

New Hires Revisions, 2012Q1
11/27/2012

Several changes were made to the new hires survey instrument before it was mailed out for the first quarter 2012 (2012Q1) panel. The revised questionnaire was mailed to a small percentage of the 2012Q1 sample in order to ensure that the changes did not create respondent confusion. These changes do not change the overall integrity of the questionnaire, but should help clarify the intent of the question to the employer filling it out. The following list details the changes that were made.

1. Question 1 asks the employer if the person listed on the questionnaire was employed by the company during the survey reference period. The reference period was originally written as “month, month, and/or month.” There were a number of questionnaires returned in which the employer wrote that the person was only employed during one of the months listed or some other short period of time within the reference period, and the rest of the questionnaire was left blank. On the revised questionnaire, the “and/or” has been printed in bold letters to try to convey that we are interested in job information if the employee worked at the firm at any time during the listed reference period.
2. The original survey instrument asked employers to list the job’s rate of pay and mark a box indicating whether the job paid by the hour, week, 2 weeks, month, or other. There seemed to be some confusion with this question in which an employer would fill in what appeared to be an hourly rate but mark the pay rate box corresponding to how often paychecks were distributed at that firm. On the revised form, question is written as “____.____ per _____” and instructions are given to fill in the blank with the proper rate of pay (i.e. per hour, week, or month).
3. Question 2b is new to the questionnaire and asks, “During the reference period, was this job considered” with the options of full-time, part-time, volunteer, or temporary/substitute offered as choices. If the employer marked “temporary/substitute” they are asked to indicate how long the job lasted. During previous panels, survey instruments were returned in which the employer had noted that the job was considered temporary or volunteer, but there was no way to show this in the results. Question 2b is intended to fix this.
4. Question 3 asks, “Were any of the following benefits offered for this job?” A number of respondents picked “Other” and wrote in responses such as “401k plan” “holidays” and “sick leave.” To make data manipulation and

analysis easier, the option for “retirement plan” was changed to “retirement plan/401k plan” and “paid time off” was changed to “paid time off (including vacation, sick, holiday).”

5. A second part to Question 3 was added to the revised survey: “If benefits were offered, was there a waiting period to receive benefits?” The options “yes,” “no,” and “don’t know” were offered. On the previous version of the instrument, many respondents had indicated that there was a waiting period, and a large number had then not marked any of the benefits because of the waiting period. This addition is intended to clarify that we want to know about benefits even if there is a waiting period involved.
6. On Question 4a, the job title examples were changed from “for example, secretary, accountant, personnel manager” to “for example, high school teacher, civil engineer, personnel manager.” This was done to encourage respondents to be very specific when indicating job title. This should help with Standard Occupational Classification (SOC) coding and reduce the number of phone calls needed to get more information about the job.
7. Question 4b originally asked what the “most important” activities and duties of the job were. On the revised questionnaire, this was changed to the “typical” activities and duties of the job. On previous panels of the survey, this question was often answered with general, abstract job descriptions such as being on time or being friendly; descriptions that did not tell much about the actual job and made SOC coding more difficult. This should decrease the number of phone calls needed to get clarification.
8. The examples for the “other” category on Question 5b were changed from “for example, a course in medical terminology” to “for example, safety training, MSHA training.”
9. On questions 2b and 4a, the reference period was specified by inserting (month, month, and/or month) after “reference period” to clarify again to the employer the time frame the survey pertains to.

Overall, at least anecdotally, these changes have been successful. There is no easy way to compare responses on the old version of the questionnaire to those on the new version, but during the trial period fewer calls were made to employers for response verification, there were fewer questions about what a response meant, and the response rate was higher for the new version (58.6%) than for the old version (55.4%) before phone call collection began. It was determined that the responses to the revised form were favorable, and it will replace the original form for future survey panels.

Department of Workforce Services Job Skills Survey – Fax to 1-877-827-9511
or 307-473-3829

Rev.6/2012

Survey Date: July 2012



Research & Planning
Wyoming DWS

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Please return form by July 30, 2012

**We expect this form to take approximately
10-15 minutes to complete**

All data collected by Research & Planning must, by the Workforce Investment Act (see: 29 USC sec. 491-2 (a)(2)) and the Wyoming Employment Security Law (section 27-3-603), be held in the strictest confidence, with results published only as summary statistics.

Employee holding this job: (First Initial, Last Name)

This is a request for information about this job: work, pay, and benefits

1. Our records indicate the above-named individual was an employee of your business during the **reference period** of January, February, **and/or** March, 2012. Is this correct? **(Please select one response)**

Yes **(if yes, please continue)**

No **(If no, STOP. Please return this form in the enclosed self-addressed stamped envelope or fax it to one of the numbers above. Thank you.)**

2a. What was the rate of pay for this job during the **reference period** of January, February, and/or March 2012?

Please include base rate of pay, tips, commissions, and other monetary compensation.

\$ _____ per _____
(specify; for example, hour, month, year)

2b. During January, February, and/or March, 2012, was this job considered **(please select one response)**:

Full-Time

Part-Time

Volunteer

Temporary/Substitute

If this job was considered **temporary/substitute**, how long was it filled by this employee?

2c. On average, how many hours were worked in this job each week during the reference period? _____ Hours

3. Were any of the following benefits offered for the job? **(Please check all that apply even if there is a required waiting period)**

Health insurance

Retirement plan/401k plan

Paid time off *(including vacation, sick, holiday)*

Other **(specify)**: _____

No benefits offered

If benefits were offered, was there a waiting period to receive benefits?

Yes

No

Don't Know

Type of Work

4a. During the **reference period** (January, February, and/or March, 2012), what was the job title for this job? **(For example, high school teacher, civil engineer, personnel manager. Please print in the space provided.)**

4b. During the **reference period**, what were the typical *activities or duties* of this job? **(For example, typing and filing, reconciling financial records, directing hiring policies. Please print in the space provided.)**

Employee Licensing and Certification

5a. Does this job require a specialized license or certification? **(For example, commercial driver's license, medical license, real estate license.)**

No

Yes

If yes, please specify: _____

Don't know

**(Over Please)
Confidential**

Employee Training and Education	(ID NUMBER)
5b. Check the qualifications required for the type of work described in questions 4a and 4b. <i>(Please check all that apply)</i> <input type="checkbox"/> On-the-job training <input type="checkbox"/> Associate's degree <input type="checkbox"/> None required <input type="checkbox"/> Postsecondary technical training <input type="checkbox"/> Bachelor's degree or greater <input type="checkbox"/> Other <i>(specify; for example, safety training, MSHA training)</i> <input type="checkbox"/> Work experience in related occupations	
Employee Job Skills We are seeking information about the importance of the following skills for the job in which the worker was employed during the reference period of January, February, and/or March, 2012. Skills are defined as the capacity to carry out the tasks required to accomplish the activities and duties of this job. When possible, we request that someone with knowledge about the skills needed for this job complete all parts of questions 6 through 12. Please use a scale of 1 to 3 where 1 means Unimportant and 3 means Important. Please circle or check the most appropriate response for this job. Thank you.	
6. How would you rate the level of importance for service orientation for this job? (Involves actively looking for ways to help people.) Unimportant Neither Important nor Unimportant Important <input type="checkbox"/> Don't know 1 2 3	
7. How would you rate the level of importance for critical thinking for this job? (Involves using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.) Unimportant Neither Important nor Unimportant Important <input type="checkbox"/> Don't know 1 2 3	
8. How would you rate the level of importance of reading comprehension for this job? (Involves understanding written sentences and paragraphs in work related documents.) Unimportant Neither Important nor Unimportant Important <input type="checkbox"/> Don't know 1 2 3	
9. How would you rate the level of importance of technology design for this job? (Involves generating or adapting equipment and technology to serve user needs.) Unimportant Neither Important nor Unimportant Important <input type="checkbox"/> Don't know 1 2 3	
10. How would you rate the level of importance of operation and control for this job? (Involves controlling operations of equipment or systems.) Unimportant Neither Important nor Unimportant Important <input type="checkbox"/> Don't know 1 2 3	
11. In your opinion, what one skill is most important to accomplishing the activities and duties of this job? It could be one of the above or it could be another skill. <i>(Please print in the space provided)</i> _____ _____	
12. How would you rate your overall satisfaction with this employee's work skills ? (for example, cooking, customer service skills, welding, teaching skills, heavy lifting skills.) Unsatisfied Neither Satisfied nor Unsatisfied Satisfied <input type="checkbox"/> Don't know 1 2 3	
13. Is this person still employed at your firm? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Contact person name and title <i>(Please print)</i> First _____ Last _____ Title _____ Phone number <i>(Please include area code)</i> _____ Email address _____	
15. Would you like to receive a copy of the statistical report compiled from all of the questionnaire results? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Thank You!

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Rev.5/2011

Survey Date: March 2012



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Please return form by August 13, 2012

**We expect this form to take approximately
10-15 minutes to complete
(ID NUMBER)**

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Yes **(if yes, please continue)**

No **(If no, STOP. Please return this form in the enclosed self-addressed stamped envelope or fax it to one of the numbers above. Thank you.)**

2a. What was the rate of pay for this job during the **reference period** of January, February, and/or March 2012 \$ _____ . ____ per **(check one)**

- Hour
 Week
 2 Weeks
 Month
 Other **(specify: e.g. supplemental insurance)**

Please include base rate of pay, tips, commissions, and other monetary compensation.

2b. On average, how many hours were worked in this job each week at that time? _____ Hours

3. Were any of the following benefits offered for the job? **(Please check all that apply)**

- Health insurance Retirement plan Paid time off
 Other **(specify):** _____ No benefits offered

Type of Work

4a. During the **reference period**, what was the job title for this job? **(For example, secretary, accountant, personnel manager. Please print in the space provided.)**

4b. During the **reference period**, what were the most important *activities or duties* of this job? **(For example, typing and filing, reconciling financial records, directing hiring policies. Please print in the space provided.)**

Employee Licensing, Certification, Training, and Education

5a. Does this job require a specialized license or certification? **(For example, commercial driver's license, medical license, real estate license.)**

- No Yes If yes, please specify: _____ Don't know

(Over Please)

