Appendix G: Advance Package, Mailing to POC with Questionnaire Packets for Selected Employees, 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,

Emily Stover DeRocco
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
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
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
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**

<table>
<thead>
<tr>
<th>BUSINESSES AND HR PROFESSIONALS</th>
<th>JOB SEEKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE O*NET TO FIND—AND KEEP:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>QUALIFIED JOB CANDIDATES</strong></td>
<td><strong>A QUALITY JOB</strong></td>
</tr>
<tr>
<td>• Expand the pool of quality candidates for open positions.</td>
<td>• Find out which jobs fit with their interests, skills, and experience.</td>
</tr>
<tr>
<td>• Develop effective job descriptions quickly and easily.</td>
<td>• Explore growth career profiles using the latest available labor market data.</td>
</tr>
<tr>
<td>• Define employee and/or job-specific success factors.</td>
<td>• Research what it takes to get their dream job.</td>
</tr>
<tr>
<td>• Align organizational development with workplace needs.</td>
<td>• Maximize earning potential and job satisfaction.</td>
</tr>
<tr>
<td>• Refine recruitment and training goals.</td>
<td>• Know what it takes to be successful in their field and in related occupations.</td>
</tr>
<tr>
<td>• Design competitive compensation and promotion systems.</td>
<td></td>
</tr>
</tbody>
</table>

What you're looking for.

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

<table>
<thead>
<tr>
<th>EXPERIENCE REQUIREMENTS</th>
<th>describe the education, training, skills, licensing, and experience required for entry and advancement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUPATION REQUIREMENTS</td>
<td>outline the typical tasks associated with each occupation or group of occupations, including specific physical, social, or structural demands on workers.</td>
</tr>
<tr>
<td>WORKER REQUIREMENTS</td>
<td>include individual performance factors, such as skills and knowledge, including basic skills and cross-functional skills.</td>
</tr>
<tr>
<td>WORKER CHARACTERISTICS</td>
<td>represent the work styles, interests, and abilities that are important to job seekers evaluating potential career opportunities.</td>
</tr>
<tr>
<td>OCCUPATION CHARACTERISTICS</td>
<td>include links to current labor market information on occupations, including wages, employment outlook, and industry size.</td>
</tr>
<tr>
<td>OCCUPATION SPECIFIC INFORMATION</td>
<td>provides comprehensive details for a single occupation or narrowly-defined job family.</td>
</tr>
<tr>
<td>RELATED OCCUPATIONS</td>
<td>cross-reference occupations that require similar knowledge, skills, and experience.</td>
</tr>
</tbody>
</table>
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.

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

Michael F. Weeks
O*NET Project Director

Enclosure
RTI Letter to Accompany Questionnaire
(Without $10 Incentive)
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.

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Sincerely,

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 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!