Appendix F: Establishment Informational Materials
Establishment Method Materials

- Information Package Mailing to the Point of Contact
- Electronic Information Packet to the Point of Contact
- Certificate of Appreciation Package
- Mailing to Point of Contact with Questionnaire Packets for Selected Employees
- Selected Employee Packet
- Email to Point of Contact with Electronic Distribution Instructions
- Web Survey Invitation Email to Selected Employee
- Mailing to Point of Contact with Thank You/Reminder Postcards
- Reminder Email to Selected Employee
- Mailing to Point of Contact with Replacement Questionnaire Packets for Non-Respondents
- Replacement Questionnaire Packet
- Avoider Letters
Information Package Mailing to the Point of Contact

- O*NET Information Package Envelope
- Participant Information Folder
- Letter from U.S. Department of Labor
- What, Who, How Brochure
- Selected Occupations List
- Association Endorsement List
O*NET Information Package Envelope
Participant Information Folder
Participant Information
Letter from U.S. Department of Labor
Mr. John Smith  
Human Resources  
Acme Company  
123 Any Street  
Your City, US 12345

Dear Mr. Smith:

The United States Department of Labor 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 the Occupational Information Network (O*NET®) Program as the nation's primary source of occupational information. O*NET is continually updated from input by a broad range of workers in each occupation and is made available to the public at no cost. We need your help in keeping this information current.

You recently received a telephone call from RTI International about the O*NET program. As the caller explained, your company has been selected to participate in O*NET Data Collection, an important program sponsored by the United States Department of Labor (DOL) and the National Center for O*NET Development (O*NET Center).

RTI, a nonprofit scientific research organization, is conducting this data collection effort for the DOL and the O*NET Center. The information we collect from your organization will be used to update the O*NET database. You can find more information at https://www.dol.gov/agencies/eta/onet/data-collection.

The contents of this package explain your participation in this important project. Your participation in this effort is voluntary, but it will go a long way to help the DOL and the O*NET Center keep occupational information up to date and readily available for the general public. The total time we estimate for your full participation will vary from 15 to 90 minutes. 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/OWI, 200 Constitution Avenue NW, Mail Stop C4526, 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,

Kimberly Vitelli  
Administrator  
Office of Workforce Investment
What, Who, How Brochure
Your Participation in O*NET Involves Only Three Simple Steps

**Step 1** Assist the Business Liaison with employee sampling.

The Business Liaison will work with you to determine whether any employees at your establishment work in the occupations currently being updated. If so, he or she will ask you to compile a numbered roster of the employees in each selected occupation. The Business Liaison will use a computer algorithm to randomly select the line numbers of the employees to receive a questionnaire. The sample selection process will take place during one or two brief telephone calls.

**Step 2** Distribute questionnaires to selected employees.

Once the employees have been selected, we will mail questionnaire packets to you for distribution to them. The packets include web login instructions for completing the questionnaires online if preferred. Remember, it’s important to retain your roster as you are the only person who knows to whom the questionnaires are intended to go.

**Step 3** Assist the Business Liaison with follow-up activities.

Once you have received your questionnaires, the Business Liaison will give you a follow-up call to see if all the materials were received and to answer any questions. The Business Liaison will keep you informed as the questionnaires are completed by the employees.

---

What is O*NET?

The O*NET acronym stands for “Occupational Information Network.” It is the nation’s primary source of occupational information. O*NET is available as a timely, easy-to-use database 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 about an occupation is primarily collected directly from employees working within the occupation. The collection of this information is designed to provide data that are valid, reliable, and current.

Who is funding this program?

The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You can verify this information by checking the DOL Web site: [https://www.dol.gov/agencies/eta/onet/data-collection](https://www.dol.gov/agencies/eta/onet/data-collection).

Who is conducting the O*NET Data Collection?

RTI International is working with the United States Department of Labor to collect these data. RTI is an independent, nonprofit research organization located in Research Triangle Park, NC. RTI maintains close ties with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.
How did you select my establishment?

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

What are you asking me to do?

What your participation involves. Briefly, we will first ask you to distribute to the selected employees. Finally, we will ask you to walk you through the data collection process and will be available to answer your questions and concerns. Because we are committed to providing you with the highest quality of service, O*NET supervisors may monitor a sample of these calls. If you have any questions, you can call us toll-free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.

How many employees are you selecting?

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

How will my organization benefit?

To express our appreciation for participating, we offer your establishment 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. You can access the Toolkit for Business at https://www.onetcenter.org/action.html. Additionally, every organization benefits from the updated national O*NET database that will be the product of the occupational information your organization provides.

How will I personally benefit?

As our way of saying thanks, the person in each organization who serves as your point of contact will receive a framed Certificate of Appreciation from the United States Department of Labor. In addition, the information you provide will help ensure that the millions of workers across the United States have access to current, accurate, and comprehensive data available.

How will the selected employees benefit?

As our way of saying thanks, the person in each organization who serves as your point of contact will receive a framed Certificate of Appreciation from the United States Department of Labor. In addition, the information you provide will help ensure that the millions of workers across the United States have access to current, accurate, and comprehensive data available.

How much time is this going to take?

The time we estimate for your participation will vary from 15 to 90 minutes over the next several weeks. It takes approximately 30 minutes for a respondent to complete an O*NET questionnaire. The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onetsrtl.org. Each selected employee will receive only one of the questionnaires and will answer the questions about his or her occupation.

What kinds of questions are asked of the employees?

The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onetsrtl.org. Each selected employee will receive only one of the questionnaires and will answer the questions about his or her occupation.

Will employees do this during working hours?

The questionnaires used in the O*NET Data Collection Program are self-administered. Each employee’s questionnaire instructions request that the employee complete the questionnaire in their “off time” from work (e.g., at home, at lunch, during a break). The research staff has no direct contact with the employees unless they have a problem or question about the questionnaire and call our toll-free number for help.

Do I have to tell you the names of the employees sampled for the data collection?

No, you do not have to give us the names of your employees at any time during this study, unless you choose to have the questionnaire sent to them directly. However, if you wish, you may give us the initials of sampled employees to facilitate the distribution of materials. We will delete this information when data collection has been completed at your organization.

Am I required by law to participate?

No, your participation is voluntary. However, you are a critical link in the data collection process. This is an opportunity for you to assist the United States Department of Labor in collecting occupational information.

Will the information that we provide be kept private?

Yes! Your responses will be kept private to the extent permitted by law and will not affect your employment in any way. Neither your name nor your establishment’s name will be associated with your responses. Data will be used only in summary form to describe occupations—not specific jobs or the individuals performing them.

How long will the information be kept private?

The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onetsrtl.org. Each selected employee will receive only one of the questionnaires and will answer the questions about his or her occupation.

What is information on the O*NET Program available on the Web?

Yes, it is. Information on the O*NET Data Collection Program is available online at https://onetsrtl.org. You can also find general information on many O*NET programs and resources at the O*NET Resource Center Web site: https://www.onetcenter.org.

Who will contact me?

One of O*NET’s professionally trained Business Liaisons will contact you to walk you through the data collection process and will be available to answer your questions and concerns. Because we are committed to providing you with the highest quality of service, O*NET supervisors may monitor a sample of these calls. If you have any questions, you can call us toll-free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.
Selected Occupations List
Selected Occupations for [Establishment Name]

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. Editors: Perform variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final publication.

2. Computer Programmers: Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program Web sites.

3. Natural Sciences Managers: Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.

4. Database Administrators: Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases.

5. Market Research Analysts: Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution. May use survey results to create a marketing campaign based on regional preferences and buying habits.

6. Economists: Conduct research, prepare reports, or formulate plans to aid in solution of economic problems arising from production and distribution of goods and services. May collect and process economic and statistical data using econometric and sampling techniques.

7. Compensation and Benefits managers: Plan, direct, or coordinate compensation and benefits activities and staff of an organization.

8. Interviewers, Except Eligibility and Loan: Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms.

9. Mechanical Engineers: Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.

10. Sales Managers: Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.
Association Endorsement List
Association Support

As a leading national and industry association, we support O*NET, the Occupational Information Network. A major initiative of the United States Department of Labor, O*NET is a database of occupational 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.
American Loggers Council
American Management Association
American Meat Institute
American Mental Health Counselors Association
American Moving & Storage Association
American Optometric Association
American Pharmacists Association
American Physical Therapy Association
American Psychological Association
American Public Gas Association
American Public Human Services Association
American Purchasing Society
American Rehabilitation Counseling Association
American Rental Association
American Road and Transportation Builders Association
American School Counselor Association
American School Health Association
American Society for Clinical Laboratory Science
American Society for Engineering Executives
American Society of Certified Engineering Technicians
American Society of Interior Designers
American Society of Professional Estimators
American Society of Radiologic Technologists
American Society of Sanitary Engineering
American Society of Transportation and Logistics
American Society of Travel Agents
American Sociological Association
American Statistical Association
American Subcontractors Association
American Therapeutic Recreation Association
American Watchmakers-Clockmakers Institute
American Water Works Association
American Zoo and Aquarium Association
America’s Health Insurance Plans
Animal Behavior Society
Appraisal Institute
Appraisers Association of America
Architectural Engineering Institute of the American Society of Civil Engineers
Associated Bodywork and Massage Professionals
Associated Builders and Contractors
Associated General Contractors of America
Associated Locksmiths of America
Associated Specialty Contractors
Association for Career and Technical Education
Association for Career and Technical Education Research
Association for Childhood Education International
Association for Commuter Transportation
Association for Continuing Higher Education
Association for Financial Professionals
Association for Healthcare Documentation Integrity
Association for Library and Information Science Education
Association for Library Collections and Technical Services
Association for Professionals in Infection Control and Epidemiology
Association for Talent Development
Association for the Advancement of Cost Engineering
Association of Business Support Services International
Association of Consulting Foresters of America, Inc.
Association of Credit and Collection Professionals
Association of Energy Engineers
Association of Environmental Engineering and Science Professors
Association of Equipment Management Professionals
Association of Executive and Administrative Professionals
Association of Information Technology Professionals
Association of Management Consulting Firms
Association of Master of Business Administration Executives
Association of Minority Health Professions Schools
Association of Oncology Social Work
Association of Sales and Marketing Companies
Association of School Business Officials International
Association of Schools of Allied Health Professions
Association of Surgical Technologists
Association of Technical Personnel in Ophthalmology
Association of the Wall and Ceiling Industry
Association of Women in the Metal Industries
Association of Women Soil Scientists
Automotive Maintenance and Repair Association

b-h
Belt Association
Biomedical Engineering Society
Biotechnology Industry Organization
Blow-in-Blanket Contractors Association
Bread Bakers Guild of America
Brotherhood of Shoe and Allied Craftsmen
Business Marketing Association
Business Professionals of America
California Fashion Association
Ceilings and Interior Systems Construction Association
Center for Book Arts
Ceramic Tile Institute of America
Chamber of Shipping of America
Chartered Property Casualty Underwriters Society
Commercial Vehicle Training Association
Community Transportation Association of America
CompTIA
Construction Management Association of America
Consumer Electronics Association
Contact Lens Manufacturers Association
Council for American Private Education
Council of Fashion Designers of America
Council of Industrial Boiler Owners
Council of Supply Chain Management Professionals
Crane Certification Association of America
Crop Science Society of America
Custom Electronic Design and Installation Association
Dangerous Goods Advisory Council
Deck Industry Association
Dietary Managers Association
Drug and Alcohol Testing Industry Association
Edison Welding Institute
Editorial Freelancers Association
Electronics Technicians Association International
Employee Benefit Research Institute
Energy Council of the Northeast
Fabricators & Manufacturers Association International
Federal Resource Center for Special Education
Federation of Tax Administrators
Financial Therapy Association
Flexographic Technical Association
Floor Covering Installation Contractors Association
Foodservice Consultants Society International
Forest Resources Association
Forging Industry Association
Gases and Welding Distributors Association
Graphic Artists Guild
Group Underwriters Association of America
Healthcare Distribution Management Association
Home Care Aide Association of America
Home Healthcare Nurses Association
Hospice Association of America
Hospitality Business Alliance

IEEE (Institute of Electrical and Electronics Engineers)
IEEE Aerospace and Electronic Systems Society
IEEE Computer Society
IEEE Engineering in Medicine and Biology Society
IEEE Engineering Management Society
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 Certification of Computing Professionals
Institute for Operations Research and the Management Sciences
Institute for Supply Management
Institute of Environmental Sciences and Technology
Institute of Industrial Engineers
Institute of Management Accountants
Institute of Management Consultants USA
Institute of Packaging Professionals
Insurance Information Institute
International Association for Computer Information Systems
International Association of Administrative Professionals
International Association of Arson Investigators
International Association of Asian Studies
International Association of Campus Law Enforcement Administrators
International Association of Fire Chiefs
International Association of Foundation Drilling
International Association of Workforce Professionals
International Disk Drive Equipment and Materials Association
International Economic Development Council
International Executive Housekeeping Association
International Federation of Professional and Technical Engineers
International Fire Marshals Association
International Interior Design Association
International Maintenance Institute
International Masonry Institute
International Plant Propagators’ Society
International Public Management Association for Human Resources
International Ticketing Association
International Union of Bakers and Bakers-Confectioners
International Union of Bricklayers and Allied Craftworkers
International Union of Painters and Allied Trades
International Union of Police Associations
International Warehouse Logistics Association
Ironworker Management Progressive Action Cooperative Trust
Irrigation Association
Jewelers of America
Jewelry Information Center
Joint Commission on Allied Health Personnel in Ophthalmology
Kitchen Cabinet Manufacturers Association

Machinery Dealers National Association
Manufactured Housing Institute
Marine Technology Society
Marketing Research Association

Mason Contractors Association of America
Material Handling Equipment Distributors Association
Metals Service Center Institute
Metropolitan Burglar and Fire Alarm Association
Minerals, Metals, and Materials Society
Modular Building Institute
NALS
National Academy of Opticianry
National Academy of Sciences
National Alliance of Business
National Association for Business Economics
National Association for Equal Opportunity in Higher Education
National Association for Girls and Women in Sport
National Association for Home Care and Hospice
National Association for Practical Nurse Education and Service
National Association for Printing Leadership
National Association for Sport and Physical Education
National Association of African American Studies
National Association of Child Care Professionals
National Association of Child Care Resource and Referral Agencies
National Association of Construction Boilermaker Employers
National Association of Counties
National Association of County Surveyors
National Association of Dental Laboratories
National Association of Emergency Medical Technicians
National Association of Environmental Professionals
National Association of Geoscience Teachers
National Association of Health Underwriters
National Association of Hispanic and Latino Studies
National Association of Independent Insurance Adjusters
National Association of Independent Publishers
National Association of Legal Assistants
National Association of Manufacturers
National Association of Native American Studies
National Association of Professional Employer Organizations
National Association of Sales and Marketing Agencies
National Association of School Psychologists
National Association of Service Managers
National Association of Social Workers
National Association of State Directors of Career Technical Education Consortium
National Athletic Trainers’ Association
National Bicycle Dealers Association
National Blacksmiths and Welders Association
National Burglar and Fire Alarm Association
National Business Education Association
National Career Development Association
National Center for Manufacturing Sciences
National Center for Simulation
National Cleaners Association
National Concrete Masonry Association
National Council for Advanced Manufacturing
National Council of Agricultural Employers
National Council of Teachers of English
National Council of Teachers of Mathematics
National Criminal Justice Association
National Dance Association
National Dental Assistants Association
National Dental Association
National Earth Science Teachers Association
National Elevator Industry, Inc
National Employment Counseling Association
National Environmental Health Association
National Farmers Union
National Federation of Licensed Practical Nurses
National Freight Transportation Association
National Funeral Directors Association
National Glass Association
National Hardwood Lumber Association
National High School Association
National Human Resources Association
National Institute for Automotive Service Excellence
National Institute for Metalworking Skills
National Judges Association
National League of Postmasters of the United States
National Management Association
National Maritime Education and Training Association
National Paralegal Association
National Propane Gas Association
National Railroad Construction and Maintenance Association
National Registry of Environmental Professionals
National Rehabilitation Counseling Association
National Retail Federation
National Roofing Contractors Association
National Science and Technology Education Partnership
National Society of Professional Surveyors
National Stone, Sand and Gravel Association
National Terrazzo and Mosaic Association
National Therapeutic Recreation Society
National Tile Contractors Association
National Tooling and Machining Association
National Tour Association
National Training and Simulation Association
National Utility Contractors Association
Network and System Professionals Association
Network Professional Association
New York Academy of Sciences

O-S
Outdoor Power Equipment Aftermarket Association
Owner-Operator Independent Drivers Association
Packaging and Label Gravure Association
Painting & Decorating Contractors of America
Pedorthic Footwear Association
Plastic and Metal Products Manufacturers Association
Pleaters, Stitchers & Embroiderers Association
Plumbing-Heating-Cooling Contractors National Association
Precision Machined Products Association
Precision Machined Products Association Educational Foundation
Precision Metalforming Association
Precision Metalforming Association Educational Foundation
Printing Industries of America & Affiliates
Professional Association of Custom Clothiers
Professional Caddie Association
Professional Landcare Network
Professional Managers Association
Property Casualty Insurers Association of America
Refractory Ceramic Fibers Coalition
Refrigeration Service Engineers Society
Retail Bakers of America
Risk Management Association
SAE International
Society for Experimental Biology and Medicine
Society for Foodservice Management
Society for Protective Coatings
Society for Technical Communication
Society of Allied Weight Engineers
Society of American Archivists
Society of American Florists
Society of American Foresters
Society of Computer Professionals
Society of Fire Protection Engineers
Society of Manufacturing Engineers
Society of Naval Architects and Marine Engineers
Society of Petroleum Engineers
Society of Professional Benefit Administrators
Soil Science Society of America
SOLE—The International Society of Logistics
Specialty Graphic Imaging Association
Structural Insulated Panel Association

T-W
Telecommunications Industry Association
Tooling and Manufacturing Association
Transportation Intermediaries Association
Tree Care Industry Association
Tube and Pipe Association International
Tubular Piping Association
United Brotherhood of Carpenters and Joiners of America
United Council on Welfare Fraud
United Professional Sales Association
United States Tour Operators Association
Water Environment Federation
Western Dredging Association
Wildlife Disease Association
Wood Flooring Manufacturers Association
Wood Moulding and Millwork Producers Association
World International Nail and Beauty Association
World Leisure and Recreation Association
Electronic Information Packet to the Point of Contact

- Program Information Email
- Letter from U.S. Department of Labor
- Selected Occupation Lists*
- What, Who, How Brochure
- Association Endorsement List*

*Please refer to the Information Package Mailed to the Point of Contact to view these documents.
Program Information Email
Mr. Stone:

Thank you again for our phone discussion regarding the Occupational Information Network (O*NET) Data Collection Program! As we discussed, I am requesting your assistance on behalf of the United States Department of Labor to update the O*NET database, the nation’s primary source of information on skills, work activities, and other important characteristics of nearly 1,000 occupations in the U.S. economy.

Attached is a letter from USDOL, describing the O*NET program, our data collection effort, and what your participation would entail. You can also find a video overview of the O*NET program [here](#).

Also attached is a list of occupations we are currently updating. Our first step is to review this list together over the phone and determine whether these specific occupations are present at your 123 North Felton Street location.

The links below will direct you to additional important information about the O*NET Program, as well as the O*NET Toolkit for Business, in the hope that it will become a valuable aid to you and your organization. Please let me know a good day and time to review these documents with you. If you wish to review them on your own, please give me a call after you’ve had an opportunity to do so.

Best regards,

Jane Foster
877-233-7348 ext. 100
jfoster@onet.rti.org

**What, Who, How Brochure** – This brochure will give you answers to frequently asked questions about what the O*NET program is, who sponsors it, and how we go about gathering occupational information.

**Association Endorsements** – A list of leading national and industry associations that support and endorse O*NET.
Letter from U.S. Department of Labor
Dear [POC Name],

The United States Department of Labor 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 the Occupational Information Network (O*NET® Program) as the nation’s primary source of occupational information. O*NET is continually updated from input by a broad range of workers in each occupation and is made available to the public at no cost. We need your help in keeping this information current.

You recently received a telephone call from RTI International about the O*NET program. As the caller explained, your company has been selected to participate in O*NET Data Collection, an important program sponsored by the United States Department of Labor (DOL) and the National Center for O*NET Development (O*NET Center).

RTI, a non-profit scientific research organization, is conducting this data collection effort for the DOL and the O*NET Center. The information we collect from your organization will be used to update the O*NET database. You can find more information at https://www.dol.gov/agencies/eta/onet/data-collection.

The email you received included links to information about your participation in this important project. Your participation in this effort is voluntary, but it will go a long way to help the DOL and the O*NET Center keep occupational information up to date and readily available for the general public. The total time we estimate for your full participation will vary from 15 to 90 minutes. 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/OWI, 200 Constitution Avenue NW, Mail Stop C4526, 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,

Kimberly Vitelli
Administrator
Office of Workforce Investment
What, Who, How Brochure
Your Participation in O*NET Involves Only Three Simple Steps

Step 1 Assist the Business Liaison with employee sampling.
The Business Liaison will work with you to determine whether any employees at your establishment work in the occupations currently being updated. If so, he or she will ask you to compile a numbered roster of the employees in each selected occupation. The Business Liaison will use a computer algorithm to randomly select the line numbers of the employees to receive a questionnaire. The sample selection process will take place during one or two brief telephone calls.

Step 2 Distribute questionnaires to selected employees.
Once the employees have been selected, we will mail questionnaire packets to you for distribution to them. The packets include web login instructions for completing the questionnaires online if preferred. Remember, it’s important to retain your roster as you are the only person who knows to whom the questionnaires are intended to go.

Step 3 Assist the Business Liaison with follow-up activities.
Once you have received your questionnaires, the Business Liaison will give you a follow-up call to see if all the materials were received and to answer any questions. The Business Liaison will keep you informed as the questionnaires are completed by the employees.

View a video overview of the O*NET Program here: O*NET Program Overview

What

What is O*NET?
The O*NET acronym stands for “Occupational Information Network.” It is the nation’s primary source of occupational information. O*NET is available as a timely, easy-to-use database 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 about an occupation is primarily collected directly from employees working within the occupation. The collection of this information is designed to provide data that are valid, reliable, and current.

Who

Who is funding this program?
The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection.

Who is conducting the O*NET Data Collection?
RTI International is working with the United States Department of Labor to collect these data. RTI is an independent, nonprofit research organization located in Research Triangle Park, NC. RTI maintains close ties with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.

O*NET Data Collection Program
What, Who, & How?
An Introduction to the Occupational Information Network
How did you select my establishment?

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

How much time is this going to take?

The time we estimate for your participation will vary from 15 to 90 minutes for a respondent to complete an O*NET questionnaire.

No more than 20 employees in total will be selected from your organization. Then, we will mail you questionnaire packets to distribute to the selected employees. Finally, we will ask you to help us by following up with the employees who have not responded after a few weeks and distributing replacement questionnaires to them.

How will the selected employees benefit?

As our way of saying thanks for completing the O*NET questionnaire, we will attach $10 in cash to each employee’s questionnaire. In addition, the information you provide will help us ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available.

Who will be the product of the occupational information your organization provides?

We select will represent thousands of employees in many other organizations nationwide.

Will employees do this during working hours?

The questionnaires used in the O*NET Data Collection Program are self-administered. Each employee’s questionnaire instructions request that no incentive be offered. As our way of saying thanks for completing the O*NET questionnaire, we will attach $10 cash to each employee’s questionnaire. In addition, the information you provide will help us ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available.

What kinds of questions are asked of the employees?

The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onet.rti.org. Each selected employee will receive only one of the questionnaires and will answer the questions about his or her occupation.

How will I personally benefit?

As our way of saying thanks for completing the O*NET questionnaire, we will attach $10 cash to each employee’s questionnaire. In addition, the information you provide will help us ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available.

Do I have to tell you the names of the employees sampled for the data collection?

No, you do not have to give us the names of your employees at any time during this study, unless you choose to have the questionnaire sent to them directly. However, if you wish, you may give us the initials of sampled employees to facilitate the distribution of materials. We will delete this information when data collection has been completed at your organization.

How many employees are you selecting?

No, you do not have to give us the names of your employees at any time during this study, unless you choose to have the questionnaire sent to them directly. However, if you wish, you may give us the initials of sampled employees to facilitate the distribution of materials. We will delete this information when data collection has been completed at your organization.

Who will contact me?

One of O*NET’s professionally trained Business Liaisons will contact you to walk you through the data collection process and will be available to answer your questions and concerns. Because we are committed to providing you with the highest quality of service, O*NET supervisors may monitor a sample of these calls. If you have any questions, you can call us toll-free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.

How will the information that we provide be kept private?

Yes! Your responses will be kept private to the extent permitted by law and will not affect your employment in any way. Neither your name nor your establishment’s name will be associated with your responses. Data will be used only in summary form to describe occupations—not specific jobs or the individuals performing them.

Is information on the O*NET Program available on the Web?

Yes, information on the O*NET Data Collection Program is available online at https://onet.rti.org. You can also find general information on many O*NET programs and resources at the O*NET Resource Center Web site: https://www.onetcenter.org.

Who will contact me?

One of O*NET’s professionally trained Business Liaisons will contact you to walk you through the data collection process and will be available to answer your questions and concerns. Because we are committed to providing you with the highest quality of service, O*NET supervisors may monitor a sample of these calls. If you have any questions, you can call us toll-free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.

What are you asking me to do?

The three simple steps on the first page of this brochure summarize what your participation involves. Briefly, we will first ask you to assist in selecting a few employees in certain occupations in your organization. Then, we will mail you questionnaire packets to distribute to the selected employees. Finally, we will ask you to help us by following up with the employees who have not responded after a few weeks and distributing replacement questionnaires to them.

How will my organization benefit?

We select will represent thousands of employees in many other organizations nationwide.

Will employees do this during working hours?

The questionnaires used in the O*NET Data Collection Program are self-administered. Each employee’s questionnaire instructions request that no incentive be offered. As our way of saying thanks for completing the O*NET questionnaire, we will attach $10 cash to each employee’s questionnaire. In addition, the information you provide will help us ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available.

What are you asking me to do?

The three simple steps on the first page of this brochure summarize what your participation involves. Briefly, we will first ask you to assist in selecting a few employees in certain occupations in your organization. Then, we will mail you questionnaire packets to distribute to the selected employees. Finally, we will ask you to help us by following up with the employees who have not responded after a few weeks and distributing replacement questionnaires to them.

How much time is this going to take?

The time we estimate for your participation will vary from 15 to 90 minutes for a respondent to complete an O*NET questionnaire.
Certificate of Appreciation Package

- Certificate of Appreciation
- RTI Letter to Point of Contact for Certificate of Appreciation
Certificate of Appreciation
Certificate of Appreciation

Presented to

This Certificate of Appreciation is in recognition of your personal and significant contribution to the National Occupational Information Network (O*NET) Data Collection Program, our Nation’s primary source of occupational information.
RTI Letter to Point of Contact for Certificate of Appreciation
Dear [NAME OF POC]:

As a token of our appreciation for your efforts, we have enclosed a Certificate of Appreciation from 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 sincerely appreciate your company’s support of this important program and hope that our sincere thanks is communicated to each sampled employee. We realize that their participation is completely voluntary and that their time is valuable.

We will contact you again in the near future to see if you need any additional support. In the meantime, feel free to contact me at [BL DIRECT LINE] or [BL EMAIL ADDRESS] any time I can be of assistance.

Sincerely,

[NAME OF BL]
Business Liaison

Enclosure
Mailing to Point of Contact with Questionnaire Packets for Selected Employees

- RTI Letter to Point of Contact to Accompany Questionnaires
- Certificate of Appreciation*
- Selected Employee Packets

*Please refer to Certificate of Appreciation Package to view this document
RTI Letter to POC to Accompany Questionnaires
[DATE]

[NAME OF POC]
[COMPANY NAME]
[COMPANY ADDRESS]

Dear [NAME OF POC]:

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.

We sincerely appreciate your company’s support of this important program 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 from 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 again in the near future to see if you need any additional support. In the meantime, feel free to contact me at [BL DIRECT LINE] or [BL EMAIL ADDRESS] any time I can be of assistance.

Sincerely,

[NAME OF BL]
Business Liaison

Enclosure
Selected Employee Packet

- Employee Questionnaire Packet Envelope
- Participant Information Folder*
- RTI Letter to Employee to Accompany Questionnaire (with $10 Incentive)
- RTI Letter to Employee to Accompany Questionnaire (without $10 Incentive)
- Association Endorsement List*
- Instructions for Completing the Web Version of the O*NET Questionnaire
- Web Option Reminder Post-It
- Business Reply Mail Return Envelope
- What, Who, How Brochure

*Please refer to the “Information Package Mailing to the Point of Contact” to view this document.
Employee Questionnaire Packet Envelope
This is a request for occupational information only. RTI International is conducting this data collection effort for the U.S. Department of Labor.

Employee Questionnaire Packet

See enclosed questionnaire for instructions on completing the survey online.
RTI Letter to Employee to Accompany Questionnaire (With $10 Incentive)
[DATE]

Dear O*NET Data Collection Participant,

On behalf of the U.S. Department of Labor, I am requesting your participation in the Occupational Information Network (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. DOL and the National Center for O*NET Development. 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, [NAME OF POC], 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 postage-paid envelope provided. 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 private to the extent permitted by law 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 https://onet.rti.org. We have enclosed instructions to assist you with that. If you have any questions about this research study, please contact Mr. Derek Stone, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571 ext. 26475.

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 businesses, educators, and individuals exploring careers.

Sincerely,

Michael Penne
O*NET Project Director

Enclosure

Scan this QR Code with your smartphone to view a short overview of the O*NET Program:

3 minute video
RTI Letter to Employee to Accompany Questionnaire (Without $10 Incentive)
Dear O*NET Data Collection Participant,

On behalf of the U.S. Department of Labor, I am requesting your participation in the Occupational Information Network (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. DOL and the National Center for O*NET Development. 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, [NAME OF POC], 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 postage-paid envelope provided. 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 private to the extent permitted by law 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 https://onet.rti.org. We have enclosed instructions to assist you with that. If you have any questions about this research study, please contact Mr. Derek Stone, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571 ext. 26475.

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 businesses, educators, and individuals exploring careers.

Sincerely,

Michael Penne
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

Username: [FILL HERE]
Password: [FILL HERE]

You can complete the questionnaire online, if you prefer. Just follow these simple steps.

Step 2. Click on the Login link to gain access to the questionnaire.
Step 3. Enter your username and password. This information can be found above or at the top of 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 transactions.

If you have any problems accessing the web site, please call 1-877-233-7348, ext. 100. Technical assistance is available through this toll free number Monday through Friday between 8:30 AM and 5:00 PM Eastern Time. You can also email your technical questions to onethelp@rti.org.

If you have any questions about this research study, please contact Mr. Derek Stone, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571, ext. 26475. If you prefer, you can email him at dstone@rti.org.

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

O=000000 C=00000 B=00000
Web Option Reminder Post-It
Prefer to complete this questionnaire on-line?

LOG INTO

onet.rti.org

TODAY!
Business Reply Mail Return Envelope
PRIVATE: To be opened by authorized staff only.
What, Who, How Brochure
What is O*NET?
The O*NET acronym stands for “Occupational Information Network.” It is the nation’s primary source of occupational information. O*NET 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 about an occupation is primarily collected directly from employees working within the occupation. The collection of this information is designed to provide data that are valid, reliable, and current.

Who is funding this program?
The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection.

Who is conducting the O*NET Data Collection?
RTI International is working with the United States Department of Labor (DOL) to collect these data. RTI is an independent, nonprofit research organization located in Research Triangle Park, NC. RTI maintains close ties with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.

Find out more at https://onet.rti.org
How did you select my workplace?
Your workplace was randomly selected from a list containing nearly every business and institution in the country. The participation of your organization is important since the employees we select will represent thousands of employees in many other organizations like yours nationwide.

Are you selling me 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 continuously update the Occupational Information Network. O*NET information is available at no cost by downloading the O*NET Database or by viewing the O*NET data using O*NET OnLine (https://www.onetonline.org).

What are you asking me to do?
We are asking you to complete the enclosed questionnaire and return it to us in the postage-paid envelope provided. If you prefer, you can complete the questionnaire online at https://onet.rti.org. Your unique login credentials are provided on the web instructions sheet that is included in your package.

How much time is this going to take?
It should take you approximately 30 minutes to complete the O*NET questionnaire.

Why am I being asked to do this and some of my co-workers are not?
Your organization has agreed to participate in the O*NET Data Collection Program. A representative at your organization is helping RTI to randomly sample employees to be invited to participate in the program. It is important that you, personally, complete the questionnaire and not give it to a co-worker.

How many employees are you selecting in my workplace?
No more than 20 employees in total will be selected from your workplace. Usually, the number selected is much less than 20.

Why should I participate?
Your participation is important because your responses, combined with the responses of other employees, will describe your occupation to millions of job seekers, educators, career counselors, human resource professionals, and labor market analysts.

How will I personally benefit?
As our way of saying thanks for completing the O*NET questionnaire, you will find $10 in cash attached to the questionnaire cover. The only exceptions are federal government employees and employees of establishments that request that no incentive be offered. In addition, the information you provide will help ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available on your occupation.

What kinds of questions will I be asked?
Questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onet.rti.org. You are asked to complete only one of the questionnaires and to answer the questions about your occupation.

Can I complete the questionnaires online?
Absolutely. The paper questionnaire sent to you is also available via our secure Web site, https://onet.rti.org. You will be issued login credentials to allow you to access the Web version of the questionnaire. These unique credentials (username and password) are printed on the web instructions sheet and on the last page of your questionnaire.

Am I required by law to participate?
No, your participation is voluntary. However, you are a critical link in this data collection project. This is an opportunity to provide direct input to the United States Department of Labor by providing occupational information.

Will the information that I provide be kept private?
Yes! Your responses will be kept private to the extent permitted by law and will not affect your employment in any way. Neither your name nor your establishment’s name will be associated with your response. Data will be used only in summary form to describe occupations—not specific jobs or the individuals performing them.

Is information on the O*NET Program available on the Web?
Yes, it is. Information on the O*NET Data Collection Program is available online at https://onet.rti.org. You can also find general information on many O*NET programs and resources at the O*NET Resource Center Web site: https://www.onetcenter.org.

Whom can I call if I have questions?
If you have any questions, you can call us toll free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.
Email to Point of Contact with Electronic Distribution Instructions
[Mr./Ms.] [LAST NAME OF POC]:

As we recently discussed over the phone, we are sending you customized emails with O*NET questionnaire login instructions to forward to each of your selected employees. If needed, please refer to the roster you created for each occupation to confirm that each employee receives the correct email. Each email contains the occupation name, roster line number, and employee unique identifier you previously provided. Employee unique identifiers also appear in the subject line of the email.

We sincerely appreciate your company’s support of this important program and hope that our thanks are communicated to each employee receiving an invitation to participate. We encourage respondents to complete the surveys on their own time. Again, their participation is voluntary.

Finally, as a token of our appreciation for your efforts, we are shipping you a framed Certificate of Appreciation from the U.S. Department of Labor in your name. 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 again in the near future to see if you need any additional support. In the meantime, feel free to contact me toll free at 1-877-233-7348 ext. [BL EXTENSION] any time I can be of assistance.

Sincerely,

[NAME OF BL]
O*NET Business Liaison
Web Survey Invitation Email to Selected Employee

- Email Invitation to Selected Employee
- What, Who, How Brochure
- Letter from RTI Project Director
Email to Selected Employee
Dear O*NET Data Collection Participant,

On behalf of the U.S. Department of Labor (USDOL) and Campbell Pace Associates, we would like you to complete an online questionnaire about your job to support O*NET, the nation’s primary source of occupational information. Job seekers, veterans, workforce development and HR professionals, students, and more depend on O*NET’s accurate and current descriptions of the world of work. Learn more about O*NET here: https://www.onetcenter.org/programvideos.html.

Thank you in advance for your help! Brent Shrouse, one of your co-workers, helped us to randomly select Campbell Pace Associates employees to participate.

The information you are providing is vital because your responses will contribute to developing a national picture of the work performed by Patternmakers, Metal and Plastic, that will be used by job seekers and businesses across the United States.

RTI International, a non-profit research organization, is conducting this effort for USDOL. Your participation is voluntary and will in no way affect your employment. Please be assured that your name will not be associated with your individual responses, no one at your company will see or have access to your answers, and that privacy protocols are followed to the extent permitted by law.

As a token of appreciation for your time and consideration, we have provided you with a $10 digital VISA gift card. You may decline our gift if you wish.

To participate please follow the steps below:

**Step 1**
Click HERE and enter your login credentials:
Username: **100334238048E**
Password: **brain650**

**Step 2**
To receive your $10 VISA gift card, enter your email address. You will receive an email with instructions for redeeming the gift card.

**Step 3**
Complete and submit your questionnaire.
Your experience and feedback are appreciated by the USDOL and provide a critical input on information used across the entire U.S. economy. Thank you again for your help!

Sincerely,

Derek Stone
Business Liaison
dstone@onet.rti.org

**What, Who, How Brochure** – This brochure will give you answers to frequently asked questions about what the O*NET program is, who sponsors it, and how we go about gathering occupational information.

**Letter from RTI Project Director** – Details about the program, your participation, and whom you can contact if you have additional questions.
What, Who, How Brochure
What is O*NET?
The O*NET acronym stands for “Occupational Information Network.” It is the nation’s primary source of occupational information. O*NET 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 about an occupation is primarily collected directly from employees working within the occupation. The collection of this information is designed to provide data that are valid, reliable, and current.

Who is funding this program?
The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection.

Who is conducting the O*NET Data Collection?
RTI International is working with the United States Department of Labor (DOL) to collect these data. RTI is an independent, nonprofit research organization located in Research Triangle Park, NC. RTI maintains close ties with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.

View a video overview of the O*NET Program here: O*NET Program Overview.
How did you select my workplace?
Your workplace was randomly selected from a list containing nearly every business and institution in the country. The participation of your organization is important since the employees we select will represent thousands of employees in many other organizations like yours nationwide.

Are you selling me 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 continuously update the Occupational Information Network. O*NET information is available at no cost by downloading the O*NET Database or by viewing the O*NET data using O*NET OnLine (https://www.onetonline.org).

What are you asking me to do?
We are asking you to complete the online questionnaire at https://onet.rti.org using the unique login credentials in the email you received.

How much time is this going to take?
It should take you approximately 30 minutes to complete the O*NET questionnaire.

Why am I being asked to do this and some of my co-workers are not?
Your organization has agreed to participate in the O*NET Data Collection Program. A representative at your organization is helping RTI to randomly sample employees to be invited to participate in the program. It is important that you, personally, complete the questionnaire and not give it to a co-worker. The questionnaire has been customized for your occupation and the statistical sampling method we used selected you, not your coworker, to receive the questionnaire.

How many employees are you selecting in my workplace?
No more than 20 employees in total will be selected from your workplace. Usually, the number selected is much less than 20.

Why should I participate?
Your participation is important because your responses, combined with the responses of other employees, will describe your occupation to millions of job seekers, educators, career counselors, human resource professionals, and labor market analysts.

How will I personally benefit?
As our way of saying thanks, we will provide you with a $10 token of appreciation. You may redeem this by following the instructions in the email invitation you received. The only exceptions are federal government employees and employees of establishments that request that no incentive be offered. In addition, the information you provide will help ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available on your occupation.

What kinds of questions will I be asked?
The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at https://onet.rti.org. You are asked to complete only one of the questionnaires and to answer the questions about your occupation.

Am I required by law to participate?
No, your participation is voluntary. However, you are a critical link in this data collection project. This is an opportunity to provide direct input to the United States Department of Labor by providing occupational information.

Will the information that I provide be kept private?
Yes! Your responses will be kept private to the extent permitted by law and will not affect your employment in any way. Neither your name nor your establishment’s name will be associated with your response. Data will be used only in summary form to describe occupations—not specific jobs or the individuals performing them.

Is information on the O*NET Program available on the Web?
Yes, it is. Information on the O*NET Data Collection Program is available online at https://onet.rti.org. You can also find general information on many O*NET programs and resources at the O*NET Resource Center Web site: https://www.onetcenter.org.

Whom can I call if I have questions?
If you have any questions, you can call us toll free, 1-877-233-7348, ext. 100, and the O*NET Operations Center Manager will assist you.
Letter from RTI Project Director
Dear O*NET Data Collection Participant,

On behalf of the U.S. Department of Labor, I am requesting your participation in the Occupational Information Network (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. DOL and the National Center for O*NET Development. 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 is helping RTI to randomly sample employees to be invited to participate in this important program.

To participate, please complete the online questionnaire using the unique login credentials included in your email. It should only take about 30 minutes to complete. We also ask that you do this on your own time, not company time. As a token of appreciation for your time, you will be provided with a $10 VISA digital gift code that can be redeemed with nearly any online merchant.

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 private to the extent permitted by law 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.

Your email also includes a link to an O*NET brochure that will answer many questions you might have about the O*NET program. If you have any additional questions about this research study, please contact Mr. Derek Stone, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571 ext. 26475.

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 businesses, educators, and individuals exploring careers.

Sincerely,

Michael Penne
O*NET Project Director

Enclosure
Mailing to Point of Contact with Thank You/Reminder Postcards

- RTI Letter to Point of Contact to Accompany Thank You/Reminder Postcard
- Thank You/Reminder Postcard to Employee
RTI Letter to Point of Contact to Accompany Thank You/Reminder Postcard
Dear [NAME OF POC]:

Enclosed, please find the thank you/reminder postcards we discussed during our recent phone call. Each employee who was sampled to participate in the O*NET® Data Collection Program should be given one of these postcards. The purpose of the postcard is to say "thank you" if they have already completed the questionnaire or to remind them to complete the questionnaire soon if they have not yet done so.

If you have not yet distributed the questionnaires to the sampled employees, please do not provide a thank you/reminder postcard to them yet. Rather, distribute the questionnaires to them as soon as possible. Then, in about a week or so, provide each one a postcard. This should allow them enough time to complete the questionnaire.

If needed, please refer to the employee roster or list you created to recall which employees should receive the postcards.

Let me thank you once again for your company’s participation and more specifically, for your personal efforts in support of this important data collection program.

Sincerely,

[NAME OF BL]
Business Liaison
1-877-233-7348, ext. [BL EXTENSION]

Enclosure
Thank You/Reminder Postcard to Employee
THANK YOU!

Beyond Information. Intelligence.
Dear O*NET® Data Collection Participant:

We recently mailed you a questionnaire and asked for your help to update and expand the National Occupational Information Network (O*NET) database. If you have completed and returned it to us, please accept our sincere thanks. As one of a small group of randomly sampled respondents selected for your occupation, your answers are critical to keeping the occupational information accurate and current in the O*NET database.

There is not much time left in the data collection schedule, so if you have not yet completed and returned the questionnaire, please do so as soon as possible. Your answers will ensure that the O*NET database remains a useful tool for business, educators, and individuals seeking career information. If you have access to the internet, you may find it convenient to complete the questionnaires online; if so, please refer to the questionnaire cover for your unique login credentials, and then visit https://onet.rti.org to participate.

Thank you for your help with this important project. If you have any questions, please call the O*NET Operations Center Manager toll-free at 877-233-7348, ext. 100.

Sincerely,

Michael Penne
O*NET Project Director
Reminder Email to Selected Employee

- Reminder Email
- What, Who, How Brochure*
- Letter from RTI Project Director*

*Please refer to Web Survey Invitation Email to Selected Employee to find these documents.
Reminder Email to Selected Employee
Subject: Reminder: Assist the U.S. Department of Labor with an Update for your Occupation [Initials]

Dear O*NET Data Collection Participant,

You recently received an email from [POC Name], detailing our request that you complete an online questionnaire for the U.S. Department of Labor’s Occupational Information Network (O*NET) Data Collection Program. Please consider assisting with this important effort to update the O*NET database, the nation’s primary source of information on over 900 occupations in the U.S. economy. Your company has agreed to participate by providing information on the occupation [Occupation Name].

As a token of appreciation for your time and consideration, we are offering you $10 in the form of a digital VISA gift code. The gift is yours, whether or not you choose to complete the questionnaire, and you may decline it if you wish.

Your participation will keep O*NET information current in a rapidly changing U.S. workplace. Employers, recent graduates, displaced workers, and job seekers across the country depend on O*NET information. Your participation in the program is voluntary; yet, your participation is vital because your responses combine with others to represent the work of employees in your occupation across the United States.

RTI International, a non-profit research organization, is conducting this effort for USDOL. Your participation in the O*NET Data Collection Program will in no way affect your employment. Please be assured that your responses will be kept private to the extent permitted by law, and your name will not be associated with your individual responses. Neither [POC Name] nor anyone else in your company will ever see or have access to your answers.

Below are links to additional information about O*NET, including a letter from the RTI Project Director and a “What, Who, How” brochure that will answer many questions you may have about the O*NET program.

To participate and receive your $10, please follow the steps below:

Step 2. Click on the Login link and enter your credentials:
   Username: 103187690047E
   Password: follow38
Step 3. Enter the email address to which you would like your $10 VISA gift code sent. You will receive an email with instructions for redeeming this code.
Step 4. Complete and submit your questionnaire

Your experience and feedback are extremely valuable to the program and to the many users of O*NET across the U.S. Thank you for your help!!

Sincerely,

[NAME OF BL]
O*NET Business Liaison
[BL Phone #]
[BL Email]

What, Who, How Brochure – This brochure will give you answers to frequently asked questions about what the O*NET program is, who sponsors it, and how we go about gathering occupational information.

Letter from RTI Project Director – Details about the program, your participation, and whom you can contact if you have additional questions.
Mailing to Point of Contact with Replacement Questionnaire Packets for Non-Respondents

- RTI Letter to Point of Contact to Accompany Replacement Questionnaires
- Replacement Questionnaire Packet
RTI Letter to Point of Contact to Accompany Replacement Questionnaires
Dear [NAME OF POC]:

As we recently discussed, enclosed are the replacement questionnaires for the employees who were randomly sampled to participate in the O*NET® Data Collection Program and from whom we have not yet received a completed questionnaire.

While their participation in this program is voluntary, we want to be sure that each sampled employee has an opportunity to participate, and we are providing these replacement questionnaire packets in case they may have forgotten or misplaced the original set of materials.

The roster line number, occupation and initials of the employee (optional) who should receive each packet are indicated on the label affixed to each envelope. Please distribute these packets as soon as possible. Please use the roster that you previously created to ensure that the questionnaire is sent to the appropriate employee.

Let me thank you once again for your company’s participation and more specifically, for your personal efforts in support of this important data collection program.

Sincerely,

[NAME OF BL]
Business Liaison
1-877-233-7348, ext. [BL EXTENSION]

Enclosure
Replacement Questionnaire Packet

- Employee Questionnaire Packet Envelope*
- Participant Information Folder**
- Association Endorsement List**
- Instructions for Completing the Web Version of the O*NET Questionnaire*
- RTI Letter to Accompany Replacement Questionnaire
- Web Option Reminder Post-It*
- Business Reply Mail Return Envelope*

*Please refer to the “Selected Employee Packet” to view this document.
**Please refer to the “Information Package Mailing to the Point of Contact” to view this document.
RTI Letter to Accompany Replacement Questionnaire
Dear O*NET Data Collection Participant,

Some weeks ago, I wrote you to seek your help with the National Occupational Information Network (O*NET®) Data Collection Program. This data collection effort is being conducted to update the O*NET database, our nation’s primary source of occupational information. As of today we have not yet received your completed questionnaire.

Your participation is critical to the success of the O*NET program, so it is very important that we receive your completed questionnaire. In case your questionnaire has been lost or misplaced, a replacement is enclosed. It should take you approximately 30 minutes to complete the questionnaire. If you have access to the Internet, you are encouraged to fill out the questionnaire on our web site at https://onet.rti.org.

I have also enclosed an O*NET brochure, instructions for completing the questionnaire on our website, and a postage-paid envelope for returning the completed questionnaire to RTI. If you would like more information on the O*NET program, please visit the O*NET website at https://www.onetcenter.org. If you have any questions about this research study, please contact Mr. Derek Stone, Data Collection Task Leader, toll-free at RTI at 1-800-334-8571 ext. 26475.

As we mentioned previously, your participation is completely voluntary. You can skip over any question you do not want to answer. Your answers will be kept private to the extent permitted by law 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.

Thank you for your support of the O*NET project. The voluntary participation of businesses and employees across the country in O*NET data collection efforts will help to ensure the O*NET system continues to be an accurate and useful tool to businesses, educators, and individuals exploring careers.

Sincerely,

Michael Penne
O*NET Project Director

Enclosure
Avoider Letters

- RTI Avoider Letter for Verification
- RTI Avoider Letter for Screening
- U.S. Department of Labor Avoider Letter for Recruiting
- U.S. Department of Labor Avoider Letter for Sampling
- U.S. Department of Labor Avoider Letter for Follow-Up
RTI Avoider Letter for Verification
Dear [NAME OF POC]:

RTI, a non-profit research organization, is assisting the United States Department of Labor in an initiative to build and maintain an occupational database known as the Occupational Information Network (O*NET®). As the nation’s primary source of occupational information, the O*NET project represents a vital component of the Department of Labor’s effort to provide current job-related information that workers can use to prepare themselves with the requisite skills to ensure success in the workplace. Your establishment was randomly selected to participate in this important program.

Several weeks ago, I spoke with someone who identified you as someone who could answer a few short questions about the occupations performed in your organization. The purpose is to determine whether your company is eligible to participate in the O*NET Data Collection Program. Over the past few weeks I have tried several times, although unsuccessfully, to reach you by telephone.

Since there is not much time left in the data collection schedule, I would greatly appreciate the opportunity to talk with you about the O*NET Program at your earliest convenience – hopefully within the next few days. The call should take only about 5 minutes of your time.

Please call me, toll free, at 1-877-233-7348 ext. [BL EXTENSION] any time between 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday.

Again, it is important that I speak with you as soon as possible. I look forward to hearing from you, and thank you in advance for your cooperation.

Sincerely,

[Name of BL]
O*NET Business Liaison
Reference Number: 00000
RTI Avoider Letter for Screening
[DATE]

[NAME OF POC]
[COMPANY NAME]
[COMPANY ADDRESS]

Dear [NAME OF POC]:

RTI, a non-profit research organization, is assisting the United States Department of Labor in an initiative to build and maintain an occupational database known as the Occupational Information Network (O*NET®). As the nation’s primary source of occupational information, the O*NET project represents a vital component of the Department of Labor’s effort to provide current job-related information that workers can use to prepare themselves with the requisite skills to ensure success in the workplace.

Your establishment has been randomly selected to participate in this important program. Over the past several weeks, I have telephoned your company several times, but have been unsuccessful in identifying someone to help us. I only need to ask a few short questions about occupations performed in your organization to determine your eligibility to participate in the O*NET Data Collection Program. This call should take only about 5 minutes of your time.

There is not much time left in the data collection schedule, so it is important that we talk with a representative of your organization as soon as possible. Therefore, I would greatly appreciate your calling me, hopefully within the next few days, toll free, at 1-877-233-7348 ext. [BL EXTENSION]. You may call any time between 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday.

I look forward to hearing from you at your earliest convenience, and thank you, in advance, for your cooperation.

Sincerely,

[Name of BL]
O*NET Business Liaison

Reference Number: 000000
U.S. Department of Labor Avoider Letter for Recruiting
DATE

NAME OF POC
COMPANY NAME
COMPANY ADDRESS

Dear NAME OF POC:

As you may recall, the U.S. Department of Labor is sponsoring an important data collection project for the Occupational Information Network (O*NET®). Some weeks ago, our representatives at RTI, a non-profit research organization, sent a package of materials to you describing the O*NET project.

COMPANY NAME is one of a relatively small sample of companies in your industry that has been randomly selected to participate in the O*NET Data Collection Program, so it is very important that we receive some critical follow-up information from you. Since our initial conversation, we have tried several times, although unsuccessfully, to follow-up by phone. The purpose of our call is to verify that you received the package and to obtain additional information about the occupations within your company (as a representative of your industry) that is not available elsewhere.

The enclosed brochure provides more information about the O*NET Data Collection Program and the level of participation we are requesting from your company. Additional O*NET information is available on the Internet at http://www.onetcenter.org.

It is very important that our RTI representative speak with you within the next few days, as this phase of the data collection is coming to a close. Please contact [NAME OF BL] as soon as possible, toll-free, at 1-877-233-7348 ext. [BL EXTENSION], to discuss your company’s participation in this program. You may call any time between 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday. The call should take only a few minutes of your time.

Thank you very much for your cooperation.

Sincerely,

Pamela L. Frugoli
O*NET/CareerOneStop/Competency Model Team Lead
Office of Workforce Investment

Reference Number: 000000
U.S. Department of Labor Avoider Letter for Sampling
Dear [NAME OF POC]:

The U.S. Department of Labor is sponsoring an important data collection project for the Occupational Information Network (O*NET®). Recently, a representative from RTI, a non-profit research organization, spoke with you about randomly sampling a small number of employees from your organization. We want to ask these employees to complete and return to us a short questionnaire. In the past few weeks, we have tried many times to reach you to follow up, but we have yet to speak with you directly.

We sincerely appreciate your cooperation in the project to this point. However, we still need to finalize this stage of the data collection as soon as possible to complete our data collection activities with your organization. The information we are requesting from your company is not available elsewhere, and therefore, it is very important that we have your company's input. The sampling process will involve only a few additional minutes of your time and the information you provide will be kept private to the extent permitted by law.

The O*NET Data Collection Program is an initiative to develop job related information that workers can use to prepare themselves with the requisite skills to ensure success in the workplace. The effectiveness of the Program depends on direct input from a relatively small number of organizations and their employees across the United States who have been randomly selected to participate. Additional information on the O*NET Data Collection Program is available online at www.onetcenter.org.

It is urgent that our RTI representative speaks with you within the next few days, as this phase of the data collection is nearly complete. The call should take only a few minutes of your time. At your earliest convenience, we would appreciate your calling [NAME OF BL] toll-free, at 1-877-233-7348 ext. [BL EXTENSION], to discuss your company’s participation in this program. You may call any time between 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday.

Thank you very much for your time and cooperation.

Sincerely,

Pamela L. Frugoli
O*NET/CareerOneStop/Competency Model Team Lead
Office of Workforce Investment

Reference Number: 000000
U.S. Department of Labor Avoider Letter for Follow Up
[DATE]

[NAME OF POC]
[COMPANY NAME]
[COMPANY ADDRESS]

Dear [NAME OF POC]:

Thank you for your assistance with the Occupational Information Network (O*NET®) Data Collection Program. The information your employees provide about their occupations will guide workers in developing the requisite skills to ensure future worker and business success.

I am writing to ask your help in finalizing our data collection activities. Our project records show that some of the questionnaires we sent to your business have not yet been returned to RTI. [BL NAME], our project representative at RTI, has attempted to contact you several times to follow up, but as yet has been unable to speak with you directly. This phase of the O*NET Data Collection Program is nearly complete, and we have only a short time to obtain this important occupational information from the randomly sampled employees at your business.

It is very important that we speak with you within the next few days to learn the status of these missing questionnaires and to determine if for any reason, any of the sampled employees will be unable to meet our request. The deadline for this phase of the data collection program is near.

Please call [BL NAME] toll-free at 1-877-233-7348 ext. [BL EXTENSION], at your earliest convenience so that we may finalize our activities for your company. You may call any time between 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday. The call should take only a few minutes of your time.

Thanks again for your continued assistance with this important program.

Sincerely,

[Signature]

Pamela L. Frugoli
O*NET/CareerOneStop/Competency Model Team Lead
Office of Workforce Investment

Reference Number: 000000