
**Appendix F: Advance Package,
Mailing to POC with
Questionnaire Packets for
Selected Employees, and
Selected Employee Package**

Advance Package Mailing to the Point-of-Contact

- **Letter from U.S. Department of Labor**
- **Frequently Asked Questions Brochure**
- **Selected Occupations List**
- **O*NET Brochure**
- **Endorsement List**

Letter from U.S. Department of Labor



Dear

You recently received a phone call from RTI about an important program called the Occupational Information Network (O*NET®). As the caller explained, your company has been randomly selected to participate in the O*NET Data Collection, an important program sponsored by the United States Department of Labor (DOL) and the National O*NET Consortium.

The O*NET Consortium has been charged with the challenging task of keeping information about occupations up to date in a rapidly changing U.S. workplace. Employers, human resource professionals, job seekers, trainers, and labor market analysts across the country depend on occupational information to perform their daily work. We would like your help in keeping this information current.

RTI, a non-profit research organization, is conducting this data collection effort for the DOL and the National O*NET Consortium. The information we collect from your organization will be used to update the O*NET database, the primary source of occupational information in the nation. Responses will be kept confidential. Data will not be linked to any individual employee or organization, but will only be used in summary form to describe occupations – not specific jobs.

This package includes information that explains your participation in this important project. In addition, a brochure describing O*NET information and benefits is included, as well as a list of professional associations endorsing the O*NET data collection. Finally, please accept the enclosed gift as a token of our appreciation for your consideration of these materials.

Please be assured that your participation in this effort is voluntary. The time we estimated for your participation will vary from 15 to 90 minutes over the next four to six weeks. You are encouraged to send any comments regarding this estimate of your effort, or any other aspect of this collection of information to: U.S. Department of Labor, O*NET Project, ETA/OPR, 200 Constitution Avenue NW, Room N5637, Washington, DC 20210 (refer to OMB Control Number 1205-0421).

Thank you for your time and consideration. A member of the RTI O*NET team will call you in a few days to provide additional details and answer any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Emily Stover DeRocco".

Emily Stover DeRocco



A Proud Member of America's Workforce Network

Frequently Asked Questions Brochure



**O*NET Data
Collection Program:
Who, What & How**

**An Introduction to the
Occupational Information
Network**

Will employees do this on company time?

The questionnaires used in the O*NET Data Collection Program are self-administered. The instruction sheet that is included with the questionnaire packet requests selected employees to complete the questionnaire in their "off time" from work (e.g., at home, at lunch, during a break, etc.) The research staff has no direct contact with the employees, except in the event that a selected employee has a problem or question about the questionnaire and calls our toll-free number for help.

Am I required to participate by law?

No, your participation is voluntary. However, you are a critical link in this data collection project. You have the opportunity to provide direct input to the United States Department of Labor by providing occupational information.

Is information on the O*NET Program available on the world-wide web?

Yes, it is. Information on the O*NET Data Collection Program is available online at: <http://onet.rti.org>. You can also find general information on many other O*NET programs and resources at the O*NET Resource Center website: <http://www.onetcenter.org>.

How much time is this going to take?

We estimate that the total time for your participation is only about 15 minutes to 90 minutes over the next several weeks.

It takes approximately 30 minutes for a respondent to complete an O*NET Questionnaire.

What is O*NET®?

The O*NET® acronym stands for "Occupational Information Network." It is an automated database that replaces the Dictionary of Occupational Titles (DOT) as the nation's primary source of occupational information. The O*NET information is available as a timely, easy-to-use database that is designed to help millions of employers, workers, educators, and students make informed decisions about education, training, career choices, and work.

What is the O*NET Data Collection Program?

The O*NET Data Collection Program is an ongoing effort to develop and maintain this unique database on the detailed characteristics of workers and occupations. The information is collected directly from employees working in the occupations we are interested in. The collection of this information is designed to provide data that are valid, reliable, and current. The O*NET Data Collection Program is a critical step in the full development of O*NET.

Who is funding this program?

The United States Department of Labor (DOL) funds the O*NET Data Collection Program.

Who is conducting the O*NET Data Collection?

RTI is working with the United States Department of Labor (DOL) to collect these data. RTI is an independent, not-for-profit research organization located in Research Triangle Park, NC. RTI is affiliated with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.

How did you select my company?

Your establishment was randomly selected from a list containing nearly every business and institution in the country. The participation of your business is important since the employees we select from your business will represent thousands of employees in many other businesses like yours nationwide.

Are you selling us something?

Absolutely NOT! This is not a market study and we are not selling anything. This is an opportunity for you to provide direct input to the United States Department of Labor regarding occupational data that will be used to develop a national Occupational Information Network (O*NET). O*NET is available at no cost by downloading the O*NET Database or by viewing the O*NET data using O*NET OnLine.

What are you asking me to do?

The "Three Simple Steps" on the last page of this brochure summarizes what your participation involves. Briefly, we will first ask you to assist in the selecting a few employees in certain occupations in your company. Then, we will mail you questionnaire packets to distribute to the selected employees. Finally, we will ask you to help us to follow up with the employees who do not respond within a few weeks time by distributing replacement questionnaires.

How many employees are you selecting in my company?

No more than 20 employees in total will be selected from your business. Usually, the number selected is less than 20.

How will my company benefit?

To express our appreciation to your company for participating, we offer your business the O*NET Toolkit for Business. This Toolkit is designed to help you use the O*NET database to simplify tasks such as writing job descriptions and planning for future human resource needs. Additionally, every company benefits from the updated national O*NET database that will be the product of the occupation information your company provides.

How will I personally benefit?

You will benefit indirectly from the improvement in the O*NET database that will be possible because of your company's participation. This up-to-date, accurate information will make tasks like writing job descriptions and determining job qualifications much easier. In addition, we would like you to have the small gift we have enclosed as a token of our appreciation. Another special gift will be sent to you later when we mail the questionnaires.

How will the sampled employees benefit?

As our way of saying thanks, we'll provide each sampled employee with a \$10 incentive attached to their questionnaire. (The only exceptions are Federal Government employees and employees of businesses that request that no incentive be offered.) Furthermore, an improved O*NET database will benefit your employees in the long run, if they are considering a career change or improving their job skills to be able to qualify for a more specialized job.

What kinds of questions are asked of the employees?

Our survey consists of objective questions regarding skills, requirements, and training for occupations we have identified to study at this time. You can find a complete set of questionnaires on the O*NET Data Collection Program Website at: <http://onet.rti.org>. A selected employee will receive only 1 of the 4 questionnaires being used.

Your Participation in O*NET Involves Only Three Simple Steps

Step 1: Assist Business Liaison (BL) in the employee sampling process.

The RTI Business Liaison will assist you in determining which employees in a selected occupation are chosen to receive questionnaires. In order for this process to be random and confidential, you will be asked to compile a numbered roster of the employees in each selected occupation. This will take place over a brief telephone call of about 5-10 minutes.

Step 2: Distribute questionnaires to sampled employees.

Once the employees have been sampled, we will mail questionnaire packets to you for distribution to them. Remember, it's important to retain your roster as you are the only person who knows who the questionnaires are intended to go to.

Step 3: Assist Business Liaison with follow-up activities.

Once you have received your questionnaires the BL will give you a follow-up call to see if all the materials were received and to answer any questions. In the event that not all the questionnaires are returned, we will send replacement questionnaires for you to distribute to any non-responders at your organization. The BL will keep you informed as the questionnaires are returned by the employee.

Selected Occupations

Selected Occupations for Porcelanosa Tile

This list contains the definitions of a number of occupations that are of interest to the survey. Your O*NET representative will try to determine whether you have employees in some of these occupations in your next phone call. Please have this list available when he or she calls.

Note: Only five or fewer of the occupations listed below will actually be selected from your organization. The O*NET representative will provide further details about this when he or she calls.

1. Terrazzo Workers and Finishers:

Apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and decorative surfaces.

2. Floor Layers, Except Carpet, Wood, and Hard Tiles:

Apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors.

3. Stonemasons:

Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors.

4. Plasterers and Stucco Masons:

Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster.

5. Tile and Marble Setters:

Apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks.

6. Carpet Installers:

Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials.

7. Helpers--Electricians:

Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

8. Helpers--Carpenters:

Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

9. Brickmasons and Blockmasons:

Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.

10. Rough Carpenters:

Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or oral instructions.

O*NET Brochure

A man in a dark suit is shown from the chest up, looking towards the left. He is positioned in front of a large screen that displays a grid pattern. The overall scene is dimly lit, with the screen providing the primary light source.

beyond information.

A man with dark hair and glasses, wearing a dark suit, is shown in profile, looking towards the right. The background is dark and indistinct.

intelligence.



beyond information. intelligence.

Hire intelligence.

* Rapidly changing world markets and vast technological innovation. Increasing competition at home and abroad. Rising customer expectations. For employers and job seekers alike, staying competitive in today's demanding workplace means making smart choices in all employment decisions. * At the same time, occupational information is everywhere—in books, newspapers, websites, magazines, and elsewhere. But most sources only give part of the picture. Without standardization in the business of employment, compiling, customizing, and maintaining occupational data can be a cumbersome, ongoing process.

Fortunately, the business of employment just got smarter.

O*NET is a unique, powerful source for continually updated occupational information and labor market research. By using a contemporary, interactive skills-based database and a common language to describe worker skills and attributes, O*NET transforms mountains of data into precise, focused occupational intelligence that anyone can understand easily and efficiently.

WHO USES O*NET?

- HR personnel
- Training facilitators
- Students
- Workforce researchers
- Career counselors
- Efficiency experts
- Rehabilitation counselors
- Job seekers
- Software developers
- Displaced workers
- Business forecasters
- Industry analysts
- Educators at all levels
- Organizational consultants

O*NET in it

* Get O*NET in it. Some of the most sophisticated occupational systems in the world contain one powerful, unique ingredient: O*NET. Software and system developers can meet your specific needs by customizing O*NET's powerful, flexible data to your own organization's applications. * O*NET contains information from some of the nation's top occupational researchers and analysts. They have collected and classified this knowledge to guarantee that O*NET intelligence is accurate, current, consistent, and comprehensive.

Look for the seal. All software applications and other resources powered by O*NET data will now display the official "O*NET in-it" seal on their packaging. Look for it to find the most dynamic intelligence on today's U.S. labor market.



O*NET will help us keep our internal job descriptions, appraisals, and training up-to-date. Rather than spend our time collecting data, we will have more time to focus on developing our workforce.

—James B. McGregor,
Morgal Machine Tool Company

O*NET in action

More than a database—a solution.

O*NET integrates a powerful, relational database, a common language for job and skill descriptions, and crosswalks to other classifications systems into a complete solution for businesses, job seekers, and workforce development professionals. As the most comprehensive occupation resource available, O*NET helps workforce professionals:

DEVELOP detailed, accurate job descriptions.

IDENTIFY interest and experience requirements to align the right candidate with the right job.

DESIGN relevant career curricula and occupational skills development programs.

DEFINE success factors for promotion and advancement.

FORECAST HR requirements more effectively.

Tools you can use.

Whether it's finding and retaining the right people, developing more effective job descriptions, or just getting the most recent occupational information available, O*NET is your complete solution for keeping up with today's rapidly changing world of work. O*NET offers:

- Current, detailed information on more than 900 occupations.
- More than 450 standardized descriptors of skills, abilities, interests, knowledge, and work context.
- Standard occupational classification (SOC) coding.
- Easy-to-use interface and search menus.
- Skill-searchable occupational descriptions for more exact career targeting.
- Tools to build accurate job descriptions.
- Crosswalks to other classification systems and links to placement and labor market resources.
- Accommodation information to use as a disability counseling tool.

O*NET helps employers by giving them very current information to help in the designing of organizational, recruiting, training, and compensation systems.

—Michael D. Bass,
Sears Roebuck & Co.

the power of O*NET

**BUSINESSES AND
HR PROFESSIONALS**

JOB SEEKERS

USE O*NET TO FIND—AND KEEP:

QUALIFIED JOB CANDIDATES

- Expand the pool of quality candidates for open positions.
- Develop effective job descriptions quickly and easily.
- Define employee and/or job-specific success factors.
- Align organizational development with workplace needs.
- Refine recruitment and training goals.
- Design competitive compensation and promotion systems.

A QUALITY JOB

- Find out which jobs fit with their interests, skills, and experience.
- Explore growth career profiles using the latest available labor market data.
- Research what it takes to get their dream job.
- Maximize earning potential and job satisfaction.
- Know what it takes to be successful in their field and in related occupations.

What you're **looking** for.

O*NET ORGANIZES ITS WEALTH OF INFORMATION ABOUT EACH OCCUPATION INTO SEVEN, INTERRELATED AREAS:

EXPERIENCE REQUIREMENTS

describe the education, training, skills, licensing, and experience required for entry and advancement.

OCCUPATION REQUIREMENTS

outline the typical tasks associated with each occupation or group of occupations, including specific physical, social, or structural demands on workers.

WORKER REQUIREMENTS

include individual performance factors, such as skills and knowledge, including basic skills and cross-functional skills.

WORKER CHARACTERISTICS

represent the work styles, interests, and abilities that are important to job seekers evaluating potential career opportunities.

OCCUPATION CHARACTERISTICS

include links to current labor market information on occupations, including wages, employment outlook, and industry size.

OCCUPATION SPECIFIC INFORMATION

provides comprehensive details for a single occupation or narrowly-defined job family.

RELATED OCCUPATIONS

cross-reference occupations that require similar knowledge, skills, and experience.



O*NET is brought to you by:

O*NET Project
U.S. Department of Labor
Employment and Training Administration
200 Constitution Avenue, NW, Room N5637
Washington, DC 20210

National O*NET Consortium
O*NET Center
P.O. Box 27625
Raleigh, NC 27611

www.doleta.gov/programs/onet

www.onetcenter.org

Endorsement List



Association Endorsement

As leading national and industry associations, we support O*NET, the Occupational Information Network. A major initiative of the United States Department of Labor, O*NET is a database of occupation information, specifying job characteristics and worker skills and abilities.



O*NET helps employers meet human resource challenges by identifying front line skill needs. It helps employees identify skills necessary to succeed in their fields, and helps job seekers understand the skills and training they need for the jobs they want.

We urge you to complete the O*NET questionnaire. By providing this valuable information, you will help the O*NET database capture the realities of the changing American workplace and be a participant in building a national labor exchange system able to compete in the international marketplace.

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- | | |
|--|---|
| Accrediting Council for Continuing Education and Training | American Insurance Association |
| Air Conditioning Contractors of America | American Meat Institute |
| American Academy of Actuaries | American Nursery and Landscape Association |
| American Academy of Physical Medicine and Rehabilitation | American Occupational Therapy Association |
| American Academy of Physician Assistants | American Optometric Society |
| American Association for Home Care | American Pharmaceutical Association |
| American Association for Respiratory Care | American Physiological Society |
| American Association of Colleges of Pharmacy | American Planning Association |
| American Association of Cosmetology Schools | American Purchasing Society |
| American Association of Engineering Societies | American Rental Association |
| American Association of Museums | American Society for Clinical Laboratory Science |
| American Association of Psychiatric Technicians | American Society for Engineering Management |
| American Association of Zoo Keepers | American Society for Microbiology |
| American Bar Association | American Society for Training and Development |
| American Business Conference | American Society of Certified Engineer Technicians |
| American Chemical Society | American Society of Interior Designers |
| American College of Cardiology | American Society of Microbiology |
| American Council of Life Insurers | American Society of Professional Estimators |
| American Correctional Association | American Society of Radiologic Technologists |
| American Dental Assistants Association | American Society of Sanitary Engineering |
| American Design Drafting Association | American Society of Travel Agents |
| American Electronic Association | American Therapeutic Recreation Association |
| American Federation for Medical Research | American Water Works Association |
| American Federation of Teachers | American Zoo and Aquarium Association |
| American Financial Services Association | Animal Behavior Society |
| American Geological Institute | Appraisers Association of America |
| American Health Information Management Association | Associated General Contractors of America |
| American Home Care Association | Associated Locksmiths of America |
| American Institute for Conservation of Historic and Artistic Works | Association for Commuter Transportation |
| American Institute of Aeronautics and Astronautics | Association for Financial Professionals |
| American Institute of Building Design | Association for Professionals in Infection Control and Epidemiology |
| American Institute of Chemists | Association for the Advancement of Cost Engineering |
| American Institute of Engineers | Association of Business Support Services International |
| American Institute of Floral Designers | Association of Information Technology Professionals |

Association of Management Consulting Firms
 Association of Master of Business Administration Executives, Inc.
 Association of Oncology Social Work
 Association of Personnel in Employment Security
 Association of Records Managers and Administrators
 Association of Sales and Marketing Companies
 Association of Surgical Technologists
 Biotechnology Industry Organization
 Business Marketing Association
 Ceramic Tile Institute of America
 Chartered Property and Casualty Underwriters Society
 Community Transportation Association
 Construction Management Association of America
 Council for Urban Economic Development
 Dietary Managers Association
 Editorial Freelancers Association
 Electronics Technicians Association International
 Employee Benefit Research Institute
 Floor Covering Installation Contractors Association
 Food Service Consultants Society International
 Graphic Artists Guild
 Group Underwriters Association of America
 Health Insurance Association of America
 Home Care Aid Association of America
 Home Healthcare Nurses Association
 Hospice Association of America
 Hospitality Business Alliance
 Independent Automotive Damage Appraisers Association
 Industrial Designers Society of America
 Information Systems Audit and Control Association
 Information Technology Association of America
 Inland Marine Underwriters Association
 Institute for Operations Research and the Management Sciences
 Institute of Electrical and Electronics Engineers
 Institute of Electrical and Electronics Engineers Aerospace and
 Electronic Systems Society
 Institute of Electrical and Electronics Engineers
 Computer Society
 Institute of Electrical and Electronics Engineers Engineering
 Management Society
 Institute of Environmental Sciences and Technology
 Institute of Industrial Engineers
 Institute of Management Accountants
 Institute of Management Consultants
 Institute of Packaging Professionals
 Insurance Information Institute
 International Association of Administrative Professionals
 International Association of Personnel in Employment Security
 International Federation of Professional and Technical Engineers
 International Interior Design Association
 International Ticketing Association
 International Union of Bricklayers and Allied Craftsmen
 International Union of Police
 Marketing Research Association
 National Academy of Opticianry
 National Academy of Sciences
 National Alliance of Business
 National Association for Business Economics
 National Association for Home Care
 National Association of Child Care Professionals
 National Association of Child Care Resource and
 Referral Agencies
 National Association of Environmental Professionals
 National Association of Executive Secretaries and
 Administrative Assistants
 National Association of Health Underwriters
 National Association of Independent Insurers
 National Association of Independent Publishers
 National Association of Legal Assistants
 National Association of Legal Secretaries
 National Association of Professional Employer Organizations
 National Association of Purchasing Management
 National Association of Social Workers
 National Bicycle Dealers Association
 National Coalition for Advanced Manufacturing
 National Concrete Masonry Association
 National Cosmetology Association
 National Dental Association
 National Federation of Licensed Practical Nurses
 National Funeral Directors Association
 National Human Resources Association
 National Institute for Metalworking Skills
 National Management Association
 National Paralegal Association
 National Registry of Environmental Professionals
 National Retail Federation
 National Terrazzo and Mosaic Association
 National Therapeutic Recreation Society
 National Tile Contractors Association
 National Tooling and Machining Association
 Network and System Professionals Association
 Network Professional Association
 New York Academy of Sciences
 Owner-Operator Independent Drivers Association
 Plumbing-Heating-Cooling Contractors National Association
 Precision Machined Products Association
 Refrigeration Service Engineers Society
 Society for Foodservice Management
 Society for Technical Communication
 Society of Actuaries
 Society of Allied Weight Engineers
 Society of American Archivists
 Society of American Florists
 Society of Computer Professionals
 Society of Petroleum Engineers
 Society of Professional Benefits Administrators
 Society of Naval Architects/Marine Engineers
 United Brotherhood of Carpenters and Joiners of America
 Water Environment Federation
 Wildlife Disease Association
 World International Nail and Beauty Association

Mailing to POC with Questionnaire Packets for Selected Employees

- **RTI Letter to POC to Accompany
Questionnaire**
- **Example POC Memo to Employees**

RTI Letter to POC to Accompany Questionnaire

Dear

As we recently discussed on the telephone, enclosed are the questionnaire packets for the employees who were sampled to participate in the O*NET® Data Collection program. Please distribute the packets to the appropriate employees as soon as possible.

Note that the label affixed to each envelope includes the occupation, line number and initials of the employee (optional) from the roster you created for each occupation. Please use the roster as a guide to ensure that each employee receives the correct envelope.

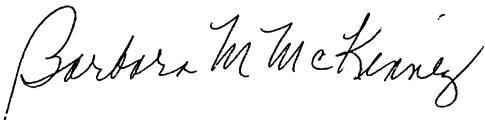
To encourage a high level of response from the employees, we have prepared the attached example memorandum that you can send to each employee to show your support for the Program. We hope you will consider modifying this memorandum as you wish and distributing it along with the questionnaire packets. Call me at the number below if you would like me to send an electronic copy of the memo to you.

We sincerely appreciate your company's support of this important survey and hope that our sincere thanks is communicated to each employee receiving a packet. We realize that their participation is completely voluntary and that their time is valuable.

Finally, as a token of our appreciation for your efforts, we have enclosed a Certificate of Appreciation for the U.S. Department of Labor in your name. Also enclosed is a frame for the certificate. Your personal efforts in support of this important national data collection program are recognized and sincerely appreciated by the U.S. Department of Labor, as well as the entire O*NET Project Team.

We will contact you in the near future to see if you need any additional support. In the meantime, feel free to contact me toll free at 877-233-7348 ext. 106 any time I can be of assistance.

Sincerely,



Barbara McKinney
Business Liaison

Enclosure

Example POC Memo to Employees

[EXAMPLE POC MEMO TO EMPLOYEES]

Company Letterhead

MEMORANDUM

DATE:

TO: [SELECTED EMPLOYEE]

FROM: [POINT OF CONTACT]

SUBJECT: Occupational Information Network (O*NET®) Data Collection Program

Our company has been invited by the U.S. Department of Labor to participate in an important national project called the O*NET Data Collection Program. The purpose of this study is to collect information on the knowledge, skills, and competencies required for individuals in various occupations. Results of this data collection effort will be used to update a national database on occupations called the Occupational Information Network (O*NET), our nation's primary source of information on jobs.

You have been randomly identified to participate in this program as part of a national sample. Your responses to the enclosed questionnaire are very important because they will represent many other employees nationwide who also work in your occupation. I encourage you to complete the questionnaire and return it as soon as you can. However, your participation is completely voluntary and will in no way affect your employment.

Also, please be assured that your responses will be kept strictly confidential and your name will not be associated with your individual responses. As you will note from the instructions provided in the questionnaire packet, your completed questionnaire should be returned directly to RTI, the survey organization collecting the data. An addressed, postage-paid envelope is enclosed in the packet of materials for this purpose. Neither I, nor anyone else in the company, will ever see or have access to your answers.

Thank you very much for attending to this request. I hope you will complete the questionnaire and return it to RTI in the next few days. If you have questions about it, please contact me.

Selected Employee Package

- **RTI Letter to Accompany Questionnaire (With \$10 Incentive)**
- **RTI Letter to Accompany Questionnaire (Without \$10 Incentive)**
- **Instructions for Completing the Web Version of the O*NET Questionnaire**

**RTI Letter to Accompany Questionnaire
(With \$10 Incentive)**



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA

May 8, 2002

Dear Madam or Sir,

On behalf of the U.S. Department of Labor and the National Occupational Information Network (O*NET®) Consortium, I am requesting your participation in the O*NET Data Collection Program. This important data collection effort is being undertaken to update the O*NET database, our nation's primary source of occupational information. RTI, a non-profit research organization, is conducting this data collection effort for the U.S. Department of Labor and the National O*NET Consortium. We are collecting data from randomly sampled workers in businesses all across the United States.

Your company has agreed to participate in the O*NET Data Collection Program. One of your co-workers, Typical Employee, is helping RTI to randomly sample employees to be invited to participate in this important program.

To participate, please complete the questionnaire enclosed with this letter and return it to us in the enclosed stamped envelope. It should only take about 30 minutes to complete. We also ask that you do this on your own time, not company time. We have enclosed \$10, which is yours to keep as an expression of our appreciation for your time.

Your participation is completely voluntary. You can skip over any question you do not want to answer. Your responses are returned directly to RTI, where your answers will be kept completely confidential and will not affect your employment in any way. Neither your name nor your company's name will be associated with your response. Data will only be used in summary form to describe occupations - not specific jobs or the individuals performing them.

We have enclosed an O*NET brochure that will answer many questions you have about the O*NET program. If you have access to the Internet, you may wish to complete the questionnaire on our web site at <http://onet.rti.org>. We have enclosed instructions to assist you with that. If you have further questions about this request, please contact Chris Ellis, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571, ext 6480.

Thank you for your help with the O*NET project. The participation of businesses and employees across the country will ensure that all occupational information contained in the O*NET system is accurate and useful to business, educators, and individuals exploring careers.

Sincerely,

A handwritten signature in black ink that reads "Michael F. Weeks".

Michael F. Weeks
O*NET Project Director

Enclosure

**RTI Letter to Accompany Questionnaire
(Without \$10 Incentive)**



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA

July 8, 2002

Dear Madam or Sir,

On behalf of the U.S. Department of Labor and the National Occupational Information Network (O*NET®) Consortium, I am requesting your participation in the O*NET Data Collection Program. This important data collection effort is being undertaken to update the O*NET database, our nation's primary source of occupational information. RTI, a non-profit research organization, is conducting this data collection effort for the U.S. Department of Labor and the National O*NET Consortium. We are collecting data from randomly sampled workers in businesses all across the United States.

Your company has agreed to participate in the O*NET Data Collection Program. One of your co-workers, Darci Gibson, is helping RTI to randomly sample employees to be invited to participate in this important program.

To participate, please complete the questionnaire enclosed with this letter and return it to us in the enclosed stamped envelope. It should only take about 30 minutes to complete. We also ask that you do this on your own time, not company time. We sincerely appreciate your taking the time to help us in this important effort.

Your participation is completely voluntary. You can skip over any question you do not want to answer. Your responses are returned directly to RTI, where your answers will be kept completely confidential and will not affect your employment in any way. Neither your name nor your company's name will be associated with your response. Data will only be used in summary form to describe occupations - not specific jobs or the individuals performing them.

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Thank you for your help with the O*NET project. The participation of businesses and employees across the country will ensure that all occupational information contained in the O*NET system is accurate and useful to business, educators, and individuals exploring careers.

Sincerely,

A handwritten signature in black ink that reads "Michael F. Weeks". The signature is written in a cursive, flowing style.

Michael F. Weeks
O*NET Project Director

Enclosure

**Instructions for Completing the Web Version
of the O*NET Questionnaire**



Instructions for Completing the Web Version of the O*NET Questionnaire

You can complete the questionnaire *online*, if you prefer. To do so, you will need version 3.0 or higher of Microsoft Internet Explorer or Netscape Navigator. Then, just follow these simple steps.

- Step 1.** Go to the web address <http://onet.rti.org>.
- Step 2.** Click on the Login link to gain access to the questionnaire.
- Step 3.** Enter your **User ID** and **Password**. This information can be found on the label on the front cover of the questionnaire booklet that you received.
- Step 4.** Click on **OK**. Once you are logged in, you will receive further instructions on completing the questionnaire.

Please be assured that your online responses are completely secure and are protected by the same technology used by businesses to secure credit card numbers.

If you have any problems accessing the web site, please call 1-877-254-1949. Technical assistance is available through this toll free number Monday through Friday between 8:30 AM and 4:30 PM Eastern Standard Time. You can also email your technical questions to onethelp@rti.org.

If you have any other questions about the survey, please call Mr. Chris Ellis at RTI toll free at 1-800-334-8571 from Monday through Friday between 8:30 AM and 4:30 PM Eastern Standard Time. If you prefer, you can email him at ellis@rti.org.

**Thank you again for your participation in the
O*NET Data Collection Program!**