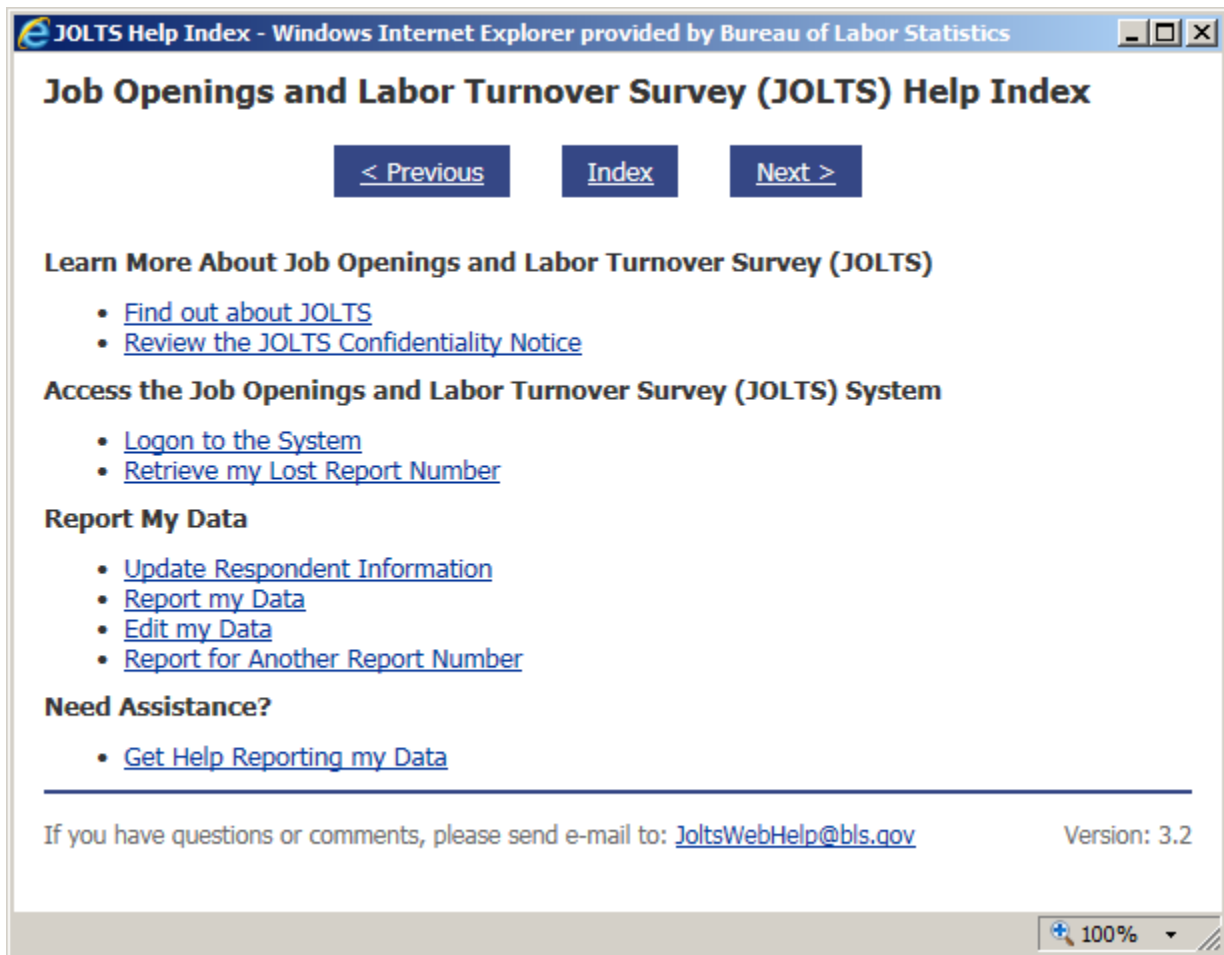
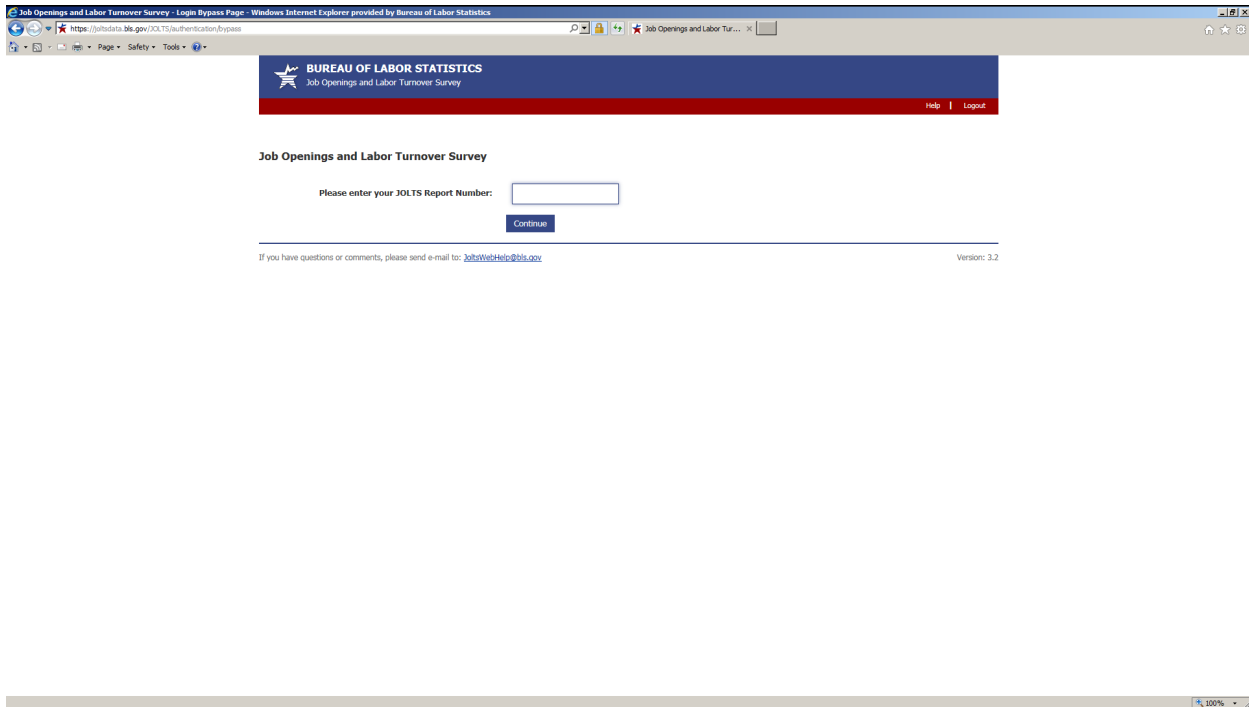
**NOTE:** If you made a data entry error or selected the incorrect month, click the "Enter data for a report number" link below.

**To Report More Data**  
[Enter data for a report number](#)

**To Obtain More Information about JOLTS Data**  
[See how your data were used last month](#)  
[Economy at a glance](#)  
[BLS Home Page](#)  
[JOLTS data](#)

**JOLTS Forms**  
[Get New Form](#)

If you have questions or comments, please send e-mail to: [johw@hshp@bls.gov](mailto:johw@hshp@bls.gov) Version: 3.2



## About Job Openings and Labor Turnover Survey (JOLTS)

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The Job Openings and Labor Turnover Survey (JOLTS) program is a monthly survey conducted by the Bureau of Labor Statistics of the U.S. Department of Labor.

The JOLTS survey collects data on Total Employment, Job Openings, Hires, Quits, Layoffs & Discharges, and Other Separations.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## JOLTS Confidentiality Notice

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This report is authorized by law 29 U.S.C. 2. We request your cooperation 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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

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 current **OMB No. 1220-0170**. Approval expires 6/30/2018.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Logon to the System

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1. Enter the report number printed in the upper right corner of the form.
2. Click on "Click here".
3. Answer the image based question by clicking the specified picture.
4. Click on the "I Accept" button.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Retrieve My Lost Report Number

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Your JOLTS report number is printed in the upper right corner of the front page of your survey form and in the subject line of your reminder email. If you don't have your survey form, please send an e-mail to [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Update My Respondent Information

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1. Click on the "Update Respondent Information" link.
2. Enter your Address.
3. Enter your City.
4. Enter your State.
5. Enter your Zip Code.
6. Enter your Name.
7. Enter your full Email Address.
8. Re-enter your full Email Address.
9. Enter your Telephone Number.
10. Click on the "Submit" button.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Report My Data

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1. Select the month and year that you are reporting data for.
2. Enter the data from your form into the corresponding fields on the page.
3. Click on the "Continue" button.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Edit My Data

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1. Click on the "Edit" button on the Please Review Your Data page.
2. Make any necessary changes.
3. Click on the "Continue" button.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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## Report for Another Schedule Number

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Click on the "Enter data for another report number" link on the Thank You page to enter data for another schedule.

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## Get Help Reporting My Data

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Requests for assistance using the JOLTS system, comments, and suggestions should be forwarded to [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

If you need help completing the survey, please call (800) 341-4620.

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If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)

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**Help Request Form**

The Bureau of Labor Statistics (BLS) is committed to making its online information and services accessible to the widest possible audience. Please complete the form below and click on the "Submit" button. You will be contacted by an IDCF help desk representative.

(\* Required Field)

To receive a reply to your request, enter the following:

\* Email Address:

\* First Name:

\* Last Name:

\* Phone Number:

Enter your request information below:

\* Nature of the Problem:

\* Problem Description:

Please provide additional information below:

Which BLS Survey are you currently trying to report data for?

Which State are you currently trying to report for?

User ID:

Did you register using the email address above?  Yes  No  Don't Know  Not Registered

Please note that your IP address will be captured automatically when you submit this form in order to help troubleshoot your issue.

Job Openings and Labor Turnover Survey - Privacy and Security Statement - Windows Internet Explorer provided by Bureau of Labor

https://joltdata.bls.gov/JOLTS/authenticating/privacy

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

ADA Statement | Privacy Policy

### Privacy and Security Statement

Thank you for visiting the Bureau of Labor Statistics (BLS) Internet Data Collection Website. BLS is strongly committed to maintaining the privacy of your personal and company information, the confidentiality of your data, and the security of our computer systems.

With respect to the collection, use, and disclosure of personal information, BLS makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Confidential Information Protection and Statistical Efficiency Act of 2002, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, the Trade Secrets Act, and the Freedom of Information Act.

Data submitted to the BLS are used for statistical purposes only. BLS and State agencies (when applicable) will hold your data in confidence to the full extent permitted by law.

When you visit our site, we authenticate the account number and password or other respondent identifier assigned to you by BLS. This information is used to ensure that only authorized BLS respondents are granted access to the website.

The BLS Data Collection Facility does not use [cookies](#) to store any permanent information about you or your business.

When you visit our site, we collect and store the following information:

- The IP address from which you accessed the Internet (an IP address is a number that is automatically assigned to your computer)
- The type of browser and operating system used to access our site
- The date and time you accessed our site

This information is permanently retained in a secure environment and is used by internal software programs to create summary statistics. These statistics allow us to assess site trends, the number of unique visitors to our site, and monitor system performance.

For security purposes and to ensure that this service remains available to all users, our website also employs software programs to monitor network traffic to identify unauthorized attempts to upload information other than survey data, alter the site, or other attempts to cause damage. Per the Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Unauthorized attempts to upload information not associated with a specific survey, alter the site or to cause damage are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

**If you identify yourself by sending an E-mail**

You also may decide to send us identifying information in an electronic mail message. Information collected in this manner is used solely for responding to requests for information or assistance. We may forward your E-mail to other Government employees who are better able to respond to you. Should you wish to file a request under FOIA, instructions are provided at [BLS - IDCF Freedom of Information Requests](#).

**If you identify yourself by initiating a Respondent Change Request**

As a BLS respondent you may alter your identifying personal or company information. Information collected in this manner will be forwarded to the responsible Government employees for processing. You will be contacted for verification purposes prior to processing.

**If you link to other sites outside of the BLS Internet Data Collection Website**

Our website has many links to other sites. When you link to any of these sites, you are no longer on our site and are subject to the privacy policy of the new site.

If you have questions or comments, please send e-mail to: [joltsWebHelp@bls.gov](mailto:joltsWebHelp@bls.gov)

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Job Openings and Labor Turnover Survey - Freedom of Information Act - Windows Internet Explorer provided by Bureau of Labor Sta

https://joltdata.bls.gov/JOLTS/authenticating/foia

**BUREAU OF LABOR STATISTICS**  
Job Openings and Labor Turnover Survey

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### BLS Freedom of Information Requests (FOIA)

The Freedom of Information Act (FOIA) provides any person the right to request access to records held by the Bureau of Labor Statistics. The request must be in writing and signed by the person making the request, and it must reasonably describe the records being requested. The Department of Justice's homepage provides the full text of the Freedom of Information Act (FOIA).

In making your request, you should be as specific as possible in describing the records requested. The more specific you are about the records or types of records you are requesting, the more likely it will be that the BLS can locate those records.

There are statutory FOIA exemptions that authorize the withholding of information in certain specific circumstances. If the BLS does withhold information requested under the FOIA, we will specify in our response the FOIA exemption under which the information is being withheld.

Under the FOIA statute, Federal agencies are required to respond to a FOIA request within twenty business days, excluding Saturdays, Sundays, and legal holidays. In the BLS, this period begins when the FOIA Disclosure Officer receives the request.

**BLS FOIA Contacts**

You should address your FOIA request for BLS records to:

*U.S. Department of Labor  
Bureau of Labor Statistics  
FOIA Disclosure Officer  
Room, 4040 Postal Square Building  
2 Massachusetts Avenue, N.E.  
Washington, DC 20212-0001*

Or fax your request to:  
*Bureau of Labor Statistics  
FOIA Disclosure Officer  
(202) 691-7797*

The BLS FOIA Coordinator can be reached at (202) 691-7628.

If you have questions or comments, please send e-mail to: [joltsWebHelp@bls.gov](mailto:joltsWebHelp@bls.gov)

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