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Experimental Job Vacancy Survey Program of the United States Department of Labor

IRWIN F. O. WINGEARD

BUREAU OF LABOR STATISTICS

INTRODUCTION

The Department of Labor has been concerned about the need for job vacancy information for many years. Its Bureau of Employment Security has experimented with a number of pilot programs, some of which date back to World War II and the Korean conflict.

In 1956, the Bureau of Labor Statistics conducted a pilot feasibility study, which concluded that it was impractical to initiate a regular mail collection of statistical data on job vacancies. This conclusion was reached, at that time, because of the unavailability of employer records on job vacancies, and the inability of a large proportion of the employers to estimate their job vacancies.

Despite this earlier negative finding, the President's Committee to Appraise Employment and Unemployment Statistics (known as the Gordon Committee), was impressed by the widespread interest in and the potential uses of meaningful statistics on job vacancies. The Bureau of Labor Statistics was requested to prepare a report for the Committee that would take a fresh look at the possibility of setting up a national statistical program. The report submitted suggested a program of experimental research that might be followed in attempting to solve the technical problems involved and to assess the feasibility of developing such statistics.

The Gordon Committee recommended that the Department of Labor initiate the program of research suggested (which was published as Appendix B of the Committee report, "Measuring Employment and Unemployment").

This research was undertaken on a cooperative basis by the Department's Bureau of Employment Security and Bureau of Labor Statistics, beginning in fiscal 1964. The modest program included research on conceptual and definitional problems, pilot feasibility studies in the Chicago and Buffalo areas, and a survey of the nature and uses of job vacancy statistics being collected in foreign countries (on which Shelton will report in his paper).

OBJECTIVES

Following this preliminary research, the Department of Labor launched a more comprehensive experimental program for the collection of job vacancy information in the current fiscal year (1965). This program was conducted jointly by the Bureau of Employment Security and the Bureau of Labor Statistics and the analysis and evaluation of the results is their shared responsibility. However, the employment security agencies in the states involved are actually conducting the individual area surveys included in the program and are summarizing the results, under the administrative direction of the Bureau of Employment Security.

One of the program's two primary objectives is to evaluate the feasibility of collecting reliable and meaningful job vacancy data by occupation. The other is to assay the usefulness of the job vacancy information collected in furthering the operations of the public employment service, particularly in helping to place unemployed workers in available job openings and identify occupational training needs. Another long-run aim is to assess the value and practicability of eventually using the job vacancy data gathered for purposes of economic analysis and public policy.

PROBLEMS

In designing the experimental program, it was necessary to consider and resolve an appreciable number of difficult problems relating to the collection of job vacancy information. Some of the more important of these were the following:

1. To design a survey that would yield information to meet the

needs of U.S. Employment Service operations, and at the same time provide reliable and meaningful data for general statistical and analytical uses. Although operational uses were given predominant consideration, the opportunity was taken to experiment with approaches relevant for statistical and analytical purposes, keeping in mind the need for geographical and occupational detail.

2. The delineation of the scope of the industry and establishment coverage that should be included in the area samples. Special problems arise in attempting to attain complete coverage, because employer reports filed under state unemployment insurance programs are used as the primary source for universe listings of establishments, and certain coverage exclusions are common in those programs. Farms, private households, railroads, and nonprofit organizations are universally omitted, and small establishments with less than four employees and state and local governments are generally excluded. Special problems must be solved and different techniques developed with regard to sampling, collection, and estimation for farms, private households, and very small establishments.

3. To determine what size of sample would be required to obtain a reasonably accurate measure of job vacancies by occupation within a geographic area. This is a major problem because the variable being measured usually represents a very small segment of the total employment in any one occupation in the area, and generally occurs with widely scattered and highly fluctuating incidence among the different employing establishments. A sample spread thinly across all employing establishments may very well miss significant clusters of vacancies for some occupations, as well as all vacancies for other occupations.

4. To devise an appropriate mechanism for the collection of job vacancy information which would produce a high rate and quality of response and make timely vacancy information promptly available for administrative and analytical uses. There is a question whether job vacancy information can be collected by mail with the voluntary cooperation of employers. Another question is whether the collection system should be an independent one or tied in with an existing regular collection program, such as the BLS-BES-state agency cooperative program relating to labor turnover statistics.

Another question is whether employers would respond more willingly and accurately if the collection was divorced from the local employment offices, or was made solely for statistical purposes and without follow-up job order development efforts by the local employment offices.

5. To draft a suitable instrument for the mail collection of job vacancy information by occupation which would yield accurate, reliable, and consistent responses, and give sufficient detail as to the characteristics of job vacancies for administrative and analytical purposes. The report form must not be so complex or overburdening as to discourage mail response, and its definitions, instructions, and format must be clearly understandable to all reporters to whom it is mailed. A problem exists as to how to identify and measure so called "hard-to-fill" vacancies which signify the existence of labor shortages. There is also a question as to whether a request for the rates of pay being offered for vacant jobs would strengthen the authenticity of reported job vacancies without damaging the response and statistical validity of the surveys.

6. To evolve a definition for a job vacancy measure which would be suitable for analytical purposes, as well as for Employment Service operating uses. For the former purposes, the job vacancy measure should be conceptually comparable with the unemployment measure used in the monthly labor force survey. For operational uses, a less restrictive concept might be more suitable. For both purposes, however, a vacancy must represent something more tangible than an unoccupied job slot appearing in an organizational chart or table, and something more concrete than mere intention or desire to recruit or hire a worker.

7. The establishment of procedures for the collection and classification of job vacancies by occupational detail. Difficulties are encountered because of the absence of standard job classification systems and uniform job title nomenclature in industry. For Employment Service placement purposes, detail by individual occupations would be preferable, whereas for analytical usage less refinement would be adequate. For comparison with vacancy data, total unemployment figures are available only by broad occupational groups, and insured unemployment data are compiled at an

intermediate level of detail (three digits of the *Dictionary of Occupational Titles* coding structure).

8. The construction of a suitable technical methodology for inflating the area sample results to estimated area universe totals by occupation.

GEOGRAPHIC COVERAGE

Under the Department's experimental program, pilot job vacancy surveys are being conducted for two different time periods in each of the following sixteen Standard Metropolitan Statistical Areas: Baltimore, Birmingham, Charleston (S.C.), Charleston (W. Va.), Chicago, Kansas City, Los Angeles, Miami, Milwaukee, Minneapolis-St. Paul, New Orleans, New York, Philadelphia, Portland (Ore.), Providence, and Richmond. The areas were selected so as to include most of the country's largest employment centers and to give some range of representation to areas of different labor force sizes, geographic regions, industrial characteristics, and employment conditions. The areas were not selected as a representative sample of the nation nor of all Standard Metropolitan Statistical Areas. Accordingly, the results of the sixteen area surveys cannot be combined to derive any over-all estimates.

An area approach was followed mainly because of the Department's primary interest in seeing the data used to help place unemployed workers in available job openings. In addition, however, it was thought that the use of selected areas was the most suitable and manageable way of testing collectibility and solving response, definitional, and estimation problems across a broad industry spectrum, as was desired under the experimental program. Moreover, it was recognized that geographic detail would sooner or later be essential under any system that might eventually be established for the collection of job vacancy data for any purpose.

ESTABLISHMENT SAMPLE AND INDUSTRY COVERAGE

A prescribed method for the selection of a probability sample of employers in each area was provided to the state agencies in order

to make it possible to inflate the area sample results to estimated area universe totals. The universe from which the sample was selected included all establishments with four or more employees which were covered by the State Unemployment Insurance Law in the first quarter of 1964, supplemented by a list of known nonagricultural establishments employing 100 or more workers, which were not covered by the State Unemployment Insurance Law. The instructions permitted the inclusion of noncovered establishments with fewer than 100 employees where this was considered necessary to assure adequate representation in certain nonagricultural industries. The instructions also permitted the use of first quarter 1963 unemployment insurance records where those for the first quarter 1964 were not available. The universe, therefore, generally extended across all nonagricultural wage and salary payroll employment, except for the very small establishments.

The scope of the industry coverage was very broad and generally consistent with that covered by the establishment employment series published by the state agencies in cooperation with the Bureaus of Labor Statistics and Employment Security. This wide industry coverage was desired in order to gain experience in collecting job vacancy data from as many different industries as possible.

Establishments with fewer than four employees, as well as farms and private households were not included in this experimental program because they require the development of special techniques with regard to sampling, collection, and estimation. When a regular and full-scale program for collection of job vacancy data is launched, selecting a sample will present some problems because farms and private households are universally omitted, small establishments are generally excluded from state unemployment insurance coverage, and employer reports under the unemployment insurance program are used as the primary source for universe listing of establishments. This problem extends also to the inclusion of railroads, state and local governments, and nonprofit organizations that are usually not covered in state unemployment insurance programs, but a makeshift effort was made to include them in the sampling frames for the sixteen area experimental surveys. The eventual

inclusion of adequate representation for all of these excluded places of employment would be important to an established full-scale system for the collection of job vacancy statistics, because they may have many of the job vacancies that are available to and suitable for unemployed workers. Recognizing the importance of moving forward with research on this front, the Department is conducting a separate one-time experiment to try to find out the extent and nature of vacancies for domestic workers in the private households and farms covered in the January 1965 labor force survey, conducted as part of the Current Population Survey. A major limitation of this kind of survey for use in a job vacancy statistical collection system, however, would be its inability to provide results for individual geographic areas.

The sample size in each of the sixteen area experimental surveys was rather large, since it included all of the larger establishments which, when arrayed by size in descending order, had a cumulative employment total equal to 50 per cent of the area employment universe. In addition to this rather large certainty stratum for larger establishments, the sample included a fixed number of smaller establishments, amounting to 1,000 in each of the four largest areas and 500 in each of the remaining areas. In order to assure a good industry and size mixture among the smaller establishments, they were selected at random from a listing of all of the smaller establishments in the universe (comprising the remaining 50 per cent of the area employment universe) arrayed by employment size within each two-digit standard industrial classification. It is uncertain whether the rather substantial sample sizes established for the experimental area surveys are adequate to provide reasonably accurate results for the extensive occupational and other detail wanted for each area.

Several considerations entered into the decision on the sample size; cost, the aim for essentially equal precision in the results obtained for the various areas, variation in size of labor force among the areas, and the desire for results that would give considerable occupational detail in each area and be useful for job development and worker placement in most areas.

COLLECTION METHODS

The experimental character of this program afforded an opportunity to test various collection schedules and methods. One question to be tested was whether employers would be more willing to respond if the survey was made solely for statistical purposes and without follow-up calls by the local employment office to solicit job orders for vacancies reported. This issue appears to be one of the most controversial aspects of the Department's experimental program. Concern has been expressed from a number of quarters that the statistical results of the job vacancy survey would be biased because some employers, quite possibly including large and important ones, would withhold their cooperation or report incompletely on account of their dissatisfaction with the tie-in of Employment Service job order development efforts.

On the other hand, some employers welcome Employment Service assistance in filling their vacancies and appreciate being contacted for job orders. The Employment Service view is that, where there are job openings available which it can help to fill, it would be remiss in its obligations to both employers and workers if it did not call this fact to the attention of the employers. It is socially and economically desirable to improve mechanisms to speed the matching of workers and jobs and reduce "time-lag frictional unemployment."

A test was made to determine the effect on response of a solely statistical survey versus one directly related to Employment Service placement activities. In three areas—Charleston, S.C., Chicago, and Miami—data collection was handled by the central office of the state agency, and employers were assured, when asked to report their job vacancies, that they would not be asked for job orders unless they specifically requested that this be done. In most other areas, data collection was conducted by the Employment Service local offices, and job vacancies reported by individual employers were used as leads for possible solicitation of job orders from those employers.

In all areas except the three where no job order solicitation was

attempted, personal visits were used to introduce and explain the significance of the survey, to appeal for voluntary cooperation, and to deliver the schedule to a substantial number of sample employers, particularly the larger ones. In addition, a letter for these same purposes was directed to all sample employers in the three areas without job order solicitation and to remaining establishments in all other areas. State agencies were requested to make a special effort to direct the schedule to the official in each establishment most likely to be able to complete it. They were also urged to publicize the survey and its timing in advance, through informational media and contacts with employers and civic organizations.

Two follow-up contacts with nonrespondents were to be made in all areas. In the three areas without job order solicitation, the first nonresponse follow-up contact was made entirely by mail, by the central office, and the second entirely by telephone by the central office, or by the local office where it was impractical for the central office to do so. In all other areas the first nonresponse follow-up contact was made entirely by telephone and the second by personal visit to the largest establishments and by telephone to all other establishments.

The initial surveys in the various areas were conducted at different times because of the lead time needed by the Department and the state agencies to develop plans and procedures for the variety of experiments included under the program. Accordingly, the month of reference was October 1964 for four areas, November 1964 for seven areas, December 1964 for four areas, and January 1965 for one area. The specific areas surveyed in each of these periods is shown below:

| <i>Month of Reference</i> | <i>Areas Surveyed</i> |
|---------------------------|--|
| October 1964 | Birmingham, Milwaukee, Portland (Ore.), and Providence |
| November 1964 | Baltimore, Chicago, Charleston (S.C.), Miami, Minneapolis-St. Paul, New York, and Richmond |
| December 1964 | Kansas City, New Orleans, Los Angeles, and Charleston (W. Va.) |
| January 1965 | Philadelphia |

It is planned to have each of the areas repeat their initial survey in April 1965. This repetition is desired to test the willingness and ability of employers to report and the consistency of responses that would be obtained under a continuing survey program.

COLLECTION SCHEDULES

To further the testing desired under this experimental program, a standard collection schedule and six different variant collection schedules were designed and used to collect job vacancy information (see example copy at end of this paper). All schedules requested that the total number of current job vacancies be reported by occupation, using establishment job titles. The schedules differed, however, in the extent of additional detail requested relative to the duration of the vacancies, the expected duration and part-time or full-time status of the jobs to which the vacancies related, and the rates of pay being offered for the vacancies.

The standard schedule called for reporting the number of current job vacancies existing one work week or longer and the number existing one month or longer, in addition to the total number of current job vacancies. All three items were to be reported by occupation. The first variant schedule asked for rates of pay being offered for the vacancies, in addition to all of the information requested on the standard schedule. The second variant was like the standard schedule in all respects, except that it excluded the breakdown for the number of vacancies existing one work week or longer. The third called for the reporting of only the total number of current job vacancies by occupation. The fourth asked how many of the total number of current job vacancies related to part-time jobs only, in addition to all of the information requested on the standard schedule. The fifth asked how many of the total number of current job vacancies related to short-term jobs that were expected to last not longer than three days and how many related to temporary jobs that were expected to last over three days but not more than four months, in addition to all of the information requested on the standard schedule. The sixth variant schedule requested the reporting of all of the detail called for on all of the other sched-

ules, but in a different manner. It asked for a separate line-item descriptive entry for each individual job vacancy, rather than an aggregate count by occupation and other characteristics as all of the other schedules did.

Each of the items of information on the survey schedules was thought to be of considerable importance for meaningful interpretation, analysis, and use of job vacancy data for administrative or analytical purposes. They were not included on all schedules, however, because there was not enough experience to indicate whether they were collectible or what effect their inclusion might have on the rate and quality of employer response and on the level of job vacancies reported.

Vacancies existing one work week or longer were included primarily for analytical usage, because of the concept held by many persons that such a measure of job vacancies is most appropriate for making comparative analyses between job vacancies and the unemployed. This concept implies that a job vacancy must have been "in search of a worker" for one week or longer in order to be comparable to an unemployed worker who must have been without a job for one week or longer and looking for work. For administrative purposes, no particular importance is attached to vacancies existing one work week or longer because it alone does not denote the so called "hard-to-fill" openings which are of special significance for those ends. Information on job vacancies existing one work week or longer were requested from the entire sample in fourteen areas. It was omitted for the entire sample in New York, and in the Philadelphia area for the one-half of the sample that was asked to report total vacancies only.

Vacancies existing one month or longer were included as a means of obtaining a measure of so-called "hard-to-fill" vacancies. Knowledge about such vacancies was considered to be important for both administrative and analytical purposes, because such vacancies are believed to signify the existence of labor shortages for particular occupations. Vacancy duration may not be entirely satisfactory as a means of identifying "hard-to-fill" job openings; other factors may influence the length of time needed to fill openings, such as the urgency of the employer's need for workers, the kind and intensity

of recruitment efforts, and the level of wages offered. In addition, the customary length of time required to fill job openings varies considerably according to the kind and extent of occupational skill and training required. One month or longer may usually be required to fill technical, professional, or other job openings requiring specialized skills and training. Despite these limitations, it was decided to use a vacancy duration of one month or longer to indicate "hard-to-fill" vacancies because a suitable and reasonably simple alternative criterion was not available. Information on vacancies existing one month or longer was requested in fifteen areas from the entire area samples. In the one remaining area, Philadelphia, it was omitted for the one-half of the area sample which was asked to report total vacancies only.

Separate breakouts of vacancies for part-time and temporary jobs were included in order to measure the extent of their significance in the total vacancies reported. It was recognized that part-time and temporary work is of considerable importance, particularly in certain industries, such as trade and service. It was thought that information on the scope of vacancies for these kinds of jobs would be of value for both administrative and analytical uses because the character and significance of the demand for this kind of labor differs materially from that for full-time, permanent jobs. Information on vacancies for part-time jobs was asked from one-half of the area samples in Charleston, W. Va., and New Orleans. Similarly, data on vacancies for temporary jobs were requested from one-half of the area samples in Kansas City and New Orleans. In New Orleans, the line-item entry schedule was used to request both of these items, whereas in Charleston, W. Va., and Kansas City, respectively, the "part-time jobs" and "temporary jobs" schedule variants were employed.

Information on the rates of pay being offered was included primarily as a means of assuring the authenticity of the vacancies reported. Representatives of labor felt that the request for rates of pay might very well curb the reporting by employers of substandard and unauthentic vacancies, and might also permit some evaluation to be made of the extent of substandard wage offers among the reported vacancies. Others have voiced the fear that some

employers might be unwilling to report their wage offers to Employment Service local offices, or possibly to any other agency, even though such offers are not suspected of being substandard. If the inclusion of a request for pay rates offered strengthens the authenticity of reported job vacancies without damaging the statistical surveys, it would contribute significantly to the value of the job vacancy data for both administrative and analytical purposes. Administratively, the specific wage offers quoted also would be useful in soliciting job orders and placing workers. Because of the special importance attached to the question on rates of pay offered for vacancies, it was asked in six areas. In Los Angeles and New Orleans, it was requested from only one-half of the area samples; for the former, by means of the pay-rate offered schedule; for the latter, the line-item entry schedule. In the other four areas in which this information was requested—Baltimore, Chicago, Miami, and Minneapolis-St. Paul, the pay-rate offered schedule was used for the entire area sample.

Testing so many variant approaches with only sixteen areas made it difficult to reach conclusions about the relative effectiveness of each variant, because employer response might also be affected by the industrial composition, size, or location of each area, or by attitudes toward the job vacancy survey, surveys and reports in general, or Employment Service local offices. It was therefore decided to control for differential general characteristics of areas by splitting the reporting sample within an area. This technique makes possible a more definitive assessment of the extent to which the degree and character of employer response would be affected by requesting varying kinds of information, and by using schedules of varying degrees of complexity. In five of the areas, Charleston, W. Va., Kansas City, Los Angeles, New Orleans, and Philadelphia, the standard schedule was used to collect information from one-half of the employer sample and one of the variant schedules was used to gather data from the other half. In each of the other eleven areas, only one type of schedule was used to collect information from the entire sample. The distribution of areas according to type of schedule used is shown in the following tabulation:

| <i>Schedule Number</i> | <i>Type of Schedule</i> | <i>Number of Areas</i> | <i>Areas Where Schedule Was Used</i> |
|------------------------|--|------------------------|--|
| JV-1 | Standard | 11 | Birmingham, Charleston, S. C., Charleston, W. Va. (for 1/2 of area sample), Kansas City (for 1/2 of area sample), Los Angeles (for 1/2 of area sample), Milwaukee, New Orleans (for 1/2 of area sample), Philadelphia (for 1/2 of area sample), Portland, Ore., Providence, Richmond |
| JV-2 | Pay-rate offered | 5 | Baltimore, Chicago, Los Angeles (for 1/2 of area sample), Miami, Minneapolis-St. Paul |
| JV-3 | Omits vacancies existing one work week or longer | 1 | New York |
| JV-4 | Total only | 1 | Philadelphia (for 1/2 of area sample) |
| JV-5 | Part-time jobs | 1 | Charleston, W. Va. (for 1/2 of area sample) |
| JV-6 | Temporary jobs | 1 | Kansas City (for 1/2 of area sample) |
| JV-7 | Line-item entry | 1 | New Orleans (for 1/2 of area sample) |

CONCEPTS AND DEFINITIONS

The same job vacancy and reference period concepts and definitions were used on all schedules. The specified reference period was as of the close of business on a given date, which in each instance was a Friday. The Friday of the calendar week which included the 12th of the month was generally used, because that week is the standard reference period used in the household labor force and establishment employment surveys. For the seven area surveys conducted in November, however, the Friday of the following calendar week was used because additional time was needed to prepare for those sur-

veys. The definition of job vacancy, as used in all surveys, is shown at the end of this paper. The most important feature of this definition is that it spells out three conditions which must be met before a job vacancy can be counted. First, the job must be unoccupied; second, the job must be available for immediate occupancy by a new worker from outside the company; third, the job must be the object of management's active search for a new worker from outside the company. These requirements were stipulated to secure conceptual compatibility with the unemployment definition. Just as an individual has to be actively looking for a job to be considered as unemployed, so a "bona fide" job vacancy must entail management's positive effort to find a new employee and not merely its intention or desire to hire one. Similarly, like an unemployed worker, a job vacancy must be unoccupied and available for immediate occupation.

For administrative purposes the definition used may be too restrictive in concept, since it excludes those situations in which new workers are currently being sought through positive efforts to fill jobs which, although not immediately available, are expected to become vacant or available in the future. The inclusion of those openings might be particularly useful in connection with employment service operations. To accommodate this use, it might be advantageous to collect data on those openings in the future, but as a separately identified item. A separate breakout would be essential because such expected openings would not be conceptually complementary to current unemployment.

Other questions may be raised in regard to the definition used for job vacancies. Should it include those jobs that are expected to be filled in the future by recall of employees on layoff, or by new workers, already hired, who have not yet started working? Rather convincing arguments can be made both for and against the inclusion of each of these.

SUMMARIZATION AND ESTIMATION OF RESULTS

The editing, coding, tabulation, and inflation of the survey results was done by the state agencies in accordance with procedures pre-

pared jointly by the Bureau of Labor Statistics and the Bureau of Employment Security.

The job titles reported were classified and coded by occupation according to the *Dictionary of Occupational Titles (DOT)*. This task was particularly troublesome because no standard terminology is universally used in industry. Some establishments, especially small ones, do not have formal job classification systems and may tailor the description of their jobs to suit the capabilities of particular applicants. Other establishments may use general job titles to cover broad ranges of occupational duties and responsibilities. For these, as well as other reasons, some establishments might have been unable to use job titles which would permit appropriate classification by *DOT* code. Possibly for many of the reported vacancies the local personnel of the Employment Service were sufficiently well acquainted with the occupational requirements of the employers, or were able to obtain enough additional information from employers by telephone, to classify them properly by *DOT* code, at least to the three-digit level of specificity for which area estimates were required to be prepared. It is also quite probable that an appreciable number of reported vacancies were not classified with that degree of occupational precision. An evaluation of the precision of the occupational classification of reported vacancies will be made, with particular attention directed toward discovering possibilities for developing a sound system for reporting occupational detail. One possibility may be the development of a carefully worked out precoded list of occupations with accompanying brief descriptions that would be adapted to each industry but comparable among industries.

Estimated area totals of job vacancies were prepared for each three-digit occupational classification for which job vacancies were reported. This was done by inflating the area sample results to estimated area universe totals through the use of twenty-seven strata of industry categories and establishment size. Nine broad industry categories and three establishment size groups were used to form these strata. The inflation factor for each stratum was derived from the base period total employment of the universe of

establishments and of the responding establishments falling into that stratum.

OPERATIONAL ANALYSIS

An analysis of the results of the local Employment Service operational aspects of the job vacancy surveys will be prepared for each area. In the thirteen areas in which follow-up job order development was undertaken, an examination and evaluation will be made of the effectiveness of the job order development and placement efforts of Employment Service local offices, by occupation, industry, and size of establishment. This investigation will be carried out for both regularly serviced establishments and establishments which have not placed job orders with the local offices during the past twelve months. As another part of the operational inquiry, applicants registered for work and unfilled job openings on hand in Employment Service local offices in each of the sixteen areas will be analyzed in comparison with the estimated total job vacancies for the area by occupation. This study will reveal the occupational correspondence between all job openings in the area and local office job openings and applicants. New training programs suggested or developed as a result of the job vacancy surveys will also be reported as part of the operational analysis in each of the sixteen areas.

FOLLOW-UP QUALITY CHECK SURVEY

Follow-up response analysis surveys are being conducted by the Bureau of Labor Statistics in six of the sixteen areas included in the experimental survey program. The primary purpose of these follow-up surveys is to check and evaluate the quality of the information reported by employers on the survey schedules with respect to its accuracy, completeness, relevance, and reliability. In addition, these response analysis surveys will probe into the feasibility of collecting meaningful job vacancy information by mail with the voluntary cooperation of employers. In this connection, inquiry will be directed toward the availability of records; the willingness

and ability of business establishments to report with or without the benefit of records; the number of points or individuals in an establishment that must be contacted to account for all vacancies that may exist in the establishment; the ability of respondents to report information on certain additional characteristics for vacancies which might be requested in the future; the reliability and effectiveness with which respondents understood and interpreted the reporting forms, definitions, and instructions; and the efficiency of the various collection methods and instructions in obtaining the data desired.

Response analysis questionnaires are being completed by personal interview in randomly selected subsamples of respondents to the survey immediately after the initial area survey ends. Trained and experienced BLS regional office personnel are conducting the interviews.

Although rather comprehensive, the questionnaire is designed to facilitate the interview by grouping the questions in general subject areas and incorporating a skip pattern which avoids asking inappropriate and already answered questions. A narrative evaluation report is prepared for each interview and at the conclusion of the survey by each interviewer. The areas included in the response analysis surveys are: Providence, Charleston, S.C., Chicago, Los Angeles, New Orleans, and Philadelphia.

A small random sample of nonrespondents to the job vacancy survey is also being interviewed in the response analysis survey in the six areas covered. These nonrespondents are being requested to complete a job vacancy schedule at the time of the interview in order that an assessment can be made of the difference or similarity in the level and nature of job vacancies as between nonrespondent and respondent establishments. After a completed job vacancy schedule is obtained, nonrespondents are asked the same questions as the respondents, plus additional queries aimed at finding out the reason for their failure to respond, and the circumstances or conditions under which they might be able and willing to cooperate in the future.

Response analysis surveys will be continued following the completion of the second round of job vacancy surveys in the sixteen

areas. It is expected that the information acquired through the response analysis surveys will be extremely valuable in evaluating the feasibility of collecting accurate and meaningful vacancy information, and in assessing the effectiveness of the various collection schedules and methods being tested under the Department of Labor's experimental job vacancy survey program.

Job Vacancy Surveys in the United States

JV-2

U.S. DEPARTMENT OF LABOR
Washington, D. C. 20210

| | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Budget Bureau No. 44-R-1255
Approval Expires 6-30-65

Please enter data requested and return in accompanying envelope by December 22.

REPORT ON JOB VACANCIES

State of California
Department of Employment
Los Angeles Area Office
1525 So. Broadway
Los Angeles, California 90015

(Change Name and Mailing Address If Incorrect)

Information reported on this form is strictly confidential, and will not be revealed to any unauthorized person nor published in such a manner that data relating to individual companies can be identified.

BEFORE ENTERING DATA PLEASE READ EXPLANATIONS ATTACHED

A. **JOB VACANCIES, BY OCCUPATION.** List below, by job title, all job vacancies (as defined in attached explanations) in your establishment as of the close of business on December 11. If this is not possible, report vacancies for the nearest possible day. A job vacancy is a job opening that was unfilled and immediately available to full-, part-time, or temporary workers which your firm was actively seeking from outside your company. If no vacancy, write "None" in Column 2, complete items B and C, and return the report.

| Occupational Code (Leave Blank) | Job Vacancies | | | | Rate of pay offered | |
|------------------------------------|---------------|--------------|-------------------------|---------------------|---------------------|---|
| | Job Title | Total number | Number existing: | | Amount | Indicate whether per hour, week, or month |
| | | | One work week or longer | One month or longer | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |

(Continue on back of form if more space is needed.)

B. **REFERENCE DATE:** Job vacancies reported above were as of _____ (Date).

C. **NUMBER OF EMPLOYEES:** What was the total number of employees who worked during or received pay for any part of the pay period which includes the 12th of December?

Signature _____ Title _____

(Firm representative responsible for this report.)

A. JOB VACANCIES, BY OCCUPATION (Continued)

| Occupational Code (Leave Blank) | Job Vacancies | | | | Rate of pay offered | |
|------------------------------------|---------------|--------------|-------------------------|---------------------|---------------------|---|
| | Job Title | Total number | Number existing: | | Amount | Indicate whether per hour, week, or month |
| | | | One work week or longer | One month or longer | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
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REMARKS: _____

EXPLANATIONS FOR REPORT ON JOB VACANCIES

(Please read before entering data on report form)

- A. JOB VACANCIES are defined as current, unfilled job openings in your establishment which are immediately available for occupancy by workers from outside your firm and for which your firm is actively seeking such workers. Included are full-time, part-time, permanent, temporary, seasonal and short-term job openings.

"Actively seeking" is defined as current efforts to fill the job with a worker from outside your firm through: (1) soliciting assistance of public or private employment agencies, school or college placement offices, labor unions, employee groups, business or professional organizations, business associates, friends and employees in locating suitable candidates; (2) using "help wanted" advertising (newspaper, magazine, radio, television, direct mail, posted notice, etc.); (3) conducting recruitment programs or campaigns; (4) interviewing and selecting "gate," "walk-in" or "mail" applicants or workers searched out of applicant files; and (5) opening or reopening the acceptance of applications from prospective candidates.

Do not include as vacancies 1) jobs held for employees who will be recalled; 2) jobs to be filled by transfer, promotion, or demotion; 3) jobs held for workers on paid or unpaid leave; 4) jobs filled by overtime work which are not intended to be filled by new workers; 5) job openings for which new workers were already hired and scheduled to start work at a later date; and 6) those jobs unoccupied because of labor-management disputes.

- B. REFERENCE DATE: Enter date for which vacancies are reported as Item B on page 1. Enter date even though you report no vacancies.
- C. NUMBER OF EMPLOYEES: Enter the total number of employees on all payrolls of your establishment who worked full-time or part-time or received pay for any part of the pay period which includes the 12 of December. Include persons on vacation and sick leave who received pay directly from your firm for the pay period reported, but exclude persons on leave without company pay the entire period, and pensioners and members of the Armed Forces carried on the rolls but not working during the pay period. Enter this figure even though you report no vacancies.

Column 1: Leave blank. For office use only.

Column 2: List job titles for which job vacancies exist in your establishment. Where possible, add modifier denoting material, product, process or subject matter to make establishment title more specific, e.g., "assembler, aircraft, wing parts" or "stenographer, legal." Use a single entry to report job vacancies with identical job titles where more than one vacancy exists. If there are several classes or grades for specific job titles, each class or grade should be listed separately.

- Column 3: For each job title listed in Column 2, report the total number of job vacancies.
- Column 4: For each job title enter the number of job vacancies included in Column 3 which have existed one work week or longer. If none, enter "None." If information cannot be provided, enter "X." Do not leave blank.
- Column 5: Of the numbers shown in Column 4, enter the number of job vacancies which have existed for 1 month or longer. If none, enter "None." If information cannot be provided, enter "X." Do not leave blank.
- Column 6: For each job vacancy listed in Column 2, enter on the line opposite that vacancy, the rate of pay offered for the job to which the job vacancy relates. The entry of a single rate of pay is preferred; however, where a range of pay rates is offered depending on the varying educational training and experience qualifications of prospective applicants, the entry of the offered pay rate range (that is, the low and high pay rates offered) will be acceptable. Wherever possible, please enter hourly pay rates. If the wage offered for the opening is on a piece work or commission incentive basis, please enter the estimated average full-time weekly earnings the new worker is expected to receive.
- Column 7: For each pay rate (or pay rate range) entered in Column 6, enter the basis on which the offered pay rate is quoted in Column 6 (for example, indicate whether the pay rate given is per hour, per week, per month).

IF YOU HAVE ANY QUESTIONS, PLEASE TELEPHONE:

789-1124

When form is completed, please return in the accompanying self-addressed stamped envelope by December 22. Please do so even though you report no vacancy.

Thank you for your cooperation.

