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Appendix C

Understanding The Demand Side of the TANF Labor Market

National Survey of Business Establishments

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NATIONAL SURVEY OF BUSINESS ESTABLISHMENTS

The survey, which was administered to a nationally representative sample of business establishments, was conducted by telephone between April 2007 and August 2007. The objective of this survey was to support the analysis of demand for persons receiving Temporary Assistance for Needed Families (TANF). Here, we describe the sample, survey process, survey results, weighting, nonresponse adjustments, post-stratification, and response analysis.

A. SAMPLING STRATEGY

The sample design describes a process and mechanism by which each member of a target population has a known chance of being selected into the sample. This sample can then provide for statistically defensible survey estimates and measures of precision for these estimates (such as sampling variances and confidence intervals).

Because the determination of the need for staff and hiring is generally conducted at the establishment we defined our analysis unit and sampling unit as the establishment (as opposed to the enterprise or some intermediary unit).¹ Because the goal of this study is to see how low-wage workers function in the private-sector labor market, we excluded establishments that are government entities. In addition, to keep the sampling frame manageable while still representing the major portion of the low-wage labor market, we restricted the sample to establishments with four or more employees.

¹ As defined by the Census Bureau, an *establishment* is a single physical location at which business is conducted or where services or industrial operations are performed. An *enterprise* is a business organization consisting of one or more domestic establishments under common ownership or control. For companies with only one establishment (a single-location enterprise), the enterprise and the establishment are the same.

For the sampling frame, the most comprehensive commercially available listing is the Marketing File from Dun & Bradstreet, Inc. (D&B).² While the D&B database is known to be based on credit reporting (related to its credit ratings), D&B accesses many sources to include new establishments (such as branches and subsidiaries) formed by existing firms and new firms. For example, D&B accesses a database of more than 600 million “payment experiences” from a pool of more than 5,000 companies (such as credit card companies, airlines, and shipping and delivery companies) to develop the credit rankings, but it also uses this information to identify new establishments and firms. D&B staff then contact newly identified establishments, as well as extant ones, to find out the number of employees, the number of sales, and contact information. Existing enterprises are also contacted periodically for information on new branches and the size of these branches. D&B estimates that there are nearly 3 million establishments in the United States with five or more employees.³

Instead of purchasing the database directly from D&B and selecting our own sample, we chose to secure a vendor who had already purchased access to the full D&B database and to have the samples selected from the D&B database to our specifications. We identified Marketing Systems Group, Inc. (MSG) as the preferred source because of the reasonable cost of the samples, design flexibility offered, and the sampling process that MSG uses.⁴

² Lists of businesses are also available from vendors that use the telephone directory to identify establishments. These are less complete and less current than the D&B database. These databases usually lack the linkage among establishments useful for identifying corporate structure and differentiating between establishments and enterprises.

³ This count includes establishments that have refused to provide D&B with the count of employees; most of these establishments are expected to have five or more employees.

⁴ MSG was willing to impose specific modifications to its usual sampling procedures to improve the quality of the sample and to work with us to provide additional counts needed to compute the sampling weights.

For sample stratification, we used some factors as explicit stratification factors and others as implicit stratification factors for the sample design.⁵ The three explicit stratification factors that we used are:

1. Urban and rural status of the county (based on a 2003 Urban Influence Code)
2. Industry (based on Standard Industrial Classification [SIC] codes)
3. Size of enterprise that controls the establishment (fewer than 100 employees versus 100 or more employees)

For the urban and rural status, we used the Urban Influence Code that had been developed by the Economic Research Service of the U.S. Department of Agriculture (see [<http://www.ers.usda.gov/Briefing/Rurality/urbaninf>]). The 2003 Urban Influence Codes divided the 3,141 counties, county equivalents, and independent cities in the United States into 12 groups. Metro counties are divided into two groups by the size of the metro area—those in “large” areas with at least 1 million residents and those in “small” areas with fewer than 1 million residents. Nonmetro micropolitan counties are divided into three groups by their proximity to metro areas—adjacent to a large metro area, adjacent to a small metro area, and not adjacent to a metro area.⁶ Nonmetro noncore counties are divided into seven groups by their adjacency to metro or micro areas and whether or not they have their “own town” of at least 2,500 residents. Census-defined *places* are considered to be towns in this classification. Under

⁵ Explicit stratification is based on fixed sampling strata and fixed sample allocation to these strata. Implicit stratification is an approximate proportional sample allocation across the implicit stratification factors that are imposed by sorting the sampling frame and using a sequential selection procedure. Implicit stratification is used to improve the representation of subgroups of the sampling frame in the sample.

⁶ In the past decade, various sources urged the Office of Management and Budget (OMB) to delineate the entire land surface of the country into areas, and not leave the territory outside of metro areas as an undifferentiated residual. As a partial response, OMB designated micropolitan areas using the same procedure as that for metro areas. Any nonmetro county with an urban cluster of at least 10,000 or more people becomes the central county of a micropolitan area ([<http://www.ers.usda.gov/Briefing/Rurality/WhatisRural/index.htm>]).

the new “core-based statistical area” system, metro areas are defined for all urbanized areas, regardless of total area population. In addition, inclusion as an outlying county is based on a single commuting threshold of 25 percent with no “metropolitan character” requirement.

The industry strata (target or nontarget industries) were based on the retail trade and food service industries (the target industries) versus all others. Tabulations for the Current Population Survey (CPS) indicate that these industries disproportionately employ low-wage workers (workers who earn less than \$10 per hour). For example, while 12.1 percent of all workers are in “retail trade,” 20.6 percent of low-wage workers are employed in that industry; similarly, while 5.6 percent of all workers are in “food services and drinking places,” 14.6 percent of all low-wage workers are employed in that industry.

In addition to these explicit sampling strata, we asked the vendor to impose implicit stratification (within the explicit strata) based on the state and geographic region and the number of employees at the establishment.

The sample allocation for this survey was developed to ensure adequate sample counts of completed interviews for specific subpopulations of establishments. For example, the sampling strata of establishments in specific industries (such as retail trade and food service industries) would receive a disproportionately larger share of the total sample. This would be done to increase the number of respondents expected among these industries in order to enhance the precision for survey estimates of establishments in these industries. This is because the oversampling (and undersampling) of establishments in some subpopulations can adversely affect the precision of survey estimates for other subpopulations.⁷

⁷ As a technical point, if the sampling rates and unit variances for establishments are equal or, at least, similar in all sampling strata, the sampling variance for the survey estimates including establishments from different strata will be less than if the sampling rates are substantially different. This increase in the sampling variance is called the design effect from unequal sampling weights.

We had the vendor select stratified simple random samples so that the probability of selection is known (and greater than zero) for each establishment in the sampling frame and statistically defensible sampling weights can be computed for each sample member. For this survey, the counts of establishments in the primary strata are given in Table 1. The target number of completed interviews (see Table 2) was based on the precision desired for the primary strata.

Table 3 shows the number of establishments selected for the screening. During the data collection, we implemented a subsampling process among recalcitrant sample members to more effectively and efficiently direct data collection resources. We identified 456 establishments that were located and had more than 10 attempts to contact for data collection. We randomly selected 150 of these recalcitrant sample members for more intensive data collection.

For this survey, responding establishments include those for which we have enough information to classify the establishment for analysis purposes. They include establishments that were eligible for the survey and completed the questionnaire (eligible respondents) and establishments that were ineligible for the survey (ineligible respondents). An establishment was eligible for the survey if still in operation, non-government, and having hired an employee in a position that did not require a college degree during the past two years. Table 4 shows the number of respondents in each primary stratum.

TABLE 1
SAMPLING FRAME FOR SURVEY

	Total	Firms with 1 to 99 Employees	Firms with 100 or More Employees
Total Establishments	3,560,945	3,425,868	135,077
Urban Strata			
In Metropolitan Areas	2,987,444	2,867,447	119,997
Outside of Metropolitan Areas	573,501	558,421	15,080
Industry Strata			
Target Industries	1,214,831	1,180,270	34,561
Other Industries	2,346,114	2,245,598	100,516
Urban Strata			
In Metropolitan Areas	2,987,444	2,867,447	119,997
Target Industries	998,860	969,356	29,504
Other Industries	1,988,584	1,898,091	90,493
Outside of Metropolitan Areas	573,501	558,421	15,080
Target Industries	215,971	210,914	5,057
Other Industries	357,530	347,507	10,023

Note: These counts include establishments that have refused to provide D&B with the count of employees; it is expected that most of these establishments have five or more employees.

TABLE 2
TARGET SAMPLE SIZE FOR SURVEY

	Total	Firms with 1 to 99 Employees	Firms with 100 or More Employees
Total Establishments	1,000	500	500
Urban Strata			
In Metropolitan Areas	800	400	400
Outside of Metropolitan Areas	200	100	100
Industry Strata			
Target Industries	446	223	223
Other Industries	554	277	277
Urban Strata			
In Metropolitan Areas	800	400	400
Target Industries	370	185	185
Other Industries	430	215	215
Outside of Metropolitan Areas	200	100	100
Target Industries	76	38	38
Other Industries	124	62	62

TABLE 3

FIELDDED SAMPLE SIZE FOR SURVEY

	Total	Firms with 1 to 99 Employees	Firms with 100 or More Employees
Total Establishments	2,960	1,651	1,309
Urban Strata			
In Metropolitan Areas	2,286	1,176	1,110
Outside of Metropolitan Areas	674	475	199
Industry Strata			
Target Industries	1,319	759	560
Other Industries	1,641	892	749
Urban Strata			
In Metropolitan Areas	2,286	1,176	1,110
Target Industries	1,067	577	490
Other Industries	1,219	599	620
Outside of Metropolitan Areas	674	475	199
Target Industries	252	182	70
Other Industries	422	293	129

TABLE 4

RESPONDENT SAMPLE SIZE FOR SURVEY

	Total	Firms with 1 to 99 Employees	Firms with 100 or More Employees
Total Establishments	1,572	888	684
Urban Strata			
In Metropolitan Areas	1,169	612	557
Outside of Metropolitan Areas	403	276	127
Industry Strata			
Target Industries	675	390	285
Other Industries	897	498	399
Urban Strata			
In Metropolitan Areas	1,169	612	557
Target Industries	515	277	238
Other Industries	654	335	319
Outside of Metropolitan Areas	403	276	127
Target Industries	160	113	47
Other Industries	243	163	80

B. SURVEY PROCESS

In this section, we describe the survey process and survey results. The survey was administered by telephone, using a computer-assisted telephone interview (CATI) system, between April and August 2007.

The questionnaire was designed based on past work by Holzer, which surveyed employers in urban areas, and MPR, which surveyed employers in New Jersey. Questions were developed and pretest interviews administered to nine business establishments operating in New Jersey. The questionnaire was revised and finalized following the pretest. An Office of Management and Budget (OMB) clearance package was developed and submitted to HHS before beginning the survey.

First, letters were mailed to the person identified on the D&B database as the CEO or president. The letters, which were mailed on U.S. Department of Health and Human Services (DHHS) stationery, described the purpose of the survey and mentioned that we would be calling to schedule a telephone interview. An example of the advance notification letter is in Appendix A.

Approximately one week after letters were mailed, we called the CEO or president of the business to gain their cooperation with the survey and to identify the senior staff member most knowledgeable about hiring and supervision of employees in jobs that do not require a college degree. We then called the designated respondent and scheduled an interview. Overall, 25,302 calls were made (23.9 calls per completed interview). The average interview took 22.4 minutes.⁸ Completed interviews took an average of 6.4 calls per completion.

⁸ Average interview time does not include administration of screening questions.

When businesses refused to participate, we waited at least two weeks, sent a specially designed letter addressing the fact that the business had refused, and then attempted to “convert” the refusal by using interviewers who were good at getting businesses to cooperate.

A mail version of the questionnaire was sent to respondents who requested it. Respondents were not given the option of doing the survey by mail—it was only used when requested. Mail questionnaires were also sent to businesses that refused twice (refused in the conversion phase) and to businesses in the maximum-call subsample.

Next, we describe the results of the survey effort.

C. SURVEY RESULTS

Table 5 shows the overall unweighted⁹ survey results. Interviews were completed with 1,060 business establishments (35.8 percent of the sample). Of those, 1,021 interviews were completed by telephone and 39 by mail. Businesses were considered to be eligible for the survey when they had jobs or positions not requiring a college degree and had hired an employee into one of those positions during the past two years. If a business did not satisfy both of these conditions, it was considered ineligible for the survey. Also ineligible were government entities and those that were no longer in business. There were 512 ineligible business (17.3 percent of the sample). Of those that were ineligible, 20 (0.7 percent) were government organizations, 77 (2.6 percent) had gone out of business, and 415 (14.0 percent) did not meet survey criteria. Of the 415 not meeting the survey criteria, 236 (8.0 percent) did not have positions that did not require a college degree, and 179 (6.0 percent) had such positions but had not hired someone into one of them in the past two years.

⁹ Weighted survey results are in Section F.

TABLE 5
FINAL STATUS CATEGORIES FOR ALL BUSINESSES

	Number of Cases	Unweighted Percentage
Complete and Eligible		
CATI	1,021	34.5
Hard copy	39	1.3
Subtotal	1,060	35.8
Complete and Ineligible		
Did not meet survey criteria	415	14.0
Government entity	20	0.7
Out of business	77	2.6
Subtotal	512	17.3
Completed Interviews	1,572	53.1
Other Disposition		
Refusal	382	12.9
Maximum number of calls reached	462	15.6
Effort ended	343	11.6
Language barrier	14	0.5
Unlocatable	48	1.6
Hard copy not returned	139	4.7
Subtotal	1,388	46.9
Grand Total	2,960	100.0

In addition to completed interviews and ineligible business establishments, there were 1,388 businesses (or 46.9 percent of the sample) with which interviews had not been completed. Businesses that refused to participate in the survey accounted for about 12.9 percent of the sample (382 businesses). There were 48 businesses (1.6 percent) that were not located after extensive searching efforts and 14 businesses (0.5 percent) that could not be interviewed because no one at the business spoke English. An additional 139 businesses (4.7 percent) requested a mail version but did not return it, even after telephone follow-up calls had been made to encourage them to complete and return the questionnaire. Mail versions of the questionnaire were sent to 168 businesses that had requested it, and another 300 questionnaires were mailed to chronic nonresponders and to those that refused the telephone survey twice. In all, we received 39 (1.3 percent) completed mail questionnaires. Of the businesses that had requested the mail version, 25 (out of a total of 168) sent the questionnaire back, and 2 completed the interview by telephone. In addition, 10 businesses that had initially refused completed the survey by mail.

The two largest categories of nonresponding businesses are those that had reached the maximum number of calls (462, or 15.6 percent) and those with which we were unable to complete an interview by the time the survey effort had ended (343, or 11.6 percent). See Section E for an explanation of the maximum number of calls and the results of interviewing a subsample of these cases.

Table 6 shows the survey results according to stratum. The sample was divided into eight strata, as described above. Business listings in rural strata were more likely to result in completed interviews (43.8 percent: based on number of eligibles completing interviews divided by the basic sample for that stratum, 295/674) than in urban areas (33.5 percent). Large

TABLE 6

FINAL STATUS, BY STRATUM, FOR URBAN AND RURAL BUSINESSES

	Urban										Rural										Grand Total	
	Small Targeted		Small Other		Large Targeted		Large Other		Urban Total		Small Targeted		Small Other		Large Targeted		Large Other		Non-Urban Total			
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%		
Complete and Eligible																						
CATI	156	27.0	163	27.2	193	39.4	225	36.3	737	32.2	76	41.8	101	34.5	41	58.6	66	51.2	284	42.1	1,021	34.5
Hard copy	5	0.9	7	1.2	4	0.8	12	1.9	28	1.2	1	0.5	7	2.4	1	1.4	2	1.5	11	1.6	39	1.3
Subtotal	161	27.9	170	28.4	197	40.2	237	38.2	765	33.5	77	42.3	108	36.9	42	60.0	68	52.7	295	43.8	1,060	35.8
Complete and Ineligible																						
Did not meet survey criteria	95	16.5	139	23.2	30	6.1	65	11.1	329	14.4	31	18.2	46	15.7	2	2.9	7	5.4	86	12.7	415	14.0
Government entity	2	0.3	5	0.8	0	0.0	4	0.7	11	0.5	0	0.0	6	2.1	2	2.9	1	0.8	9	1.3	20	0.7
Out of business	19	3.3	21	3.5	11	2.2	13	2.1	64	2.8	5	2.7	3	1.0	1	1.4	4	3.1	13	1.9	77	2.6
Subtotal	116	20.1	165	27.5	41	8.4	82	13.2	404	17.7	36	19.8	55	18.8	5	7.1	12	9.3	108	16.0	512	17.3
Completed Interviews	277	48.0	335	55.9	238	48.6	319	51.4	1,169	51.1	113	62.1	163	55.6	47	67.1	80	62.0	403	59.8	1,572	53.1
Other Disposition																						
Refusal	87	15.1	84	14.0	71	14.5	73	11.8	315	13.8	17	9.3	31	10.6	5	7.1	14	10.8	67	9.9	382	12.9
Maximum number of calls reached	96	16.6	92	15.4	95	19.4	105	16.9	388	17.0	15	8.2	28	9.6	11	15.7	20	15.5	74	11.0	462	15.6
Effort ended	69	11.9	47	7.8	59	12.0	88	14.2	263	11.5	22	12.1	42	14.3	5	7.1	11	8.5	80	11.9	343	11.6
Language barrier	9	1.6	2	0.3	1	0.2	0	0.0	12	0.5	2	1.1	0	0.0	0	0.0	0	0.0	2	0.3	14	0.5
Unlocatable	12	2.1	16	2.7	3	0.6	3	0.5	34	1.5	5	2.7	9	3.1	0	0.0	0	0.0	14	2.1	48	1.6
Hard copy not returned	27	4.7	23	3.8	23	4.7	32	5.2	105	4.6	8	4.4	20	6.8	2	2.9	4	3.1	34	5.0	139	4.7
Subtotal	300	52.0	264	44.0	252	51.4	301	48.5	1,117	48.9	69	37.9	130	44.4	23	32.9	49	38.0	271	40.2	1,388	46.9
Grand Total	577	100.0	599	100.0	490	100.0	620	100.0	2,286	100.0	182	100.0	293	100.0	70	100.0	129	100.0	674	100.0	2,960	100.0

businesses were more likely than small businesses to respond (41.8 versus 31.3 percent). There was only a small difference between targeted (36.2 percent) and other strata (35.5 percent).¹⁰

Table 7 shows the results of attempts to complete interviews with businesses that had initially refused to participate. Of the 518 businesses that refused, 95 (or 18.3 percent) eventually completed the interview. Of the 95 completed interviews, 85 were by telephone and 10 were by mail. There were 345 businesses that refused a second time. Mail questionnaires were sent to all these businesses, and 10 of them returned a completed questionnaire. In addition, 41 businesses that had initially refused were found to be ineligible during refusal conversion interviews. The response rate for this group was 20 percent (computed by dividing the 95 completed interviews by the total number of refusals minus the 43 ineligibles).

D. WEIGHTING

The initial sampling weight was computed as the inverse of probability of selection within each of the eight sampling strata. The initial sampling weight is computed as:

$$w_{ij} = N_j / n_j$$

where w_{ij} = sampling weight of unit 'i' in stratum 'j'

N_j = sampling frame count for stratum 'j'

n_j = sample count for stratum 'j'.

¹⁰ Computed by taking the sum of completed interviews in targeted strata divided by the sum of the sample in targeted strata, and the sum of completed interviews in "other" strata divided by the sum of the sample in "other" strata.

TABLE 7
RESULTS OF REFUSAL CONVERSION EFFORT

	Number of Cases	Unweighted Percentage
Complete and Eligible		
CATI	85	16.4
Hard copy	10	1.9
Subtotal	95	18.3
Ineligible		
Did not meet survey criteria	36	6.9
Government entity	1	0.2
Out of business	4	0.8
Subtotal	41	7.9
Completed Interviews	136	26.3
Other Disposition		
Refusal	345	66.6
Maximum number of calls reached	17	3.3
Effort ended	11	2.1
Language barrier	5	1.0
Unlocatable	2	0.4
Hard copy not returned	2	0.4
Subtotal	382	73.7
Grand Total	518	100.0

After this initial weight was computed, we accounted for the subsample used among recalcitrant sample members. As described previously, we implemented a subsampling process among recalcitrant sample members to more effectively and efficiently direct data collection resources. We identified 456 establishments that were located and had more than 10 attempts to contact for data collection. We then randomly selected 150 of these recalcitrant businesses for more intensive data collection. The initial sampling weight was adjusted for this subsampling: the initial weight for the establishments in the subsample was multiplied by three, and the weight for the establishments not in the subsample was set to zero. This revised sampling weight was poststratified to the population count from the D&B data base in each stratum before the nonresponse adjustment. Table 8 shows the results of the maximum-call subsample survey.

TABLE 8
RESULTS OF MAXIMUM-CALL SUBSAMPLE SURVEY

	Number of Cases	Unweighted Percentage
Complete and Eligible		
CATI	18	12.0
Hard copy	6	4.0
Subtotal	24	16.0
Ineligible and Ineligible		
Did not meet survey criteria	6	4.0
Out of business	2	1.3
Subtotal	8	5.3
Completed Interviews	32	21.3
Other Disposition		
Refusal	17	11.3
Maximum number of calls reached	71	47.3
Effort ended	13	8.7
Language barrier	2	1.3
Unlocatable	3	2.0
Hard copy not returned	12	8.0
Subtotal	118	78.7
Grand Total	150	100.0

Note: This table represents a random sample of 150 business establishments selected across sampling strata from a pool of 456 recalcitrant businesses. Recalcitrant businesses are those that had not responded to the survey after ten calls.

E. NONRESPONSE ADJUSTMENT

To compensate for nonresponse, we implemented the commonly used weighting class method. Each sample member was classified based on response and eligibility. A sample member was classified as a respondent if that sample member completed the interview (that is, an eligible respondent) or was determined to be ineligible (that is, an ineligible respondent). Ineligible respondents included cases that were out of business, government cases, and cases that did not meet the survey eligibility criteria. To form the weighting class, differences in response rates were analyzed across multiple potential characteristic variables available in the D&B database. These variables included geographic region (using census region), Urban Influence Code, number of employees at the establishment, whether the establishment was part of a single- or multiple-location firm, census division, and primary SIC codes. Cross-tabulations were generated over all strata and within each stratum. The four rural strata (Urban Influence Codes 3 to 12) were combined because of the small sample size in these strata. Based on this analysis, the sample was partitioned into 46 mutually exclusive weighting cells (see Section G for more detailed analysis of response). The weighting cells for each of the strata are:

- **Stratum 1:** The cross-classification of Urban Influence Code (two levels) and census region (four levels)
- **Stratum 2:**
 - Large metropolitan counties with 1 million or more residents and the number of employees at the establishment (three levels)
 - Small metropolitan counties with less than 1 million residents and the census region (four levels)
- **Strata 3 and 4:** The cross-classification of single- or multiple-location firm (two levels) and the census region (four levels).
- **Stratum 5:** For multiple-location firms, the size of establishment. For single-location firms with less than 40 employees and single-location establishments with more than 200 employees, the Urban Influence Code. For other single-location firms, the establishment size.

The sampling weight of the respondents was then adjusted within each weighting class by multiplying the sampling weight by the adjustment factor, which is the ratio of the sum of sampling weights for the full sample and the sum of sampling weights for the respondents. The adjusted weight is:

$$\begin{aligned} \text{Adj}(w_i) &= w_i \times \text{AdjFac.}, \text{ if 'i' is a respondent.} \\ &= 0, \text{ if 'i' is a non-respondent.} \end{aligned}$$

where,

$$\begin{aligned} &\sum w_i + \sum \\ \text{AdjFac} &= \frac{\sum_{i \in R} w_i}{\sum_{i \in R} w_i + \sum_{i \in NR} w_i} \end{aligned}$$

and w_i is the sampling weight for unit i , R is the respondent group, and NR represents the nonrespondents. This adjustment was done within each weighting cell.

This adjustment distributes the weight of the nonresponding units to the responding units in each weighting class so that the sum of adjusted weight for responding cases equals the sum of sampling weight for the total sample in each weighting class.

F. POSTSTRATIFICATION

Finally, the nonresponse adjusted weight was poststratified so that the sums of the nonresponse adjusted weights equal the known population count for each of the eight sampling strata. The population counts are the number of establishments in each of the sampling strata at the time of sample selection. The final weight is calculated as:

$$\text{FNL_WT} = \text{Adj}(w_i) \times \left(\frac{\text{Population total for each stratum}}{\text{Sum of adj. weight in each stratum}} \right).$$

G. RESPONSE ANALYSIS

The purpose of this response analysis is to document response patterns for the primary sampling strata and by the location and the characteristics of the establishments (such as geography, industry, structure of the firm, and number of employees at the establishment). This information was used to develop the weighting classes used in the nonresponse adjustments described in Section E. This response analysis is presented using weighted response rates with the numerator including eligible respondents (responding establishments with complete data for the screening questions and for the questions concerning the demand for TANF employees) and ineligible respondents (responding establishments with complete data for the screening questions). The denominator is the sum of the basic sampling weights over the full sample. For example, the response rate for the eligibles represents the percent of the population for which we have complete information on eligibles. Subtracting the sum of the two response rates (for eligibles and ineligibles) from 100, we obtain the percent in the final column of the tables that represents the nonrespondent portion of the population. The basic, unadjusted sampling weights are used.

This analysis will present the results for the full sample, separately for the four sampling strata of establishments in a metropolitan statistical area (MSA) and the combination of the four sampling strata of establishments outside an MSA (note that the response analysis is based on the initial sample without the 310 excluded by subsampling the “recalcitrant” group). The latter strata were combined because of the smaller sample sizes in these strata. The response rate (percentage) is defined as the percentage of businesses that completed interviews plus the percentage that were ineligible.

For the nonresponse adjustment, we used this response analysis to identify the best candidate variables by comparing the range of percentages for a particular variable. For

example, the urban influence variable of large MSAs in the Northeast have 60.2 percent in the nonresponse domain, while the small MSAs in the West have only 28.1 percent in the nonresponse domain—a good candidate for a weighting class variable.

1. Full Sample: All Strata (Table 9): For the full sample, the weighted response rate is 55.0 percent. This is computed by adding the 31.3 percent that were completed and the 23.7 percent that were ineligible. This information is in the first row of the table.

- **Sampling Strata:** Establishments in the urban areas (within an MSA) had lower response rates (50.7 to 56.2 percent) than establishments in the non-urban areas (55.8 to 72.9 percent) (the lower rate of 50.7, for example, is obtained by adding the percentages of 29.6 for eligibles to 21.1 for ineligibles, leaving 49.3 percent of the population in the nonrespondent portion). Establishments in firms with 100 or more employees responded at rates between 53 and 73 percent, whereas establishments in firms with fewer than 100 employees responded at rates between 51 and 63 percent.
- **Targeted and Nontargeted:** The response rate among targeted establishments varied from 51.3 to 69.2 percent, while the response rate among nontargeted establishments varied from 53.7 to 72.9 percent.
- **Urban Status (the Urban Influence Code):** The response rate among establishments varied from 51.9 percent among establishments in MSAs with more than 1 million residents to 67.7 percent among noncore micropolitan areas not adjacent to MSAs.
- **Industry:** The response rate was highest (64.7 percent) among the transportation/communication/utilities industry group and was least (45.6 percent) among the financial/insurance /real estate industry group.
- **Establishments in Single- or Multiple-Location Firms:** The response rate for establishments in single-location firms (55.9 percent) was higher than that for establishments in the multiple-location firms (48.0 percent).
- **Establishment Size (Number of Employees at the Establishment):** The response rate varied by establishment size. There was a 58.1 percent response for establishments with fewer than 15 employees, a 45.3 percent response for establishments with 40 to 99 employees, and a 50.1 percent response for the establishments with more than 200 employees.
- **Geographic Region (Census Region):** The response rate was highest in the Midwest region (60.2 percent) and lowest among establishments in the South (51.3 percent).
- **Establishment Size and Establishments in Single- or Multiple-Location Firms:** Among establishments in multiple-location firms those with less than 15 employees had the highest response rate (57.6 percent), whereas among establishments in single-location firms, establishments with more than 200 employees, had the highest response rate (61.2 percent).

TABLE 9
WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
All	2,650	1,060	31.3	512	23.7	1,078	44.9
Sampling Strata							
Establishments in an MSA in firms with fewer than 100 employees, retail trade and services industry	516	161	29.6	116	21.1	239	49.3
Establishments in an MSA in firms with fewer than 100 employees, not retail trade and services industry	554	170	29.0	165	27.2	219	43.8
Establishments in an MSA in firms with more than 100 employees, retail trade and services industry	409	197	44.3	41	8.9	171	46.8
Establishments in an MSA in firms with more than 100 employees, not retail trade and services industry	543	237	39.5	82	14.2	224	46.4
Establishments not in an MSA in firms with fewer than 100 employees, retail trade and services industry	176	77	43.5	36	19.4	63	37.1
Establishments not in an MSA in firms with fewer than 100 employees, not retail trade and services industry	280	108	37.0	55	18.8	117	44.2
Establishments not in an MSA in firms with more than 100 employees, retail trade and services industry	62	42	61.8	5	7.4	15	30.9
Establishments not in an MSA in firms with more than 100 employees, not retail trade and services industry	110	68	61.0	12	11.9	30	27.1
Urban Influence Code							
MSA with more than 1 million residents	1,315	450	27.1	275	24.8	590	48.1
MSA with less than 1 million residents	707	315	34.2	129	24.5	263	41.3
Micropolitan area adjacent to an MSA	251	110	37.5	39	17.4	102	45.2
Noncore area adjacent to an MSA county	133	65	40.8	23	18.5	45	40.7
Micropolitan area not adjacent to an MSA	141	64	37.4	29	21.5	48	41.1
Noncore area not adjacent to an MSA	103	56	48.6	17	19.1	30	32.3
Industry							
Mineral industry	20	5	20.4	7	39.5	8	40.1
Construction industry	188	77	32.0	25	15.5	86	52.5
Manufacturing	294	122	32.2	56	19.8	116	48.0
Transportation/communication/utilities	123	46	41.6	21	23.1	56	35.3
Wholesale trade	125	53	27.1	24	28.2	48	44.7
Retail trade	592	220	34.9	104	18.5	268	46.7
Finance/insurance/real estate	186	63	24.3	37	21.3	86	54.4
Service industry	1,122	474	30.6	238	28.6	410	40.8

TABLE 9 (continued)

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
Single or Multiple Location							
Multiple location	841	376	35.4	106	12.6	359	52.0
Single location	1,809	684	30.9	406	25.0	719	44.2
Number of Employees in Establishment							
Less than 15	1,079	354	28.3	325	29.8	400	41.9
15 to 39	550	207	35.3	85	16.6	258	48.1
40 to 99	319	144	36.2	36	9.1	139	54.8
100 to 199	423	218	46.1	40	10.2	165	43.7
200 or more	279	137	41.5	26	8.6	116	50.0
Census Region							
Northeast	525	193	31.1	102	25.1	230	43.9
Midwest	671	325	38.2	122	22.0	224	39.8
South	888	325	28.6	174	22.7	389	48.7
West	566	217	29.0	114	25.8	235	45.2

TABLE 9 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent
Single- or Multiple-Location Firm	Number of Employees in Establishment							
Multiple location	Less than 15	175	72	39.3	38	18.3	65	42.4
	15 to 39	153	60	28.0	24	13.6	69	58.4
	40 to 99	185	92	37.3	18	3.4	75	59.3
	100 to 199	167	81	42.9	14	9.4	72	47.6
	200 or more	161	71	35.8	12	7.0	78	57.3
Single location	Less than 15	904	282	27.6	287	30.5	335	41.9
	15 to 39	397	147	36.2	61	17.0	189	46.9
	40 to 99	134	52	35.9	18	10.7	64	53.5
	100 to 199	256	137	48.3	26	10.7	93	40.9
	200 or more	118	66	50.3	14	11.0	38	38.8
Census Region	Urban Influence Code							
Northeast	MSA with more than 1 million residents	330	109	29.2	69	26.3	152	44.5
	MSA with less than 1 million residents	112	47	32.2	23	27.9	42	39.9
	Micropolitan area adjacent to an MSA	44	19	36.5	5	10.9	20	52.6
	Noncore area adjacent to an MSA county	20	11	47.7	1	5.2	8	47.1
	Micropolitan area not adjacent to an MSA	14	4	20.8	3	29.1	7	50.1
	Noncore area not adjacent to an MSA	5	3	59.9	1	19.8	1	20.3
	Midwest	MSA with more than 1 million residents	265	109	34.2	55	23.1	101
MSA with less than 1 million residents		177	88	37.0	26	20.3	63	42.7
Micropolitan area adjacent to an MSA		86	50	47.7	13	20.3	23	31.9
Noncore area adjacent to an MSA county		47	26	46.1	10	28.5	11	25.5
Micropolitan area not adjacent to an MSA		48	27	47.6	9	19.2	12	33.1
Noncore area not adjacent to an MSA		48	25	43.7	9	23.9	14	32.4
South		MSA with more than 1 million residents	401	125	25.0	84	23.0	192
	MSA with less than 1 million residents	261	109	32.0	52	25.2	100	42.9
	Micropolitan area adjacent to an MSA	94	30	29.3	16	15.2	48	55.5

TABLE 9 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent
South (continued)	Noncore area adjacent to an MSA county	57	25	34.0	10	18.0	22	48.0
	Metropolitan area not adjacent to an MSA	43	20	31.4	6	19.4	17	49.2
	Noncore area not adjacent to an MSA	32	16	44.5	6	20.0	10	35.5
West	MSA with more than 1 million residents	319	107	23.1	67	26.7	145	50.2
	MSA with less than 1 million residents	157	71	35.9	28	25.7	58	38.4
	Metropolitan area adjacent to an MSA	27	11	40.1	5	31.7	11	28.2
	Noncore area adjacent to an MSA county	9	3	37.1	2	13.0	4	49.9
	Metropolitan area not adjacent to an MSA	36	13	36.6	11	23.9	12	39.5
	Noncore area not adjacent to an MSA	18	12	62.7	1	6.3	5	31.0

Source: Computation by Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^aThese variables were used for nonresponse adjustment of weights.

2. Stratum 1 (establishments in firms with fewer than 100, in an MSA, and with industry code related to retail trade and services, Table 10): The weighted response rate for this stratum is 50.7 percent, with 29.6 percent complete and 21.1 percent ineligible.

- ***Urban Status (the Urban Influence Code):*** The response rate among establishments in MSAs with less than 1 million residents was 56.7 percent, compared to 46.7 percent among establishments in MSAs with more than 1 million residents.
- ***Industry:*** For businesses in the retail trade, 51.0 percent responded to the survey, while 50.4 percent of businesses in the service industry responded.
- ***Establishments in Single- or Multiple-Location Firms:*** The response rate among establishments in single-location firms was 51.1 percent, compared to 44.4 percent among establishments in multiple-location firms.
- ***Establishment Size (Number of Employees at the Establishment):*** Establishments with fewer than 15 employees had the highest response rate: 54.1 percent.
- ***Geographic Region (Census Region):*** The response rate for establishments in the Midwest region was the highest, at 57.7 percent. The lowest response rates were for establishments in the South (48.7 percent) and the West (48.1 percent).
- ***Establishment Size (Number of Employees at the Establishment):*** Among establishments in single-location firms, the response rate was highest among the establishments with fewer than 15 employees (53.9 percent).
- ***Urban Status (the Urban Influence Code) and Geographic Region:*** In all four regions, the response rate was higher among the establishments in the MSAs with less than 1 million residents than in MSAs with 1 million or more residents.

3. Stratum 2 (establishments in firms with fewer than 100 employees, in an MSA, and with an industry code other than those related to retail trade and services, Table 11): The weighted response rate for this stratum is 56.2 percent, with 29.0 percent complete and 27.2 percent ineligible.

- ***Urban Status (the Urban Influence Code):*** The response rates among the establishments in MSAs with more than 1 million and in the MSAs with fewer than 1 million residents are 54.4 and 59.6 percent, respectively.
- ***Industry:*** Establishments in the transportation/communication/utilities industry group responded at the highest rate (68.5 percent). Establishments in the financial/insurance/real estate industry group had the lowest response rate (43.5 percent).
- ***Establishments in Single- or Multiple-Location Firms:*** As in stratum 1, the establishments in single-location firms (57.3 percent) responded at a higher rate than those in multiple-location firms (44.2 percent).

TABLE 10

WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS IN AN MSA, IN FIRMS WITH FEWER THAN 100 EMPLOYEES AND IN RETAIL TRADE AND SERVICES INDUSTRIES

	Response Status							
	All		Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent	
All	516	161	29.6	116	21.1	239	49.3	
Urban Influence Code^a								
MSA with more than 1 million residents	301	88	28.0	64	18.7	149	53.4	
MSA with less than 1 million residents	215	73	32.2	52	24.7	90	43.2	
Industry								
Retail trade	280	91	31.7	58	19.3	131	49.0	
Service industry	236	70	27.4	58	23.0	108	49.6	
Single- or Multiple-Location Firms								
Multiple location	25	6	29.6	4	14.8	15	55.6	
Single location	491	155	29.7	112	21.4	224	49.0	
Number of Employees in Establishment								
Less than 15	329	102	28.8	91	25.3	136	45.9	
15 to 39	135	42	31.7	16	11.5	77	56.8	
40 to 99	52	17	30.4	9	16.1	26	53.6	
Census Region^a								
Northeast	103	29	28.7	24	20.9	50	50.4	
Midwest	113	40	34.1	25	23.6	48	42.3	
South	177	50	26.4	44	22.3	83	51.3	
West	123	42	31.1	23	17.0	58	51.9	

TABLE 10 (continued)

		Response Status							
		All		Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent	
Single or Multiple Location	Number of Employees in Establishment								
Multiple location	Less than 15	11	4	46.2	2	15.4	5	38.5	
	15 to 39	12	2	16.7	2	16.7	8	66.7	
	40 to 99	2	0	0.0	0	0.0	2	100.0	
Single location	Less than 15	318	98	28.2	89	25.7	131	46.1	
	15 to 39	123	40	33.1	14	11.0	69	55.9	
	40 to 99	50	17	31.5	9	16.7	24	51.9	
Census Region Northeast	Urban Influence Code								
	MSA with more than 1 million residents	73	20	28.2	14	16.5	39	55.3	
	MSA with less than 1 million residents	30	9	30.0	10	33.3	11	36.7	
Midwest	MSA with more than 1 million residents	65	24	36.6	12	16.9	29	46.5	
	MSA with less than 1 million residents	48	16	30.8	13	32.7	19	36.5	
South	MSA with more than 1 million residents	95	24	23.9	23	21.1	48	55.0	
	MSA with less than 1 million residents	82	26	29.5	21	23.9	35	46.6	
West	MSA with more than 1 million residents	68	20	25.6	15	19.2	33	55.1	
	MSA with less than 1 million residents	55	22	38.6	8	14.0			
25		47.4		Source : Computation by					

Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^a These variables were used for nonresponse adjustment of weights.

TABLE 11

WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS IN AN MSA, IN FIRMS WITH FEWER THAN 100 EMPLOYEES AND NOT IN RETAIL TRADE AND SERVICES INDUSTRIES

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
All	554	170	29.0	165	27.2	219	43.8
Urban Influence Code^a							
MSA with more than 1 million residents	361	101	26.2	113	28.2	147	45.6
MSA with less than 1 million residents	193	69	34.3	52	25.4	72	40.4
Industry							
Mineral industry	6	1	12.5	3	37.5	2	50.0
Construction industry	78	24	28.3	15	16.3	39	55.4
Manufacturing	73	26	32.9	16	21.2	31	45.9
Transportation/communication/utilities	35	15	42.9	9	25.7	11	31.4
Wholesale trade	43	10	22.2	15	33.3	18	44.4
Retail trade	5	3	60.0	0	0.0	2	40.0
Finance/insurance/real estate	77	19	22.4	18	21.2	40	56.5
Service industry	237	72	29.3	89	34.4	76	36.3
Single- or Multiple-Location Firm							
Multiple location	48	15	28.8	8	15.4	25	55.8
Single location	506	155	29.0	157	28.3	194	42.7
Number of Employees in Establishment^a							
Less than 15	326	91	25.4	124	33.7	111	40.9
15 to 39	172	58	34.1	38	20.9	76	45.1
40 to 99	56	21	36.2	3	5.2	32	58.6
Census Region^a							
Northeast	118	39	30.5	39	30.5	40	39.1
Midwest	104	37	35.3	25	21.6	42	43.1
South	188	55	27.7	52	25.2	81	47.1
West	144	39	25.0	49	31.1	56	43.9

TABLE 11 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent
Single- or Multiple-Location Firms	Number of Employees in Establishment							
Multiple location	Less than 15	18	6	30.0	5	25.0	7	45.0
	15 to 39	17	4	23.5	3	17.6	10	58.8
	40 to 99	13	5	33.3	0	0.0	8	66.7
Single location	Less than 15	308	85	25.1	119	34.2	104	40.7
	15 to 39	155	54	35.2	35	21.2	66	43.6
	40 to 99	43	16	37.2	3	7.0	24	55.8
Census Region	Urban Influence Code							
Northeast	MSA with more than 1 million residents	86	28	29.8	30	31.9	28	38.3
	MSA with less than 1 million residents	32	11	32.4	9	26.5	12	41.2
Midwest	MSA with more than 1 million residents	58	18	32.3	17	27.4	23	40.3
	MSA with less than 1 million residents	46	19	38.9	8	14.8	19	46.3
South	MSA with more than 1 million residents	116	31	25.0	32	24.2	53	50.8
	MSA with less than 1 million residents	72	24	32.4	20	27.0	28	40.5
West	MSA with more than 1 million residents	101	24	21.2	34	30.1	43	48.7
	MSA with less than 1 million residents	43	15	33.3	15	33.3	13	33.3

Source: Computation by Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^a These variables were used for nonresponse adjustment of weights.

- ***Establishment Size (Number of Employees at the Establishment):*** Establishments with fewer than 15 employees (59.1 percent) had the highest response rate. Establishments with between 40 and 99 employees had the lowest response rate (41.4 percent).
 - ***Geographic Region (Census Region):*** The response rate was highest among establishments in the Northeast (61.0 percent), followed by establishments in the Midwest (56.9 percent). The South had the lowest response rate (52.9 percent).
 - ***Establishments in Single- or Multiple-Location Firms and Establishment Size (Number of Employees at the Establishment):*** For establishments either in single-location firms or in multiple-location firms, the response rate was highest among the small establishments with fewer than 15 employees (55 and 59.3 percent, respectively).
 - ***Urban Status (the Urban Influence Code) and Geographic Region:*** For both the Northeast and Midwest regions, the response rate was higher for establishments in the MSAs with more than 1 million residents than for establishments in the MSAs with fewer than 1 million residents (61.7 versus 58.9 percent for the Northeast; 59.7 versus 53.7 percent for the Midwest). For the South and West regions, the response rate was higher among establishments located in the smaller MSAs than for those in the larger MSAs (49.2 versus 59.4 percent for the South; 51.3 versus 66.6 percent for the West).
- 4. Stratum 3 (establishments in firms with 100 or more employees, in an MSA, and with an industry code related to retail trade and services, Table 12): The weighted response rate for this stratum is 53.2 percent, with 44.3 percent complete and 8.9 percent ineligible.**
- ***Urban Status (the Urban Influence Code):*** The response rate for establishments in the MSAs with more than 1 million residents (47.9 percent) is less than the response rate for establishments in the MSAs with less than 1 million residents (at 63.8 percent).
 - ***Industry:*** Establishments in the service industry had a higher response rate (56.9 percent) than establishments in the retail trade industry (48.2 percent).
 - ***Establishments in Single- or Multiple-Location Firms:*** The response rate for establishments in single-location firms was 58.3 percent. For establishments in multiple-location firms, it was 49.5 percent.
 - ***Geographic Region (Census Region):*** Establishments in the Midwest region had the highest response rate (70.4 percent), while the response rate was lowest for establishments in the West (46.3 percent).
 - ***Geographic Region (Census Region) and Urban Status (the Urban Influence Code):*** In all regions except the Northeast, the response rate for MSAs with fewer than 1 million residents was higher than the response rate for establishments in MSAs with more than 1 million residents.

TABLE 12

WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS IN AN MSA,
IN FIRMS WITH MORE THAN 100 EMPLOYEES AND IN
RETAIL TRADE AND SERVICES INDUSTRIES

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
All	409	197	44.3	41	8.9	171	46.8
Urban Influence Code							
MSA with more than 1 million residents	271	119	38.9	27	9.0	125	52.0
MSA with less than 1 million residents	138	78	55.0	14	8.8	46	36.3
Industry							
Retail trade	171	68	38.0	21	10.2	82	51.7
Service industry	238	129	48.9	20	8.0	89	43.1
Single- or Multiple-Location Firm^a							
Multiple location	237	109	40.8	24	8.7	104	50.5
Single location	172	88	49.0	17	9.3	67	41.7
Number of Employees in Establishment							
Less than 15	45	15	29.4	12	23.5	18	47.1
15 to 39	40	15	35.7	7	16.7	18	47.6
40 to 99	55	30	47.8	2	3.0	23	49.3
100 to 199	160	83	48.0	11	6.4	66	45.5
200 or more	109	54	45.4	9	7.6	46	47.1
Census Region^a							
Northeast	99	45	40.5	9	7.4	45	52.1
Midwest	96	59	56.5	13	13.9	24	29.6
South	122	52	40.3	14	9.7	56	50.0
West	92	41	41.7	5	4.6	46	53.7

TABLE 12 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent
Single- or Multiple-Location Firm	Number of Employees in Establishment							
Multiple location	Less than 15	41	14	29.8	11	23.4	16	46.8
	15 to 39	38	15	37.5	7	17.5	16	45.0
	40 to 99	51	27	46.0	1	1.6	23	52.4
	100 to 199	51	27	46.0	2	3.2	22	50.8
	200 or more	56	26	40.6	3	4.7	27	54.7
Single location	Less than 15	4	1	25.0	1	25.0	2	50.0
	15 to 39	2	0	0.0	0	0.0	2	100.0
	40 to 99	4	3	75.0	1	25.0	0	0.0
	100 to 199	109	56	48.9	9	7.9	44	43.2
	200 or more	53	28	50.9	6	10.9	19	38.2
Census Region	Urban Influence Code							
Northeast	MSA with more than 1 million residents	78	34	40.0	9	10.0	35	50.0
	MSA with less than 1 million residents	21	11	41.9	0	0.0	10	58.1
Midwest	MSA with more than 1 million residents	57	32	49.2	9	16.9	16	33.8
	MSA with less than 1 million residents	39	27	67.4	4	9.3	8	23.3
South	MSA with more than 1 million residents	71	26	32.2	6	6.9	39	60.9
	MSA with less than 1 million residents	51	26	52.6	8	14.0	17	33.3
West	MSA with more than 1 million residents	65	27	36.7	3	3.8	35	59.5
	MSA with less than 1 million residents	27	14	55.2	2	6.9	11	37.9

Source: Computation by Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^aThese variables were used for nonresponse adjustment of weights.

5. **Stratum 4 (establishments in firms with 100 or more employees, in an MSA, and with an industry code other than those related to retail trade and services, Table 13):** The weighted response rate for this stratum is 53.7 percent, with 39.5 percent complete and 14.2 percent ineligible.
- **Urban Status (the Urban Influence Code):** The response rate among establishments in MSAs with fewer than 1 million residents was higher than the response rate among establishments in MSAs with more than 1 million residents (60.6 versus 50.9 percent) overall and by region.
 - **Establishment Size (Number of Employees at the Establishment):** The response rate among establishments with 200 or more employees was the lowest, with a response rate of 46.5 percent.
 - **Geographic Region (Census Region):** The response rate among establishments in the West was the highest (62.6 percent). The response rate for establishments in the Northeast was the lowest (44.6 percent).
6. **Strata 5, 6, 7, and 8 Combined (establishments outside of MSAs, Table 14):** The weighted response rate for this stratum is 58.8 percent, with 40.0 percent complete and 18.8 percent ineligible.
- **Urban Status (the Urban Influence Code):** The response rate was highest among establishments in the noncore areas not adjacent to any MSA (67.7 percent) and was lowest among micropolitan areas adjacent to an MSA (54.8 percent).
 - **Industry:** The response rate was lowest among the manufacturing industry sector (40.3 percent).
 - **Establishments in Single- or Multiple-Location Firms:** The response rate among establishments in the single-location firms (59.2 percent) was higher than among establishments in multiple-location firms (56.1 percent)
 - **Establishment Size (Number of Employees at the Establishment):** The response rate for establishments with 100 to 199 employees was highest (79.3 percent) overall, as well as for single- and multiple-location firms.
 - **Geographic Region (Census Region):** Establishments in the Midwest had the highest response rate (68.9 percent). Establishments in the South had the lowest response rate (50.2 percent).

TABLE 13

WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS IN AN MSA,
IN FIRMS WITH MORE THAN 100 EMPLOYEES AND NOT IN RETAIL
TRADE AND SERVICES INDUSTRIES

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
All	543	237	39.5	82	14.2	224	46.4
Urban Influence Code							
MSA with more than 1 million residents	382	142	33.6	71	17.3	169	49.1
MSA with less than 1 million residents	161	95	54.3	11	6.3	55	39.4
Industry							
Mineral industry	5	0	0.0	1	20.0	4	80.0
Construction industry	54	25	43.1	3	5.2	26	51.7
Manufacturing	132	57	38.5	29	22.3	46	39.2
Transportation/communication/utilities	55	17	29.6	6	8.5	32	62.0
Wholesale trade	53	25	43.9	7	12.3	21	43.9
Retail trade	1	0	0.0	0	0.0	1	100.0
Finance/insurance/real estate	72	30	37.5	11	16.3	31	46.2
Service industry	171	83	43.3	25	12.4	63	44.3
Single- or Multiple-Location Firm^a							
Multiple location	376	154	37.0	58	14.6	164	48.4
Single location	167	83	45.4	24	13.1	60	41.5
Number of Employees in Establishment							
Less than 15	78	30	31.3	19	24.0	29	44.8
15 to 39	51	22	39.3	9	14.8	20	45.9
40 to 99	95	46	46.7	15	15.9	34	37.4
100 to 199	195	85	40.8	26	12.2	84	46.9
200 or more	124	54	37.5	13	9.0	57	53.5
Census Region^a							
Northeast	122	43	29.5	20	15.1	59	55.5
Midwest	129	61	44.1	18	12.6	50	43.4
South	175	77	38.3	26	13.9	72	47.8
West	117	56	47.3	18	15.3	43	37.4

TABLE 13 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
			N	N	Percent	N	Percent	N
Single or Multiple Location	Number of Employees in Establishment							
Multiple location	Less than 15	69	25	28.7	17	24.1	27	47.1
	15 to 39	51	22	39.3	9	14.8	20	45.9
	40 to 99	92	45	47.1	13	14.4	34	38.5
	100 to 199	87	34	37.9	12	12.6	41	49.5
	200 or more	77	28	30.8	7	7.7	42	61.5
Single location	Less than 15	9	5	55.6	2	22.2	2	22.2
	40 to 99	3	1	33.3	2	66.7	0	0.0
	100 to 199	108	51	43.2	14	11.9	43	44.9
	200 or more	47	26	49.1	6	11.3	15	39.6
Census Region	Urban Influence Code							
Northeast	MSA with more than 1 million residents	93	27	23.9	16	15.9	50	60.2
	MSA with less than 1 million residents	29	16	48.5	4	12.1	9	39.4
Midwest	MSA with more than 1 million residents	85	35	37.4	17	17.2	33	45.5
	MSA with less than 1 million residents	44	26	59.1	1	2.3	17	38.6
South	MSA with more than 1 million residents	119	44	32.6	23	18.5	52	48.9
	MSA with less than 1 million residents	56	33	50.0	3	4.5	20	45.5
West	MSA with more than 1 million residents	85	36	42.4	15	17.2	34	40.4
	MSA with less than 1 million residents	32	20	62.5	3	9.4	9	28.1

Source: Computation by Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^a These variables were used for nonresponse adjustment of weights.

TABLE 14
WEIGHTED RESPONSE FOR SAMPLED ESTABLISHMENTS NOT IN AN MSA

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
All	628	295	40.0	108	18.8	225	41.1
Stratum							
Establishments not in an MSA in firms with fewer than 100 employees, retail trade and services industry	176	77	43.5	36	19.4	63	37.1
Establishments not in an MSA in firms with fewer than 100 employees, not retail trade and services industry	280	108	37.0	55	18.8	117	44.2
Establishments not in an MSA in firms with more than 100 employees, retail trade and services industry	62	42	61.8	5	7.4	15	30.9
Establishments not in an MSA in firms with more than 100 employees, not retail trade and services industry	110	68	61.0	12	11.9	30	27.1
Urban Influence Code^a							
Micropolitan area adjacent to an MSA	251	110	37.5	39	17.4	102	45.2
Noncore area adjacent to an MSA county	133	65	40.8	23	18.5	45	40.7
Micropolitan area not adjacent to an MSA	141	64	37.4	29	21.5	48	41.1
Noncore area not adjacent to an MSA	103	56	48.6	17	19.1	30	32.3
Industry							
Mineral industry	9	4	49.5	3	48.4	2	2.1
Construction industry	56	28	50.1	7	13.0	21	36.9
Manufacturing	89	39	26.9	11	13.4	39	59.7
Transportation/communication/utilities	33	14	40.8	6	18.1	13	41.1
Wholesale trade	29	18	48.6	2	4.9	9	46.5
Retail trade	135	58	43.2	25	18.3	52	38.5
Finance/insurance/real estate	37	14	33.5	8	24.0	15	42.5
Service industry	240	120	39.1	46	22.1	74	38.7
Single- or Multiple-Location Firm^a							
Multiple location	155	92	53.0	12	3.1	51	43.9
Single location	473	203	38.4	96	20.8	174	40.8
Number of Employees in Establishment^a							
Less than 15	301	116	36.9	79	25.0	106	38.1
15 to 39	152	70	44.5	15	8.8	67	46.7
40 to 99	61	30	43.5	7	8.5	24	48.0
100 to 199	68	50	72.1	3	7.1	15	20.7
200 or more	46	29	55.7	4	7.8	13	36.5

TABLE 14 (continued)

	Response Status						
	All	Complete		Ineligibles		Nonresponse	
	N	N	Percent	N	Percent	N	Percent
Census Region							
Northeast	83	37	38.9	10	12.6	36	48.5
Midwest	229	128	46.5	41	22.4	60	31.1
South	226	91	32.9	38	17.3	97	49.8
West	90	39	43.5	19	20.4	32	36.2

TABLE 14 (continued)

		Response Status						
		All	Complete		Ineligibles		Nonresponse	
		N	N	Percent	N	Percent	N	Percent
Single or Multiple Location	Number of Employees in Establishment							
Multiple location	Less than 15	36	23	58.1	3	4.2	10	37.7
	15 to 39	35	17	42.5	3	0.9	15	56.6
	40 to 99	27	15	61.2	4	5.5	8	33.3
	100 to 199	29	20	69.3	0	0.0	9	30.7
	200 or more	28	17	56.4	2	6.8	9	36.8
Single location	Less than 15	265	93	34.9	76	27.0	96	38.1
	15 to 39	117	53	44.8	12	10.2	52	45.0
	40 to 99	34	15	41.1	3	8.9	16	50.0
	100 to 199	39	30	74.1	3	12.0	6	13.9
	200 or more	18	12	54.6	2	9.3	4	36.1
Census Region	Urban Influence Code							
Northeast	Micropolitan areas adjacent to an MSA	44	19	36.5	5	10.9	20	52.6
	Noncore area adjacent to an MSA county	20	11	47.7	1	5.2	8	47.1
	Micropolitan area not adjacent to an MSA	14	4	20.8	3	29.1	7	50.1
	Noncore area not adjacent to an MSA	5	3	59.9	1	19.8	1	20.3
Midwest	Micropolitan area adjacent to an MSA	86	50	47.7	13	20.3	23	31.9
	Noncore area adjacent to an MSA county	47	26	46.1	10	28.5	11	25.5
	Micropolitan area not adjacent to an MSA	48	27	47.6	9	19.2	12	33.1
	Noncore area not adjacent to an MSA	48	25	43.7	9	23.9	14	32.4
South	Micropolitan area adjacent to an MSA	94	30	29.3	16	15.2	48	55.5
	Noncore area adjacent to an MSA county	57	25	34.0	10	18.0	22	48.0
	Micropolitan area not adjacent to an MSA	43	20	31.4	6	19.4	17	49.2
	Noncore area not adjacent to an MSA	32	16	44.5	6	20.0	10	35.5

TABLE 14 (continued)

		All	Response Status					
			Complete		Ineligibles		Nonresponse	
			N	Percent	N	Percent	N	Percent
West	Micropolitan area adjacent to an MSA	27	11 40.1	5	31.7	11	28.2	
	Non-core area adjacent to an MSA county	9	3 37.1	2	13.0	4	49.9	
	Micropolitan area not adjacent to an MSA	36	13 36.6	11	23.9	12	39.5	
	Noncore area not adjacent to an MSA	18	12 62.7	1	6.3	5	31.0	

Source: Computation by Mathematica Policy Research, Inc.

Note: All variables are from the D&B database.

^aThese variables were used for nonresponse adjustment of weights.

APPENDIX A
SURVEY LETTERS

April 5, 2007

«MrMs» «Contact_FirstName» «Contact_MiddleName» «Contact_LastName» «Contact_Suffix»
«CONTACT_TITLE»
«BUSINESS_NAME»
«STREET_ADDRESS»
«CITY», «STATE» «ZIP_CODE»

Dear «MrMs» «Contact_LastName»:

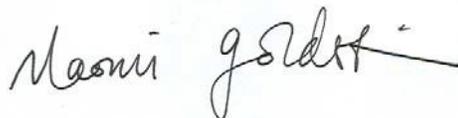
The U.S. Department of Health and Human Services (HHS) is conducting a national study of business establishments. The purpose of the study is to help HHS understand employers' hiring practices and workplace policies for less-skilled workers. The study will provide information to policy makers interested in promoting work and advancement among welfare recipients and other less-skilled workers. The study is based on a nationally representative sample of business establishments, like yours.

We are asking for your establishment's participation in this telephone survey. The interview is short and should only take about 15 minutes. It can be conducted any time at your convenience. The survey will include questions on worker advancement opportunities, employee benefits, and your use of workforce intermediaries in hiring. We will also ask basic questions about your establishment, including information about the number of employees you have and whether your business has been growing over the past year.

Participation in this study is voluntary. The answers you provide will be kept confidential and reported only in tabular form without identifying you or your organization. We would like to conduct the interview with the person who is responsible for and most knowledgeable about hiring and supervision of employees in positions that require a high school degree or less.

HHS has contracted with the Urban Institute and Mathematica Policy Research, Inc. (MPR) to conduct the survey. An interviewer from MPR will be calling you within the next week to schedule an appointment to conduct the survey. If you have questions or would like to know more about the study, please call Todd Ensor, the MPR Survey Director, at (609) 275-2326.

Sincerely,



Naomi Goldstein
Director
Office of Planning, Research
and Evaluation

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0315, expiration date 01/31/2010. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Washington, DC 20201.

June 7, 2007

«Prefix» «First_Name» «Last_Name»
«Job_Title»
«Company»
«Address»
«City», «State» «Zip_Code»

Dear «Prefix» «Last_Name»:

The U.S. Department of Health and Human Services (HHS) is conducting a national study of business establishments. The purpose of the study is to help HHS understand employers' hiring practices and workplace policies for less-skilled workers. The study will provide information to policy makers interested in promoting work and advancement among welfare recipients and other less-skilled workers. The study is based on a nationally representative sample of business establishments, like yours.

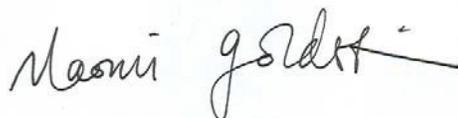
Recently when an interviewer from Mathematica Policy Research, Inc. (MPR) tried to contact you as part of our study, you refused to participate. It is extremely important for the success of this study that we interview as many of the organizations in our sample as possible. We cannot replace organizations once they have been selected. Your organization statistically represents all other similar organizations in your area of the country. The interview is short and should only take about 15 minutes. It can be conducted any time at your convenience. You can complete a mail version if you prefer.

Please take the time to respond to the survey by making an appointment to be interviewed when a representative from MPR calls you again in the next few weeks.

Participation in this study is voluntary. Your responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

HHS has contracted with the Urban Institute and MPR to conduct the survey. An interviewer from MPR will be calling you within the next week to schedule an appointment to conduct the survey. If you have questions or would like to know more about the study, please call Todd Ensor, the MPR Survey Director, at (609) 275-2326.

Sincerely,



Naomi Goldstein
Director
Office of Planning, Research
and Evaluation

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0315, expiration date 01/31/2010. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Washington, DC 20201.

APPENDIX B
TELEPHONE SURVEY QUESTIONNAIRE

UI Reference No.: 07417-012-00
MPR Reference No.: 6221-300

**Understanding the Demand Side of the
TANF Labor Market**

**Survey of Employers in the Low-Wage
Labor Market**

Submitted to: Alan Yaffe
Alana Landey (c/o Alan Yaffe)
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Planning, Research, and Evaluation
370 L'Enfant Promenade, SW, Suite 706
Washington, DC 20447

Submitted by: Gregory Acs and Pamela Loprest
The Urban Institute
2100 M St., NW
Washington, DC 20037

Todd Ensor and Frank Potter
Mathematica Policy Research, Inc. (MPR)

Date Submitted: May 4, 2007

____|____|____|____|____|____|____|____|
IDENTIFICATION NUMBER

DATE: ____|____| / ____|____| / ____|____|
MONTH DAY YEAR

____|____|:____|____| AM..... 01
TIME BEGAN PM..... 02

**SECTION I:
INTRODUCTION**

10. **INTERVIEWER: HAS A RESPONDENT BEEN IDENTIFIED DURING A PRE-SURVEY CALL?**

YES (GO TO I4) 1
NO 0

11. Hello, my name is INTERVIEWER'S FULL NAME. I am calling from Mathematica Policy Research in Princeton, New Jersey on behalf of the U.S. Department of Health and Human Services.

INTERVIEWER, CODE IF KNOWN OR ASK: Have I reached ORGANIZATION?

CORRECT ORGANIZATION REACHED 1
TELEPHONE NUMBER
INCORRECT (GO TO CALL BACK)..... 2
RESIDENTIAL TELEPHONE
NUMBER (GO TO CALL BACK)..... 3
DISCONNECTED NUMBER .. (GO TO CALL BACK)..... 4
OTHER PROBLEM WITH
NUMBER (SPECIFY) (GO TO CALL BACK)..... 0

12. Is your organization located at ADDRESS?

YES (GO TO I4) 1
NO 0

13. What is your organization's address?

INTERVIEWER: ENTER COMPLETE ADDRESS.

STREET ADDRESS:

MAILING ADDRESS:

CITY, STATE AND ZIP: _____, _____|_|_|_|_|_|

14. May I please speak to (SAMPLE MEMBER/the person who does most of the entry-level hiring for your organization)?

WHEN SAMPLE MEMBER
COMES TO THE TELEPHONE..... (GO TO I6) 1

SAMPLE MEMBER NOT
AVAILABLE (SCHEDULE APPOINTMENT AND
GO TO CALL BACK)..... 2

SAMPLE MEMBER NO LONGER WITH
ORGANIZATION 3

SPEAKING WITH SAMPLE MEMBER'S
SECRETARY WHO WANTS TO KNOW
WHAT THE CALL IS ABOUT (GO TO I7) 4

15. Could I please speak with the person who does most of the hiring for entry-level jobs in your organization?

PROBE: I am particularly interested in speaking to the person that does the hiring for jobs that do not require a college degree.

WHEN RESPONDENT COMES TO TELEPHONE 1

RESPONDENT NOT
AVAILABLE (SCHEDULE APPOINTMENT AND
GO TO CALL BACK) 0

16. Hello, my name is INTERVIEWER'S FULL NAME from Mathematica Policy Research in Princeton, New Jersey. We are conducting a study for the U.S. Department of Health and Human Services concerning the availability of full- or part-time jobs for people without a college degree. We recently sent (you/your organization) a letter describing the study and mentioned that we would be calling to conduct a short telephone interview. Are you the person who does most of the hiring for jobs that do not require a college degree?

IF THE RESPONDENT SAYS THEY HAVE NO JOBS LIKE THAT, PROBE BY ASKING: Although those jobs might be filled by people with college degrees, do you have any full- or part-time positions or jobs, filled or unfilled, that do not require a college degree?

YES, APPROPRIATE RESPONDENT ...(GO TO I13)..... 1

NOT THE RIGHT PERSON OR ANOTHER PERSON DELEGATED TO DO INTERVIEW (GO TO I8) 0

WANTS MAIL QUESTIONNAIRE..... (GO TO I15) m

REFUSES TO PARTICIPATE (GO TO I20) r

17. We are conducting a study for the U.S. Department of Health and Human Services concerning the hiring and employment practices for jobs that do not require a college degree. We recently sent SAMPLE MEMBER a letter describing the study and mentioned that we would be calling to conduct a short telephone interview. May I please speak to SAMPLE MEMBER?

YES, APPROPRIATE RESPONDENT HAS BEEN REACHED (GO TO I13)..... 1

NOT THE RIGHT PERSON OR ANOTHER PERSON DELEGATED TO DO INTERVIEW 0

WANTS MAIL QUESTIONNAIRE..... (GO TO I15) m

REFUSES TO PARTICIPATE (GO TO I20) r

18. What is that person's name and telephone number?

RECORD NAME: _____

TELEPHONE NUMBER: (|_|_|_|_|)-|_|_|_|_|-|_|_|_|_|
AREA CODE

THERE IS NO JOB HIRING PERSON
AT THIS LOCATION (GO TO I10) 0

19. Could you please transfer me to (him/her)?

WHEN PERSON COMES
TO THE TELEPHONE....(GO TO I11)..... 1

PERSON IS NOT
AVAILABLE(SCHEDULE APPOINTMENT
AND GO TO CALLBACK) 0

110. Could I please speak to the person who does most of the hiring (overall) for your organization at ADDRESS? What is that person's name and telephone number?

RECORD NAME: _____

TELEPHONE NUMBER: (|_|_|_|_|)-|_|_|_|_|-|_|_|_|_|
AREA CODE

WHEN PERSON COMES
TO THE TELEPHONE....(GO TO I12)..... 1

PERSON IS NOT
AVAILABLE(SCHEDULE APPOINTMENT
AND GO TO CALLBACK) 0

I11. Hello, my name is INTERVIEWER'S FULL NAME from Mathematica Policy Research, Inc. (MPR) in Princeton, New Jersey. We are conducting a study for the U.S. Department of Health and Human Services about the recruitment and hiring of entry level employees in this area. We recently sent SAMPLE MEMBER a letter describing the study and mentioned that we would be calling to conduct a short telephone interview. I was told that you are the person who does most of the hiring for jobs that do not require a college degree. Is this correct?

YES(GO TO I14)..... 1
NO (GO TO SUPERVISOR REVIEW) 0

I12. Hello, my name is INTERVIEWER'S FULL NAME from Mathematica Policy Research in Princeton, New Jersey. We are conducting a study for the U.S. Department of Health and Human Services about the recruitment and hiring of entry level employees. We recently sent SAMPLE MEMBER a letter describing the study and mentioned that we would be calling to conduct a short telephone interview. I was told that you are the person who does most of the hiring for your organization at ADDRESS. Is this correct?

YES(GO TO I14)..... 1
NO (GO TO SUPERVISOR REVIEW) 0

I13. **INTERVIEWER: ENTER RESPONDENT'S NAME, OR ASK:** What is your name?

NAME: _____

I14. Before we begin, let me tell you that all the information that you give me will be kept strictly confidential. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law. Participation in this study is voluntary and you may decide to stop the interview at any point. Should we come to any question that you do not want to answer, just let me know and we will go on to the next question. The interview takes about 15 minutes. I would like to begin the interview now.

CONDUCT INTERVIEW (GO TO I21) 1
NOT A GOOD TIME(SCHEDULE APPOINTMENT
AND GO TO CALLBACK) 0

I15. We would be happy to send you the questionnaire, but to save you time, we would like to check to make sure your business is eligible for the survey. I have two quick questions.

Do you have any jobs that do not require a college degree?

IF NO, ASK: Although those jobs might be filled by people with college degrees, do you have any full- or part-time positions or jobs, filled or unfilled, that do not require a college degree?

YES 1
NO (GO TO I17) 0
DOES NOT KNOW d
REFUSED r

I16. Have you hired a worker into one of these jobs in the last two years?

IF WORKERS ARE HIRED THROUGH A TEMPORARY EMPLOYMENT

AGENCY, PROBE: Are those workers paid directly by your company or are they paid by the temporary employment agency?

IF PAID BY THE COMPANY ENTER "1" AND CONTINUE THE INTERVIEW.

YES (GO TO I18) 1
NO 0
DOES NOT KNOW d
REFUSED r

I17. Thank you [again] for your time. [We are only gathering information from establishments that hire workers with less than a college degree.] There is no need for you to respond to our questionnaire. **END OF INTERVIEW**

I18. We would like you to respond to our survey. To whom should the questionnaire be sent?

RECORD

NAME:

JOB

TITLE:

MAILING

ADDRESS:

CITY: _____ STATE: _____ ZIP CODE:

TELEPHONE NUMBER: (|_|_|_|_|)-|_|_|_|_|-|_|_|_|_|_|
AREA CODE

I19. Thank you very much for your help. We will send the questionnaire in the next few days. **GO TO CALL BACK**

I20. Why (do you/does) (she/he) prefer not to participate in the study? **RECORD VERBATIM**

Thank you for your time. Before we hang up, it would be very helpful for our records if we could ask one or two general yes or no questions.

I21. Do you have any jobs that do not require a college degree?

IF NO, ASK: Although those jobs might be filled by people with college degrees, do you have any full- or part-time positions or jobs, filled or unfilled, that do not require a college degree?

- YES 1
- NO (GO TO I25) 0
- DOES NOT KNOW d
- REFUSED r

I22. Have you hired a worker into one of these jobs in the last two years?

PROBE: Has your company hired a worker into one of these jobs in the past two years?

IF WORKERS ARE HIRED THROUGH A TEMPORARY EMPLOYMENT

AGENCY, PROBE: Are those workers paid directly by your company or are they paid by the temporary employment agency?

IF PAID BY THE COMPANY ENTER "1" AND CONTINUE THE INTERVIEW.

YES 1
NO (GO TO I25) 0
DOES NOT KNOW (GO TO I25) d
REFUSED (GO TO I25) r

I23. **INTERVIEWER: IS THIS A REFUSAL CASE AND IS I20 ANSWERED?**

YES 1
NO (GO TO A1) 0

I24. Thank you for your time. Goodbye. GO TO SUPERVISORS REVIEW.

I25. Thank you [again] for your time. We are only conducting interviews with establishments that have hired workers with less than a college degree (during the past two years). **END INTERVIEW**

**SECTION A:
GENERAL BUSINESS QUESTIONS**

A1. **INTERVIEWER: IS THERE INFORMATION FROM THE SAMPLE FRAME ON THIS ESTABLISHMENT'S INDUSTRY?**

YES.....(GO TO A3) 1
NO..... 0

A2. I would like to begin the interview by asking a few general questions about your organization. What type of industry or business is your organization engaged in?

PROBE: What do you make or do?

RECORD VERBATIM

GO TO A5

A3. I would like to begin the interview by asking a few general questions about your organization. Am I right that your establishment is in the INDUSTRY TYPE industry?

YES.....(GO TO A5) 1
NO..... 0

A4. What type of industry or business is your organization engaged in?

PROBE: What do you make or do?

RECORD VERBATIM

A5. Is this a for-profit or a non-profit company?

- FOR PROFIT 1
- NOT FOR PROFIT 2
- DOES NOT KNOW d
- REFUSED r

A6. Is this a minority owned company?

PROBE: A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

A7. Is this a woman owned company?

PROBE: Do women own over half the company and are they in charge of daily management and operations?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

A8. Does this company operate at more than one site?

YES (GO TO A10) 1
NO (GO TO A10) 0
DOES NOT KNOW (GO TO A10) d
REFUSED (GO TO A10) r

A9. DELETED FROM THIS VERSION.

A10. About how far is (your/this) location from the nearest public transportation stop?

PROBE: From ADDRESS ON CONTACT SHEET?

LESS THAN A QUARTER MILE 1
QUARTER OF A MILE 2
HALF OF A MILE 3
THREE QUARTERS OF A MILE 4
ONE MILE OR MORE 5
NO PUBLIC TRANSPORTATION 6
DOES NOT KNOW d
REFUSED r

A11. How many employees currently work at your organization (at this location)?

PROBE: Your best estimate would be fine.

PROBE: At ADDRESS ON CONTACT SHEET?

|_|,|_|_|_| EMPLOYEES

DOES NOT KNOWd

REFUSEDr

A12. How many people worked there approximately one year ago?

PROBE: Your best estimate would be fine.

|_|,|_|_|_| EMPLOYEES

DOES NOT KNOWd

REFUSEDr

A13. **INTERVIEWER: DO QUESTIONS A11 AND A12 HAVE VALID NUMERIC ANSWERS?**

YES (GO TO A15) 1

NO 0

A14. Would you say there are more workers or fewer workers (at this location) now than a year ago?

MORE WORKERS 1

FEWER WORKERS 2

ABOUT THE SAME 3

DOES NOT KNOWd

REFUSEDr

A15. **INTERVIEWER: DOES THIS COMPANY OPERATE AT MORE THAN ONE SITE? DOES A8 EQUAL "YES"?**

YES 1
NO (GO TO A17)..... 0

A16. About how many employees currently work at all your organization's locations?

PROBE: Your best estimate would be fine.

|_|,|_|_|_| EMPLOYEES

DOES NOT KNOW d

REFUSED r

A17. What percentage of your current employees at ORGANIZATION at (all locations) are covered by a collective bargaining agreement?

PROBE: Belong to a union?

PROBE: Your best estimate would be fine.

|_|_|_| PERCENTAGE

NONE 0

DOES NOT KNOW d

REFUSED r

**SECTION B:
LESS SKILLED JOBS**

B1. You mentioned that you have hired a worker in the past two years for a job that does not require a college degree.

Approximately how many of your jobs (at this location) do not require a college degree?

PROBE: Your best estimate would be fine.

- a. |__|,|__|__|__| NUMBER OF EMPLOYEES
OR
- b. |__|__|__| PERCENTAGE OF ALL EMPLOYEES
- DOES NOT KNOWd
- REFUSEDr

B2. Approximately how many of these jobs are held by women?

PROBE: Your best estimate would be fine.

INTERVIEWER: “THESE JOBS” REFERS TO JOBS AT THIS LOCATION THAT DO NOT REQUIRE A COLLEGE DEGREE.

- a. |__|,|__|__|__| NUMBER OF FEMALE EMPLOYEES
OR
- b. |__|__|__| PERCENTAGE FEMALE
- DOES NOT KNOWd
- REFUSEDr

B3. How many are held by African Americans?

PROBE: Your best estimate would be fine.

a. |__|,|__|__|__| NUMBER OF AFRICAN AMERICAN EMPLOYEES

OR

b. |__|__|__| PERCENTAGE AFRICAN AMERICAN

DOES NOT KNOW d

REFUSED r

B4. How many are held by Hispanics?

PROBE: Your best estimate would be fine.

a. |__|,|__|__|__| NUMBER OF HISPANIC EMPLOYEES

OR

b. |__|__|__| PERCENTAGE HISPANIC

DOES NOT KNOW d

REFUSED r

INTERVIEWER: QUESTIONS B2 THROUGH B4 DO NOT NEED TO SUM TO 100% OR REACH ANY PARTICULAR TOTAL.

B5. Of all jobs that do not require a college degree, how many involve significant amounts of reading, writing, or arithmetic?

a. |__|,|__|__|__| NUMBER OF JOBS

OR

b. |__|__|__| PERCENTAGE OF JOBS

NONE 0

DOES NOT KNOW d

REFUSED r

B6. Approximately how many jobs that do not require a college degree has your organization filled (at this location) in the past two years?

PROBE: Your best estimate would be fine.

|_|,|_|_|_| EMPLOYEES

DOES NOT KNOWd

REFUSEDr

B7. Approximately how many vacancies does your organization currently have (at this location) for jobs that do not require a college degree?

PROBE: Your best estimate would be fine.

|_|,|_|_|_| VACANCIES

DOES NOT KNOWd

REFUSEDr

**SECTION C:
LAST LOW-SKILLED WORKER
HIRED**

C1. The next questions focus entirely on the last worker you hired in the past two years into a position that does not require a college degree.

Approximately when did you hire this person?

|_|_| / |_|_| (GO TO C5)
MONTH YEAR

HIRED TODAY 0
 DOES NOT KNOW (GO TO C5)..... d
 REFUSED (GO TO C5)..... r

INTERVIEWER: If the response is that each “division or business unit” does its own hiring, ask to speak with the person most knowledgeable about the division or unit that hires the most workers into jobs that do not require a college degree.

INTERVIEWER: If the firm hires in groups (e.g., 20 people started last month), ask the respondent to pick any one worker from that group.

PROBE: Please include a worker who was the last person hired even if that person is no longer working at your organization.

C2. Did this person start working today?

YES (GO TO C4)..... 1
 NO 0
 DOES NOT KNOW d
 REFUSED r

C3. Please think about the last worker you have hired who has started working at your organization. **CONTINUE TO C4.**

C4. Even though this person has been very recently hired, we would still like to know about your experiences with this worker. Some of the questions may be hard for you to answer but please feel free to say that you do not know, do not know yet, or it is too soon to make an assessment.

Approximately when did you hire this person?

|_|_| / |_|_|
MONTH YEAR

HIRED TODAY 0
DOES NOT KNOW d
REFUSED r

C5. Did you hire this person into a regular permanent position, a temporary position, or a position with a probationary period?

INTERVIEWER: CODE RESPONSES OF “REGULAR POSITION WITH A PROBATIONARY PERIOD” AS “PROBATIONARY PERIOD,” CODE “3.”

REGULAR POSITION 1
TEMPORARY POSITION 2
PROBATIONARY PERIOD 3
DOES NOT KNOW d
REFUSED r

C6. Is this person male or female?

MALE (GO TO C10) 1
FEMALE 2
DOES NOT KNOW (GO TO C10) d
REFUSED (GO TO C10) r

C7. Do you know whether this woman had been on welfare; that is, was she collecting cash welfare for low-income parents and children?

PROBE: Currently, before or while she was hired by your organization.

Definition: TANF or Temporary Assistance for Needy Families is cash welfare.

INTERVIEWER: IF THE RESPONDENT SAYS “PROBABLY,” ENTER “1” FOR “YES.”

YES 1
NO (GO TO C10)..... 0
DOES NOT KNOW (GO TO C10)..... d
REFUSED (GO TO C10)..... r

C8. How sure are you that she had been a welfare recipient?

PROBE: Are you very sure, somewhat sure, or not very sure?

VERY SURE 1
SOMEWHAT SURE 2
NOT VERY SURE 3
DOES NOT KNOW d
REFUSED r

C9. Was she still on welfare, had she just come off welfare, or had she been off welfare for some time when she was hired?

STILL ON WELFARE (GO TO C11)..... 1
JUST CAME OFF WELFARE (GO TO C11)..... 2
BEEN OFF WELFARE FOR
SOME TIME (GO TO C11)..... 3
DOES NOT KNOW (GO TO C11)..... d
REFUSED (GO TO C11)..... r

C10. Would you consider hiring a current or former welfare recipient for this type of job?

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

C11. Which of the following categories best describes this employee's race? (Is she/Is he) White, Black or African American, Asian, American Indian or Alaskan Native, or Native Hawaiian or other Pacific Islander?

INTERVIEWER: IF THE RESPONDENT VOLUNTEERS "HISPANIC" OR "LATINO," THEN RECORD THAT ANSWER UNDER OTHER AND CODE QUESTION C12 "YES."

CIRCLE ALL THAT APPLY

- WHITE 1
 - BLACK OR AFRICAN-AMERICAN..... 2
 - ASIAN..... 3
 - AMERICAN INDIAN OR ALASKAN NATIVE 4
 - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER 5
 - OTHER (SPECIFY) 6
-
- DOES NOT KNOW d
 - REFUSED r

C12. (Is she/Is he) of Hispanic or Latino origin?

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

C13. How old is this worker?

PROBE: Your best estimate is fine.

|_|_| YEARS OF AGE (**GO TO C15**)

DOES NOT KNOW d

REFUSED r

C14. Is (she/he) less than 24, 25 to 44, 45 to 54, or older than 55?

LESS THAN 24..... 1

25 to 44..... 2

45 to 54..... 3

55 OR OLDER..... 4

DOES NOT KNOW d

REFUSED r

C15. Is this employee an immigrant?

YES 1

NO 0

DOES NOT KNOW d

REFUSED r

C16. Is this employee currently enrolled in school?

YES 1

NO 0

DOES NOT KNOW d

REFUSED r

C17. What is the highest level of education (she/he) has completed?

PROBE: Your best estimate would be fine.

- 8TH GRADE OR LESS..... 1
- SOME HIGH SCHOOL..... 2
- GED..... 3
- HIGH SCHOOL GRADUATE..... 4
- SOME COLLEGE 5
- ASSOCIATE, COLLEGE, GRADUATE,
OR PROFESSIONAL DEGREE 6
- DOES NOT KNOW..... d
- REFUSED r

C18. Has (she/he) received any specific technical or skills training?

PROBE: Other than regular school.

- YES 1
- NO 0
- DOES NOT KNOW..... d
- REFUSED r

C19. **CODE IF OBVIOUS, OR ASK:** Is this employee still with your organization?

- YES (GO TO C22)..... 1
- NO 0
- DOES NOT KNOW (GO TO C22)..... d
- REFUSED (GO TO C22)..... r

C20. Approximately when did (she/he) leave?

|_|_| / |_|_|
MONTH YEAR

- DOES NOT KNOW..... d
- REFUSED r

C21. Did (she/he) voluntarily quit, get fired, get laid off, or something else?

- QUIT 1
 - DISCHARGED..... 2
 - LAI D OFF 3
 - OTHER (SPECIFY) 4
-
- DOES NOT KNOW d
 - REFUSED r

JOB SKILLS OR TASKS ON THE JOB

C22. What type of work (does/did) this person do?

PROBE: What (is/was) (her/his) position with your company?

RECORD ANSWER VERBATIM, PROBE FOR DETAILS.

- DOES NOT KNOW d
- REFUSED r

C23. For this position, how important is a high school diploma or GED? Is it extremely important or required, somewhat important, or not very important?

- EXTREMELY IMPORTANT OR REQUIRED..... 1
- SOMEWHAT IMPORTANT 2
- NOT VERY IMPORTANT 3
- DOES NOT KNOW d
- REFUSED r

C24. For this position, how important is previous experience in this line of work?

PROBE: Is it extremely important or required, somewhat important, or not very important?

EXTREMELY IMPORTANT OR REQUIRED..... 1
SOMEWHAT IMPORTANT 2
NOT VERY IMPORTANT 3
DOES NOT KNOW d
REFUSED r

C25. For this position, how important is some previous training or skill certification?

PROBE: Is it extremely important or required, somewhat important, or not very important?

EXTREMELY IMPORTANT OR REQUIRED..... 1
SOMEWHAT IMPORTANT 2
NOT VERY IMPORTANT 3
DOES NOT KNOW d
REFUSED r

C26. Now I would like to ask you about the tasks this worker (performs/performed).

How often (does/did) this employee perform the following tasks:

PROBE: Daily, sometimes, or never?

	<u>DAILY</u>	<u>SOMETIMES</u>	<u>NEVER</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. How often (must/did) (she/he) read documents?	1	2	0	d	r
b. How often (must/did) (she/he) fill out forms?	1	2	0	d	r
c. How often (must/did) (she/he) take notes or write memos or emails?.....	1	2	0	d	r
d. How often (must/did) (she/he) speak with customers?	1	2	0	d	r
e. How often (must/did) (she/he) use arithmetic to make change, for example?	1	2	0	d	r
f. How often (must/did) (she/he) use a computer? ..	1	2	0	d	r
g. How often (must/did) (she/he) monitor instruments?	1	2	0	d	r
PROBE: Monitoring instruments is things like reading gauges or dials.					
h. How often (must/did) (she/he) work in a group or team with others?.....	1	2	0	d	r

HOURS AND COMPENSATION

C27. How many hours per week (does/did) this employee usually work?

|_|_| HOURS WORKED PER WEEK

DOES NOT KNOWd

REFUSEDr

C28. How many hours per week did this employee usually work when (she/he) started working at this job?

|__|__| HOURS WORKED PER WEEK

DOES NOT KNOW d

REFUSED r

C29. What type of shifts [does (she/he) currently work/did (she/he) usually work]?

PROBE: (Does/Did) (she/he) work days, evenings, nights, or (does/did) (she/he) work on a rotating shift?

DAY SHIFT 1

EVENING SHIFT (SUCH AS 5PM TO MIDNIGHT) 2

NIGHT SHIFT (SUCH AS MIDNIGHT TO 8AM) 3

ROTATING SHIFT (CHANGES FROM WEEK TO WEEK) 4

DOES NOT KNOW d

REFUSED r

C30. How often (is/was/will) this employee (be) required to work overtime?

PROBE: Is that frequently, occasionally, rarely, or never?

FREQUENTLY 1

OCCASIONALLY OR SOMETIMES 2

RARELY 3

NEVER 4

DOES NOT KNOW d

REFUSED r

C31. How often (is/was/will) this employee (be) required to work on weekends?

PROBE: Is that frequently, occasionally, rarely, or never?

- FREQUENTLY 1
- OCCASIONALLY OR SOMETIMES 2
- RARELY 3
- NEVER 4
- DOES NOT KNOW d
- REFUSED r

C32. Does your company have a flexible time policy where employees can define their own daily or weekly work schedules?

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

C33. Now thinking again about this worker.

(What is this employee's current wage or salary in this job/What was this employee's wage) just before (she/he) left the job?

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |__|_|_|,|__|_|_|_|_|.|_|_|_| PER . . .

- HOUR 1
 - DAY 2
 - WEEK 3
 - MONTH 4
 - YEAR 5
 - OTHER (SPECIFY) 6
-
- DOES NOT KNOW d
 - REFUSED r

C34. In addition to this amount, (does/did/will) (she/he) usually earn some overtime or get tips, bonuses, or commissions on this job?

YES 1
 NO (GO TO C36)..... 0
 DOES NOT KNOW (GO TO C36)..... d
 REFUSED (GO TO C36)..... r

C35. Approximately how much (does/did/will) this employee earn in overtime, tips, commissions, or bonuses on this job?

PROBE: Your best estimate is fine.

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |__|_|_|,|__|_|_|_|_|.|_|_|_| PER . . .

HOUR 1
 DAY 2
 WEEK 3
 MONTH 4
 YEAR 5
 OTHER (SPECIFY) 6

DOES NOT KNOW d
 REFUSED r

C36. **INTERVIEWER: DID THIS EMPLOYEE START WORKING TODAY? DOES QUESTION C2 EQUAL "YES"?**

YES (GO TO C39)..... 1
 NO 0

C37. (Has/Did) (she/he) (received/receive) a raise since (she/he) started working here?

- YES 1
- NO (GO TO C39)..... 0
- DOES NOT KNOW (GO TO C39)..... d
- REFUSED (GO TO C39) r

C38. What was this employee's starting wage or salary on this job?

\$ |__|__|,|__|__|__|.|__|__| PER . . .

- HOUR 1
- DAY 2
- WEEK 3
- MONTH 4
- YEAR 5
- OTHER (SPECIFY) 6

-
- DOES NOT KNOW d
 - REFUSED r

C39. Which of the following fringe benefits (are/were) available to or offered to this worker?

INTERVIEWER: IF A BENEFIT WILL ONLY BE AVAILABLE AT THE END OF A PROBATIONARY PERIOD, CODE “NO.”

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Health insurance or HMO membership?	1	0	d	r
b. Help paying for child care?.....	1	0	d	r
c. Child care on site?	1	0	d	r
d. Transportation or help paying for transportation?	1	0	d	r
e. Help paying for education expenses?	1	0	d	r
f. An employee assistance plan, such as legal or other types of counseling for employees?...	1	0	d	r
g. A pension or 401K plan?.....	1	0	d	r

C40. **INTERVIEWER: IS A PENSION OR 401K PLAN AVAILABLE? DOES C39g EQUAL “YES”?**

YES (GO TO C43)..... 1
 NO 0

C41. (Is/Was) a pension or 401K plan available to other employees [when (she/he) worked there]?

INTERVIEWER: CODE “YES” IF THE PENSION PLANS OR 401K IS AVAILABLE AFTER A PROBATIONARY PERIOD.

YES 1
 NO (GO TO C43)..... 0
 DOES NOT KNOW (GO TO C43)..... d
 REFUSED (GO TO C43)..... r

C42. (Will/Would) this employee (have) become eligible for a pension or 401K plan if (she/he) (stays/had stayed) on the job a few more months or (works/worked) more hours?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

C43. **INTERVIEWER: IS HEALTH INSURANCE OR HMO MEMBERSHIP AVAILABLE? DOES C39a EQUAL “YES”?**

YES (GO TO C47)..... 1
NO 0

C44. (Is/Was) health insurance or HMO membership available to other employees [when (she/he) worked there]?

YES 1
NO (GO TO C57)..... 0
DOES NOT KNOW (GO TO C57)..... d
REFUSED (GO TO C57)..... r

C45. (Will/Would) this employee (have) become eligible for health insurance if (she/he) (stays/had stayed) on the job a few more months?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

C46. (Will/Would) this employee (have) become eligible for health insurance if (she/he) (works/worked) more hours?

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

C47. Do you, the employer, pay all, part, or none of the health insurance premium for a typical individual worker?

INTERVIEWER: IF MORE THAN ONE HEALTH PLAN, SAY: Please pick the plan with the greatest enrollment.

- ALL 1
- PART 2
- NONE (GO TO C50)..... 3
- DOES NOT KNOW (GO TO C51)..... d
- REFUSED (GO TO C51)..... r

C48. For this plan, how much do you, the employer, contribute toward the premium of one typical employee with single coverage?

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |_|_|_|,|_|_|_|.|_|_| PER . . .

- WEEK 1
- BI-WEEKLY 2
- MONTH 3
- YEAR 4

OR

|_|_|_| PERCENTAGE PAID BY EMPLOYER
(GO TO C51)

- DOES NOT KNOW d
- REFUSED r

C49. **INTERVIEWER: DOES THE EMPLOYER PAY ALL OF THE HEALTH INSURANCE PREMIUM? DOES QUESTION C47 EQUAL "ALL"?**

YES (GO TO C51)..... 1

NO 0

C50. For this plan, how much does the typical employee with single coverage contribute toward his or her own premium?

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |__|_|_|,|__|_|_|.|__|_|_| PER . . .

WEEK..... 1

BI-WEEKLY 2

MONTH 3

YEAR..... 4

OR

|__|_|_| PERCENTAGE PAID BY EMPLOYEE

DOES NOT KNOW d

REFUSED r

C51. Can members of a worker's family also receive insurance coverage through this plan?

YES 1

NO (GO TO C57)..... 0

DOES NOT KNOW (GO TO C57)..... d

REFUSED (GO TO C57)..... r

C52. **INTERVIEWER: DOES THE EMPLOYER PAY NONE OF THE HEALTH INSURANCE PREMIUM? DOES QUESTION C47 EQUAL "NONE"?**

YES (GO TO C57)..... 1

NO 0

C53. Do you, the employer, pay all, part, or none of the health insurance premium for a typical worker with family coverage?

INTERVIEWER: IF THERE ARE MULTIPLE HEALTH INSURANCE PLANS, SAY:
Please pick the plan with the greatest enrollment.

- ALL 1
- PART 2
- NONE (GO TO C56)..... 3
- DOES NOT KNOW (GO TO C57)..... d
- REFUSED (GO TO C57)..... r

C54. For this plan, how much do you, the employer, contribute toward the premium of a typical employee with family coverage?

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |_|_|_|, |_|_|_|. |_|_| PER . . .

- WEEK 1
- BI-WEEKLY 2
- MONTH 3
- YEAR 4
- OR
- |_|_| PERCENTAGE PAID BY EMPLOYER
(GO TO C56)
- DOES NOT KNOW d
- REFUSED r

C55. **INTERVIEWER: DOES THE EMPLOYER PAY ALL OF THE HEALTH INSURANCE PREMIUM? DOES QUESTION C53 EQUAL “ALL”?**

- YES (GO TO C57)..... 1
- NO 0

C56. For this plan, how much does the typical employee with family coverage contribute toward his or her own premium?

INTERVIEWER: BE SURE TO ENTER DOLLARS AND CENTS. WATCH THE DECIMAL POINT

\$ |__|_|_|,|__|_|_|_|_|.|__|_|_| PER . . .

- WEEK..... 1
- BI-WEEKLY 2
- MONTH 3
- YEAR..... 4
- OR
- |__|_|_| PERCENTAGE PAID BY EMPLOYEE
- DOES NOT KNOW d
- REFUSED r

PAID AND UNPAID LEAVE

C57. (Is/Was) any type of paid leave available to (her/him) [when (she/he) worked there]?

PROBE: Like paid sick leave, paid vacation days, or paid personal days.

- YES 1
- NO (GO TO C61)..... 0
- DOES NOT KNOW (GO TO C61)..... d
- REFUSED (GO TO C61)..... r

C58. What types of paid leave (are/were) available to (her/him)?

PROBE: Sick leave, vacation, or personal days?

CIRCLE ALL THAT APPLY

- SICK LEAVE..... 1
- VACATION 2
- PERSONAL DAYS 3
- DOES NOT KNOW d
- REFUSED r

C59. (Can/Could) this worker take paid time off to care for a sick child or family member?

YES (GO TO C65)..... 1
NO 0
DOES NOT KNOW d
REFUSED r

C60. (Can/Could) this worker take unpaid time off to care for a sick child or family member?

YES (GO TO C65)..... 1
NO (GO TO C65)..... 0
DOES NOT KNOW (GO TO C65)..... d
REFUSED (GO TO C65)..... r

C61. (Is/Was) any type of paid leave available to other employees [when (she/he) worked there]?

YES 1
NO (GO TO C63)..... 0
DOES NOT KNOW (GO TO C63)..... d
REFUSED (GO TO C63)..... r

C62. (Will/Would) this employee (have) become eligible for this paid leave if (she/he) (stays/had stayed) on the job a few more months or (work/worked) more hours?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

C63. (Can/Could) this worker take unpaid time off to care for a sick child or family member?

INTERVIEWER: INCLUDE LEGALLY REQUIRED FAMILY AND MEDICAL LEAVE AS "YES."

YES 1
NO (GO TO C65)..... 0
DOES NOT KNOW (GO TO C65)..... d
REFUSED (GO TO C65)..... r

C64. Is this unpaid leave only that which is required by law under the Family and Medical Leave Act?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

C65. Sometimes, companies tell their employees that they may be eligible for public benefits like the Earned Income Tax Credit on their taxes, child care subsidies from the state, Medicaid or state child health insurance programs like S-CHIP, food stamps, and other forms of assistance. Do you provide this information to your employees?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

C66. Sometimes, companies help their workers sign up for public benefits. Do you provide this service to your employees?

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

ADVANCEMENT AND JOB PERFORMANCE

C67. The next questions are about this employee’s job performance. How would you rate this worker’s performance relative to other workers you have hired for similar jobs? (Is/Was) (her/his) performance better, worse, or about the same?

- BETTER 1
- WORSE 2
- SAME 3
- CANNOT RATE PERFORMANCE,
EMPLOYEE JUST HIRED..... 4
- DOES NOT KNOW d
- REFUSED r

C68. If a worker in this job performs well, what are the chances that (she/he) could be promoted?

PROBE: Are they excellent, good, fair or do you rarely promote from this position?

PROBE: Any worker.

- EXCELLENT 1
- GOOD..... 2
- FAIR 3
- RARELY PROMOTE FROM THIS POSITION 4
- NO PROMOTIONS FROM THIS
POSITION(GO TO C70) 5
- DOES NOT KNOW d
- REFUSED r

C69. How long would a worker typically have to perform well in this job before getting a promotion?

PROBE: Your best estimate would be fine.

PROBE: Any worker.

INTERVIEWER: IF LESS THAN ONE YEAR, ENTER "00" UNDER "YEAR" AND THE NUMBER OF MONTHS UNDER "MONTHS."

|_|_| YEARS AND |_|_| MONTHS

DOES NOT KNOW d

REFUSED r

C70. (Has this worker been/Was this worker) promoted or given increased responsibility [since (she/he) started working for you/when (she/he) worked for you]?

YES 1

NO 0

DOES NOT KNOW d

REFUSED r

C71. Do workers in this job typically get raises for good performance?

YES 1

NO 0

DOES NOT KNOW d

REFUSED r

C72. **INTERVIEWER: DID THIS EMPLOYEE START WORKING TODAY? DOES QUESTION C2 EQUAL "YES"?**

YES (GO TO C76)..... 1

NO 0

C73. Next, I would like to ask about any difficulties you may have had with this worker.

(Have/Did) you (had/have) problems with absenteeism or tardiness?

YES 1
 NO (GO TO C75)..... 0
 DOES NOT KNOW (GO TO C75)..... d
 REFUSED (GO TO C75)..... r

C74. Were the absenteeism or tardiness problems due to any of the following?

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Physical health?.....	1	0	d	r
b. Child care?.....	1	0	d	r
c. Transportation?.....	1	0	d	r
d. Problems at home?.....	1	0	d	r
e. Court appearances?	1	0	d	r
f. Domestic violence?.....	1	0	d	r
g. Mental health or depression?.....	1	0	d	r

C75. (Does/Did) (she/he) (also) have problems with any of the following?

	<u>YES</u>	<u>NO</u>	<u>NOT APPLICABLE</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Attitude towards work?.....	1	0	2	d	r
b. Basic mathematics, verbal, or reading skills?	1	0	2	d	r
c. Problems with other job related skills?	1	0	2	d	r
d. Substance abuse, such as the use of drugs or alcohol?..	1	0	2	d	r
e. Relationships with coworkers?	1	0	2	d	r
f. Relationships with supervisors?	1	0	2	d	r
g. Relationships with customers or clients?	1	0	2	d	r

TRAINING/MENTORING

C76. Some employers provide training and other services to their employees. I would like to ask you about the services you (provide/provided) to this worker.

Did this worker receive:

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Formal job training on the job site from an instructor using a specific curriculum or instructional material?	1	0	d	r
b. Formal job training off-site from an instructor using a specific curriculum or instructional material?	1	0	d	r
c. Informal training?	1	0	d	r
d. A mentor?	1	0	d	r
e. A job buddy?	1	0	d	r
f. Regular feedback or performance appraisal from a supervisor?	1	0	d	r
g. Did (she/he) receive some other kinds of training or services? (SPECIFY)	1	0	d	r

INTERVIEWER: PROVIDE THESE DEFINITIONS IF NEEDED:

Mentor—A mentor is more senior worker or supervisor who can provide career advice.

Job buddy—A job buddy is a worker in the same approximate job or level who can explain things like how to use the copy machine and where the break room is.

**SECTION D:
HIRING PRACTICES**

D1. Next, I would like to ask you about your hiring practices.

How did you identify this worker?

CIRCLE ONE

- STATE OR LOCAL EMPLOYMENT SERVICE OR DEPARTMENT OF LABOR..... 1
 - OTHER PUBLIC AGENCY INCLUDING THE WELFARE AGENCY 2
 - COMMUNITY-BASED OR NON-PROFIT AGENCY 3
 - PRIVATE EMPLOYMENT AGENCY 4
 - TEMPORARY EMPLOYMENT AGENCY..... 5
 - COMMUNITY COLLEGE OR TRADE OR VOCATIONAL HIGH SCHOOL 6
 - PERSONAL NETWORK OF MANAGERS 7
 - FROM ADVERTISEMENT OR CLASSIFIED AD IN THE LOCAL MEDIA..... 8
 - FROM HELP WANTED SIGN 9
 - INTERNET POSTING..... 10
 - REFERENCE FROM OTHER EMPLOYEE 11
 - OTHER WAY (SPECIFY) 12
-
- WALK IN WITHOUT A REFERRAL..... 13
 - DOES NOT KNOW d
 - REFUSED r

D2. Before hiring this worker, did you do a criminal background check?

INTERVIEWER: IF ANOTHER ORGANIZATION DOES THE CHECK OR IF THE CHECK IS COMING OR IN PROCESS, CODE "YES."

YES 1
NO 0
DOES NOT KNOW d
REFUSED r

D3. Did you have this worker take tests like basic verbal or math tests, job related skills tests, psychological tests, or drug tests?

YES 1
NO (GO TO D5)..... 0
DOES NOT KNOW (GO TO D5)..... d
REFUSED (GO TO D5)..... r

D4. Which tests specifically?

CIRCLE ALL THAT APPLY

BASIC VERBAL TEST..... 1
BASIC MATH TEST 2
JOB-RELATED SKILLS TEST..... 3
PSYCHOLOGICAL TESTS 4
DRUG TEST 5
OTHER (SPECIFY) 6

DOES NOT KNOW d
REFUSED r

D5. How much did each of the following factors weigh into your decision to hire (him/her) for this position? Please tell me whether each factor mattered a lot, some, or not at all.

	<u>A</u>	<u>SOME</u>	<u>NOT AT ALL/NOT APPLICABLE</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. The job interview?.....	1	2	3	d	r
b. Appearance or dress?.....	1	2	3	d	r
c. English fluency?.....	1	2	3	d	r
d. Work experience?	1	2	3	d	r
e. References?	1	2	3	d	r
f. School performance?.....	1	2	3	d	r
g. Completion of a sample task?	1	2	3	d	r
h. Desire to work hard?.....	1	2	3	d	r
i. Willingness to work odd or flexible hours?	1	2	3	d	r
j. Having a positive attitude?	1	2	3	d	r
k. Specific skill training?.....	1	2	3	d	r
l. Other (SPECIFY)	1	2	3	d	r

D6. Would you say it is easy, somewhat difficult, or very difficult to find qualified applicants for this type of position at the present time?

- EASY 1
- SOMEWHAT DIFFICULT 2
- VERY DIFFICULT 3
- DOES NOT KNOW d
- REFUSED r

D7. Would you hire someone with a criminal record for this type of position?

- YES 1
- YES, DEPENDING ON THE TYPE OR
SERIOUSNESS OF THE CRIME 2
- NO 3
- DOES NOT KNOW d
- REFUSED r

D8. In the past two years, have you hired someone into a position that does not require a college degree who did not meet all of the qualifications you usually require because you really needed the employee?

- YES 1
- NO 0
- DOES NOT KNOW d
- REFUSED r

**SECTION E:
WORK FORCE INTERMEDIARIES
AND WELFARE RECIPIENTS**

E1. This final set of questions has to do with organizations that try to place welfare recipients in jobs.

During the past year, have any public or private agencies tried to place welfare recipients in jobs at your organization?

- YES 1
- NO (GO TO E9) 0
- DOES NOT KNOW (GO TO E9) d
- REFUSED (GO TO E9) r

E2. Which of the following types of agencies have tried to place welfare recipients in your organization?

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. The State Employment Service or Department of Labor?	1	0	d	r
b. The welfare agency?	1	0	d	r
c. Local one-stop center?	1	0	d	r
d. Some other public agency?	1	0	d	r
e. A community-based or non-profit agency? .	1	0	d	r
f. A commercial temporary help agency?	1	0	d	r
g. Was there any other organization that tried to place welfare recipients in your organization? (SPECIFY).....	1	0	d	r

E3. **INTERVIEWER: DID MORE THAN ONE TYPE OF AGENCY REFER WELFARE RECIPIENTS? DOES MORE THAN ONE OF QUESTION E2a THROUGH E2f EQUAL “1”?**

YES 1
 NO (GO TO E5)..... 0

E4. Which agency made the most referrals during the past year?

THE STATE EMPLOYMENT SERVICE OR AGENCY..... 1
 THE WELFARE AGENCY 2
 LOCAL ONE-STOP CENTER 3
 SOME OTHER PUBLIC AGENCY 4
 A COMMUNITY-BASED OR NON-PROFIT AGENCY 5
 A COMMERCIAL TEMPORARY HELP AGENCY 6
 ANOTHER TYPE OF PRIVATE AGENCY (SPECIFY)..... 7

DOES NOT KNOW d
 REFUSED r

INTERVIEWER: IF RESPONDENT SAYS TWO OR MORE AGENCIES MADE EQUAL NUMBERS OF REFERRALS, AND ONE WAS THE WELFARE AGENCY (2) THEN ASK ABOUT THE WELFARE AGENCY. OTHERWISE, ASK ABOUT THE AGENCY THAT MADE THE MOST RECENT REFERRAL.

E5. When dealing with this agency, who usually initiates contact—you, the agency, or does it vary?

EMPLOYER INITIATES CONTACT 1
 AGENCY INITIATES CONTACT 2
 VARIES 3
 DOES NOT KNOW d
 REFUSED r

E6. How would you rate the candidates referred to your organization by this agency compared to all other applicants for the same or similar positions? Please tell me if they were better than average, average, or worse than the average applicant in each of the following areas.

	<u>BETTER THAN AVERAGE</u>	<u>AVERAGE</u>	<u>WORSE THAN AVERAGE</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Their dress or appearance?	1	2	3	d	r
b. Their English language fluency?..	1	2	3	d	r
c. Their reading, writing, verbal, or mathematics skills?	1	2	3	d	r
d. Their job specific skills?	1	2	3	d	r
e. Their interpersonal skills?	1	2	3	d	r
f. Their transportation arrangements?.....	1	2	3	d	r
g. Their child care arrangements?.....	1	2	3	d	r

E7. How would you rate that agency's responsiveness: for example how quickly they referred candidates? Would you say it was excellent, good, fair, or poor?

EXCELLENT	1
GOOD.....	2
FAIR	3
POOR	4
DOES NOT KNOW	d
REFUSED	r

E8. During the past two years, did your organization hire welfare recipients referred by that agency?

YES (GO TO E10)..... 1
 NO 0
 DOES NOT KNOW d
 REFUSED r

E9. **INTERVIEWER: WAS THE LAST WORKER HIRED A WELFARE RECIPIENT? DOES QUESTION C7 EQUAL "YES"?**

YES 1
 NO (GO TO E15)..... 0

E10. Has a placement agency or organization provided the following kinds of assistance to welfare recipients after your organization hired them?

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Training?	1	0	d	r
b. Transportation assistance?	1	0	d	r
c. Child care assistance?	1	0	d	r
d. Counseling or ongoing support?.....	1	0	d	r
e. Did an agency or organization provide any other kind of assistance? (SPECIFY)	1	0	d	r

E11. Has an agency or organization provided the following assistance to help you work with welfare recipients that you have hired?

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Conflict resolution?	1	0	d	r
b. Cultural competency or diversity training?..	1	0	d	r
c. Did an agency or organization provide any other kind of assistance? (SPECIFY)	1	0	d	r
<hr/>				
<hr/>				

E12. During the past year, has your organization used tax credits or on-the-job training subsidies that were received because you hired or trained welfare recipients?

YES 1
 NO (GO TO E15)..... 0
 DOES NOT KNOW d
 REFUSED r

E13. Which of the following tax credits or subsidies did you receive and use?

	<u>YES</u>	<u>NO</u>	<u>DOES NOT KNOW</u>	<u>REFUSED</u>
a. Federal Work Opportunities or Welfare to Work Tax Credits?	1	0	d	r
b. Federal Empowerment Zone Credit?.....	1	0	d	r
c. State Urban Enterprise Zone Credit?	1	0	d	r
d. Federal or State On-the-Job Training Subsidy?.....	1	0	d	r
e. Did you receive any other subsidy or credit? (SPECIFY)	1	0	d	r
<hr/>				
<hr/>				

E14. During the past year, have tax credits or subsidies led your organization to hire more welfare recipients than you would have without these incentives?

YES 1
 NO 0
 DOES NOT KNOW d
 REFUSED r

E15. Would the chances of your organization hiring one or more welfare recipients increase if a placement agency could provide the following assurances? For each kind of assurance, please tell me whether it would increase the chances of your organization hiring a welfare recipient a lot, some, or not at all?

	<u>A</u> <u>LOT</u>	<u>SOME</u>	<u>NOT</u> <u>AT</u> <u>ALL</u>	<u>DOES</u> <u>NOT</u> <u>KNOW</u>	<u>REFUSED</u>
a. First, if an agency could provide assurances that recipients had a good work attitude?	1	2	3	d	r
b. Had good basic skills?	1	2	3	d	r
c. Had good job-specific skills?...	1	2	3	d	r
d. Successfully completed a work experience program?	1	2	3	d	r
e. Stable child care arrangements?.....	1	2	3	d	r
f. Stable transportation arrangements?.....	1	2	3	d	r
g. No criminal record or substance abuse problems? ...	1	2	3	d	r

E16. That is the end of the interview. Thank you very much for participating in the survey. Thank you again for your time and cooperation.

APPENDIX C

MAIL SURVEY QUESTIONNAIRE

Section A. General Business Questions

A1. What type of industry or business is your organization engaged in? What do you make or do?

Please write out your answer.

A2. Is this a for-profit or a non-profit company?

- 1 For profit
2 Not for profit

A3. Is this a minority owned company?

- 1 Yes
0 No

A4. Is this a woman owned company?

- 1 Yes
0 No

A5. Do you hire workers to work at this specific location?

- 1 Yes
0 No
n Not applicable

A6. About how far is this location from the nearest public transportation stop?

- 1 Less than a quarter mile
2 Quarter of a mile
3 Half of a mile
4 Three quarters of a mile
5 One mile or more
6 No public transportation

A7. How many employees currently work at your organization at this location?

_____,|_____| Employees

A8. How many people worked there approximately one year ago?

_____,|_____| Employees

A9. Would you say there are more workers or fewer workers at this location now than a year ago?

- 1 More workers
2 Fewer workers
3 About the same

A10. About how many employees currently work at all your locations?

_____,|_____| Employees
n Only have one location

A11. What percentage of your current employees at all locations are covered by a collective bargaining agreement or belong to a union?

_____|_____| Percentage
0 None

Section B. Less Skilled Jobs

B1. Approximately how many of your jobs at this location do not require a college degree?

_____,|_____| Number of employees
or
_____|_____| Percentage of all employees

B2. Approximately how many of these jobs are held by women?

_____,|_____| Number of female employees
or
_____|_____| Percentage female

B3. How many are held by African Americans?

_____,|_____| Number of African American employees
or
_____|_____| Percentage African American

B4. How many are held by Hispanics?

_____,|_____| Number of Hispanic employees
or
_____|_____| Percentage Hispanic

B5. Of all jobs that do not require a college degree, how many involve significant amounts of reading, writing, or arithmetic?

_____,|_____| Number of jobs
or
_____|_____| Percentage of jobs
0 None

B6. Approximately how many jobs that do not require a college degree has your organization filled at this location in the past two years?

_____,|_____| New employees

B7. Approximately how many vacancies does your organization currently have at this location for jobs that do not require a college degree?

_____,|_____| Current vacancies

Section C. Last Low-Skilled Worker Hired

C1. The next questions focus entirely on the last worker you hired in the past two years into a position that does not require a college degree.

Approximately when did you hire this person?

|_|_| / |_|_|
Month Year

1 Just hired today

C2. Did you hire this person into a regular permanent position, a temporary position, or a position with a probationary period?

- 1 Regular position
- 2 Temporary position
- 3 Probationary period

C3. Is this person male or female?

- 1 Male — **Go to C7**
- 2 Female

C4. Do you know whether this woman had been on welfare; that is, was she collecting cash welfare for low-income parents and children? That could be either currently, before, or while she was hired by your organization.

- 1 Yes or probably
- 0 No — **Go to C7**

C5. How sure are you that she had been a welfare recipient?

- 1 Very sure
- 2 Somewhat sure
- 3 Not very sure

C6. Was she still on welfare, had she just come off welfare, or had she been off welfare for some time when she was hired?

- 1 Still on welfare — **Go to C8**
- 2 Just came off welfare — **Go to C8**
- 3 Been off welfare for some time — **Go to C8**

C7. Would you consider hiring a current or former welfare recipient for this type of job?

- 1 Yes
- 0 No

C8. Which of the following categories best describes this employee's race? Is this employee White, Black or African American, Asian, American Indian or Alaskan Native, or Native Hawaiian or other Pacific Islander?

Mark all that apply

- 1 White
- 2 Black or African American
- 3 Asian
- 4 American Indian or Alaskan native
- 5 Native Hawaiian or Other Pacific Islander
- 6 Other (*Specify*) _____

C9. (Is she/Is he) of Hispanic or Latino origin?

- 1 Yes
- 0 No

C10. Is (she/he) less than 24, 25 to 44, 45 to 54, or older than 55?

- 1 Less than 24
- 2 25 to 44
- 3 45 to 54
- 4 55 or older

C11. Is this employee an immigrant?

- 1 Yes
- 0 No

C12. Is this employee currently enrolled in school?

- 1 Yes
- 0 No

C13. What is the highest level of education (she/he) has completed?

- 1 8th grade or less
- 2 Some high school
- 3 GED
- 4 High school graduate
- 5 Some college
- 6 Associate, college, or graduate/professional degree

C14. Has (she/he) received any specific technical or skills training?

- 1 Yes
- 0 No

C15. Is this employee still with your organization?

- 1 Yes — **Go to C18**
- 0 No

C16. Approximately when did this employee leave?

|_|_| / |_|_|
Month Year

C17. Did (she/he) voluntarily quit, get fired, get laid off, or something else?

- 1 Quit
- 2 Discharged
- 3 Laid off
- 4 Other (Specify) _____

JOB SKILLS OR TASKS ON THE JOB

C18. What type of work (does/did) this employee do? What (is/was) the employee's position with your company?

C19. For this position, how important is a high school diploma or GED? Is it extremely important or required, somewhat important, or not very important?

- 1 Extremely important or required
- 2 Somewhat important
- 3 Not very important

C20. For this position, how important is previous experience in this line of work?

- 1 Extremely important or required
- 2 Somewhat important
- 3 Not very important

C21. For this position, how important is some previous training or skill certification?

- 1 Extremely important or required
- 2 Somewhat important
- 3 Not very important

C22. How often (does/did) this employee perform the following tasks:

	<u>Daily</u>	<u>Sometimes</u>	<u>Never</u>
a. How often does (she/he) read documents?.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
b. How often does (she/he) fill out forms?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
c. How often does (she/he) take notes or write memos or emails?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
d. How often does (she/he) speak with customers?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
e. How often does (she/he) use arithmetic to make change, for example?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
f. How often does (she/he) use a computer?.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
g. How often does (she/he) monitor instruments?.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>
h. How often does (she/he) work in a group or team with others?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>

HOURS AND COMPENSATION

C23. How many hours per week does this employee usually work?

|_|_| Hours worked per week

C24. How many hours per week did this employee usually work when (she/he) started working at this job?

|_|_| Hours worked per week

C25. What type of shifts does (she/he) work?

- 1 Day shift
- 2 Evening shift (such as 5pm to midnight)
- 3 Night shift (such as midnight to 8am)
- 4 Rotating shift (changes from week to week)

C26. How often is this employee required to work overtime?

- 1 Frequently
- 2 Occasionally or sometimes
- 3 Rarely
- 4 Never

C27. How often is this employee required to work on weekends?

- 1 Frequently
- 2 Occasionally or sometimes
- 3 Rarely
- 4 Never

C28. Does your company have a flexible time policy where employees can define their own daily or weekly work schedules?

- 1 Yes
- 0 No

C29. What is this employee's current wage or salary in this job or what was this employee's wage just before (she/he) left the job?

\$ |_|_|, |_|_|. |_|_| Per:

- 1 Hour
- 2 Day
- 3 Week
- 4 Month
- 5 Year
- 6 Other (Specify) _____

C30. In addition to this amount, does (she/he) usually earn some overtime or get tips, bonuses, or commissions on this job?

- 1 Yes
- 0 No — **Go to C32**

C31. Approximately how much does this employee earn in overtime, tips, commissions, or bonuses on this job?

\$ _____ Per:

- 1 Hour
- 2 Day
- 3 Week
- 4 Month
- 5 Year
- 6 Other (Specify) _____

C32. Has this employee received a raise since (she/he) started working here?

- 1 Yes
- 0 No — **Go to C34**

C33. What was this employee's starting wage or salary on this job?

\$ _____ Per:

- 1 Hour
- 2 Day
- 3 Week
- 4 Month
- 5 Year

C34. We would like to know about the fringe benefits you offer in general as well as the fringe benefits available to this worker. First, check below whether each type of benefit is offered by your firm. Then check whether this worker is currently eligible, or will be eligible for the benefit in the future.

	Check the fringe benefits offered by your firm	Check if last hired worker is currently eligible	Check if worker will become eligible in the future
a. Health insurance or HMO membership?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
b. Help paying for child care?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. Child care on site?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. Transportation or help paying for transportation?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. Help paying for education expenses?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. An employee assistance plane, such as legal or other types of counseling for employees?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
g. A pension or 401k plan? .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
h. Any type of paid leave like paid sick leave, paid vacation days, paid personal days, or paid time off?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

C35. Sometimes, companies tell their employees that they may be eligible for public benefits like the Earned Income Credit on their taxes, child care subsidies from the state, Medicaid or state child health insurance programs like S-CHIP, food stamps, and other forms of assistance. Do you provide this information to your employees?

- 1 Yes
- 0 No

C36. Sometimes, companies help their workers sign up for public benefits. Do you provide this service to your employees?

- 1 Yes
- 0 No

ADVANCEMENT AND JOB PERFORMANCE

C37. The next questions are about this employee's job performance. How would you rate this worker's performance relative to other workers you have hired for similar jobs? Is (her/his) performance better, worse, or about the same?

- 1 Better
- 2 Worse
- 3 Same
- n Cannot rate performance, employee just hired

C38. If a worker in this job performs well, what are the chances that (she/he) could be promoted?

- 1 Excellent
- 2 Good
- 3 Fair
- 4 Rarely promote from this position

C39. How long would a worker typically have to perform well in this job before getting a promotion?

_____ Years and _____ Months

C40. Was this worker promoted or given increased responsibility since (she/he) started working for you?

- 1 Yes
- 0 No

C41. Do workers in this job typically get raises for good performance?

- 1 Yes
0 No

C42. The next questions are about any difficulties you may have had with this worker.

Did you have problems with absenteeism or tardiness?

- 1 Yes
0 No — **Go to C44**

C43. Were the absenteeism or tardiness problems due to any of the following?

	<u>Yes</u>	<u>No</u>
a. Physical health?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
b. Child care?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
c. Transportation?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
d. Problems at home?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
e. Court appearances?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
f. Domestic violence?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
g. Mental health or depression?	1 <input type="checkbox"/>	0 <input type="checkbox"/>

C44. Did (she/he) have problems with any of the following?

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
a. Attitude towards work?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
b. Basic mathematics, verbal, or reading skills?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
c. Problems with other job related skills?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
d. Substance abuse, such as the use of drugs or alcohol?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
e. Relationships with coworkers? .	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
f. Relationships with supervisors?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>
g. Relationships with customers or clients?	1 <input type="checkbox"/>	0 <input type="checkbox"/>	n <input type="checkbox"/>

TRAINING AND MENTORING

C45. Some employers provide training and other services to their employees.

Did this worker receive:

	<u>Yes</u>	<u>No</u>
a. Formal job training on the job site from an instructor using a specific curriculum or instructional material?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
b. Formal job training off-site from an instructor using a specific curriculum or instructional material?.....	1 <input type="checkbox"/>	0 <input type="checkbox"/>
c. Informal training?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
d. A mentor?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
e. A job buddy?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
f. Regular feedback or performance appraisal from a supervisor?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
g. Did (she/he) receive some other kinds of training or services? (<i>Specify</i>).....	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Section D. Hiring Practices

D1. The next questions are about your hiring practices.

How did you identify this worker?

Mark only one

- 1 State or local employment service or department of labor
- 2 Other public agency including the welfare agency
- 3 Community-based or non-profit agency
- 4 Private employment agency
- 5 Temporary employment agency
- 6 Community college or trade or vocational high school
- 7 Personal network of managers
- 8 From advertisement or classified ad in the local media
- 9 From help wanted sign
- 10 Internet posting
- 11 Reference from other employee
- 12 Other way (*Specify*)_____

D2. Before hiring this worker, did you do a criminal background check?

- 1 Yes
0 No

D3. Did you have this worker take tests like basic verbal or math tests, job related skills tests, psychological tests, or drug tests?

- 1 Yes
- 0 No — **Go to D5**

D4. Which tests specifically did (she/he) take?

Mark all that apply

- 1 Basic verbal test
- 2 Basic math test
- 3 Job-related skills test
- 4 Psychological tests
- 5 Drug test
- 6 Other (*Specify*) _____

D5. How much did each of the following factors weigh into your decision to hire (him/her) for this position?

	<u>A Lot</u>	<u>Some</u>	<u>Not At All</u>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
a. The job interview?			
b. Appearance or dress?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. English fluency?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. Work experience?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. References?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. School performance?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
g. Completion of a sample task?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
h. Desire to work hard?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
i. Willingness to work odd or flexible hours?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
j. Having a positive attitude?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
k. Specific skill training?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
l. Other (<i>Specify</i>)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

D6. Would you say it is easy, somewhat difficult, or very difficult to find qualified applicants for this type of position at the present time?

- 1 Easy
- 2 Somewhat difficult
- 3 Very difficult

D7. Would you hire someone with a criminal record for this type of position?

- 1 Yes
- 2 Yes, depending on the type or seriousness of the crime
- 0 No

D8. In the past two years, have you hired someone into a position that does not require a college degree who did not meet all of the qualifications you usually require because you really needed the employee?

- 1 Yes
- 0 No

Section E. Work Force Intermediaries and Welfare Recipients

E1. This final set of questions has to do with organizations that try to place welfare recipients in jobs.

During the past year, have any public or private agencies tried to place welfare recipients in jobs at your organization?

- 1 Yes
- 0 No — **Go to E8**

E2. Which of the following types of agencies have tried to place welfare recipients in your organization?

	Yes	No
a. The State Employment Service or Department of Labor?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
b. The welfare agency?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
c. A local one-stop center?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
d. Some other public agency?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
e. A community-based or non-profit agency? ..	1 <input type="checkbox"/>	0 <input type="checkbox"/>
f. A commercial temporary help agency?	1 <input type="checkbox"/>	0 <input type="checkbox"/>
g. Was there any other organization that tried to place welfare recipients in your organization? (<i>Specify</i>)	1 <input type="checkbox"/>	0 <input type="checkbox"/>

E3. Which agency made the most referrals during the past year?

Mark only one

- 1 The state employment service agency
- 2 The welfare agency
- 3 A local one-stop center
- 4 Some other public agency
- 5 A community-based or non-profit agency
- 6 A commercial temporary help agency
- 7 Another type of private agency (*Specify*)

E4. When dealing with the agency marked in E3, who usually initiates contact—you, the agency, or does it vary?

- 1 Employer initiates contact
- 2 Agency initiates contact
- 3 Varies

E5. How would you rate the candidates referred to your organization by this agency compared to all other applicants for the same or similar positions? Please indicate whether they were better than average, average, or worse than the average applicant in each of the following areas.

	Better than <u>Average</u>	<u>Average</u>	Worse than <u>Average</u>
a. Their dress or appearance?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
b. Their English language fluency?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. Their reading, writing, verbal, or mathematics skills?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. Their job specific skills?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. Their interpersonal skills?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. Their transportation arrangements?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
g. Their child care arrangements?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

E6. How would you rate that agency's responsiveness: for example, how quickly they referred candidates? Would you say it was excellent, good, fair, or poor?

- 1 Excellent
- 2 Good
- 3 Fair
- 4 Poor

E7. During the past two years, did your organization hire welfare recipients referred by that agency?

- 1 Yes
- 0 No

E8. Would the chances of your organization hiring one or more welfare recipients increase a lot, some, or not at all if a placement agency could provide the following assurances?

	<u>A Lot</u>	<u>Some</u>	<u>Not at All</u>
a. If an agency could provide assurances that recipients had a good work attitude?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
b. Good basic skills?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. Good job-specific skills?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. Successfully completed a work experience program?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. Stable child care arrangements?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. Stable transportation arrangements?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
g. No criminal record or substance abuse problems?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

E9. Today's Date:

|_|/|_|/|_|
Month Day Year

E10. In case we have to call you, please provide your name and telephone number.

Name: _____

Telephone Number: _____

E10. That is the end of the interview. Thank you very much for participating in the survey. Thank you again for your time and cooperation.

Please return the questionnaire in the enclosed return-mail envelope to Todd Ensor, Mathematica Policy Research, Inc., P.O. Box 2393, Princeton, NJ 08543.