

Developing and Testing the Business Research Survey

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Any opinions expressed in this paper are those of the authors and do not constitute policy of the Bureau of Labor Statistics.

Abstract

The Bureau of Labor Statistics' Quarterly Census of Employment and Wages (QCEW) is a federal/state cooperative program that publishes a count of monthly employment and total quarterly wages. QCEW covers 98 percent of U.S. jobs. Estimates are available at the county, MSA, state and national levels by industry. To maintain accurate industry and geographic data for businesses, the QCEW program conducts the online Annual Refiling Survey (ARS). This survey asks businesses to verify or update their industry and geographic information every three years. Approximately 1.2 million establishments are solicited annually for the ARS. As a short online survey that reaches a large audience annually, this offers BLS an opportunity to append supplemental surveys after respondents complete the ARS. QCEW developed a pilot quick business survey called the Business Research Survey (BRS) and tested adding a supplement to the ARS in 2018. This paper outlines the BRS development, testing, and results.

Key Words: email solicitation; online data collection; business establishment survey

1. Background

The Quarterly Census of Employment and Wages (QCEW) is a cooperative program between the U.S. Bureau of Labor Statistics (BLS) and the State Employment Security Agencies (SESAs). The QCEW program produces a comprehensive tabulation of employment and wages for workers covered by state Unemployment Insurance (UI) laws and Federal workers covered by the Unemployment Compensation for Federal Employees (UCFE) program. The QCEW, covering 98 percent of U.S. jobs, serves as a near census of monthly employment and quarterly wages by 6-digit North American Industry Classification System (NAICS) industry.

The information obtained from state UI administrative records through the QCEW program is subject to BLS verification. The Annual Refiling Survey (ARS), conducted over a three-year cycle, asks approximately one-third of eligible establishments to confirm or update their main business activity and their business mailing and physical location addresses. In 2016, the ARS transitioned to a fully online survey, and on average it takes about five minutes to complete.¹

A fully online ARS introduces a low-cost platform for conducting supplemental surveys. These quick business surveys accompanying the ARS have little data collection overhead, i.e., address refinement, or printing and mailing survey forms or letters. Respondents that

¹ www.bls.gov/respondents/ars

are already logged into the ARS secure website can easily be asked to answer additional survey questions after completing their ARS.

2. Business Research Survey Development

The Quick Business Survey (QBS) Team was chartered in October, 2016, to develop a framework for conducting supplemental surveys to the ARS. The QBS framework included (1) obtaining Office of Management and Budget (O.M.B.) clearance for a pilot test, (2) designing a sample, (3) developing requirements for a reusable online collection system, (4) determining collection procedures, and (5) developing survey questions.

2.1 O.M.B. Clearance

The U.S. Department of Labor (DOL) submitted an Information Collection Request (ICR) to the Office of Management and Budget (OMB) and published a 60-day Federal Register Notice on July 10, 2017. The ICR outlined the BLS's plan to collect additional information from a sample of respondents once they completed the 2018 ARS online. BLS received clearance from OMB on January 8, 2018, to conduct an operations test. The OMB Control Number is 1220-0192, and it expires on January 31, 2019. From conception to clearance, the process took twelve months. The first six months internally for BLS to determine a survey topic and develop survey questions, and the remaining six months for the full OMB clearance process.²

Data collection for approximately 1.2 million ARS establishments takes roughly ten months. For the 2017 ARS, BLS conducted a test to see whether quarterly collection would be an option. If so, quarterly ARS collection would allow for the incorporation of quick supplemental surveys up to four times per year. After analyzing the results of the quarterly collection pilot, and the 6-12 months required to develop a survey supplement, BLS decided to maintain the annual collection cycle for the ARS and look at alternate ways to incorporate a quick business survey into the ARS collection cycle.³

2.2 Sample Design

The ARS solicits industry and address information from respondents at the UI account number level. This means that a multi-unit establishment with 15 subunits reported in the state under a single UI account number will be asked to verify and update all 15 subunits when selected for the ARS. Multi-unit establishments are collected in a separate online system from single units. The multi-unit online system is designed specifically for respondents to easily access and verify large numbers of establishments reported under a single UI account number, while the single-unit online system is designed specifically for respondents to quickly and easily report a single establishment. Since quick business surveys are establishment-based, online collection for them was incorporated into the functionality of the current single establishment online reporting system.

The ARS ten-month collection cycle can hardly be referred to as “quick.” However, the survey does collect large amounts of data over short bursts of time. After initially emailing respondents, BLS collects approximately 100,000 responses over a two week period.

2

https://obamawhitehouse.archives.gov/sites/default/files/omb/inforeg/pmc_survey_guidance_2006.pdf

³ https://www.census.gov/fedcas/cic/fc2017/abstracts/1_10_2.html

Again, after the initial mailing of nearly 700,000 letters, approximately 200,000 responses are collected in a two week period. During these peak times, it's not unusual to collect between 25,000 and 30,000 responses in a single day. To leverage these peak reporting times, two sampling methods were evaluated for this pilot, a traditional random sample, and a quota sample.

Sample Method 1: BLS randomly selected a sample of 10,000 establishments from the 2018 ARS-EIN range stratified by two-digit NAICS and employment size class. Each year, 1/3 of all EINs are considered in-range for the ARS. This random sample included 3,748 ARS single units, 1,957 ARS multi-unit establishments, and 4,295 units that are either small (with an average annual employment of less than four), or are in low-change industries. These small and low-change industry establishments are out-of-scope of the ARS, but were included in the random sample for full coverage. ARS units (both singles and multis) in the random sample were excluded from the regular 2018 ARS emails and mailings. These units were emailed and mailed later in the collection cycle after O.M.B. clearance was received and the QBS online collection system was completed.

Table 1. NAICS Sector and Size Class distribution of the random sample.

Random Sample	Size									
NAICS Sector	1	2	3	4	5	6	7	8	9	Total
11	68	22	14	10	10	10	10	10	4	158
21	26	10	10	10	10	10	10	10	5	101
22	10	10	10	10	10	10	10	10	7	87
23	609	130	79	51	17	10	10	10	10	926
31	31	15	13	11	10	10	10	10	10	120
32	48	20	18	18	11	10	10	10	10	155
33	85	33	29	28	16	12	10	10	10	233
42	528	111	78	53	17	10	10	10	10	827
44	315	182	153	68	20	23	10	10	10	791
45	144	46	27	17	10	14	10	10	10	288
48	141	30	23	19	10	10	10	10	10	263
49	21	11	10	10	10	10	10	10	9	101
51	127	23	17	13	10	10	10	10	10	230
52	327	102	45	27	10	10	10	10	10	551
53	325	61	29	16	10	10	10	10	3	474
54	993	141	86	56	19	12	10	10	10	1,337
55	44	11	11	11	10	10	10	10	10	127
56	340	68	47	36	16	12	10	10	10	549
61	70	20	17	14	10	10	10	10	10	171
62	473	159	117	82	32	22	10	10	10	915
71	109	25	20	16	10	10	10	10	10	220
72	247	146	175	176	43	10	10	10	10	827
81	328	99	50	24	10	10	10	10	6	547
92	2									2
Grand Total	5,411	1,475	1,078	776	331	265	230	230	204	10,000

Sample Method 2: BLS also collected a quota sample for the pilot test. The QBS online collection system was designed so that at any time during data collection, all ARS respondents could be transitioned to the supplemental questions. This allows for speedy collection of a large amount of data. BLS plans to analyze the quota sample results to determine if quota sample data can be used to reduce non-response error in the random sample and shorten the collection timeframe.

Table 2. Quota Sample by 2-Digit NAICS Industry and Size Class

Quota Sample	Size									
NAICS Sector	1	2	3	4	5	6	7	8	9	Total
11	23	46	19	10	1	1	1			101
21	10	5	4	5	1	1	1	1		28
22	4	2	2	3						11
23	197	205	123	65	23	8	1	1		623
31	25	19	14	16	5	5		2		86
32	17	24	20	14	12	10	6	1		104
33	48	38	46	35	20	15	6	5	1	214
42	146	128	101	54	18	10	3			460
44	119	159	110	52	22	15				477
45	67	57	18	9	4					155
48	57	34	32	19	5	1				148
49	8	12	10	7	1					38
51	58	30	19	12	5					124
52	83	66	44	19	11	3		1		227
53	90	70	38	15	3	6	1			223
54	351	205	105	83	38	14	1		1	798
55	15	7	11	5		2	1			41
56	135	113	73	50	19	13	5	2		410
61	29	30	21	12	8	7	3			110
62	161	184	130	78	33	33	6	5	2	632
71	45	37	20	24	15	3	1			145
72	127	165	210	169	45	10	3			729
81	153	121	63	40	7	4				388
92	2									2
99	258	13	3	1						275
Grand Total	2,228	1,770	1,236	797	296	161	39	18	4	6,549

2.3 QBS System Design

The most important feature in the online collection system for the quick business survey concept is flexibility. Any online data collection system has to have a “reusable” design. That is, it requires being able to handle varying numbers of questions, varying types of questions (Yes/No, multiple choice, multiple option, and open-ended text), and question/answer/help text that can be updated as needed without programmer intervention. The system developed for this QBS operations test has these flexibilities so that additional

surveys can be implemented very quickly with a minor amount of programming intervention.

2.4 Data Collection Procedures – Email and Mail Solicitation

All QBS respondents are routed through the online ARSWeb system before they are asked to respond to the QBS. There are three types of QBS respondents in the random sample: ARS-Single/QBS, ARS-Multi/QBS, and QBS-Only.

ARS-Single/QBS establishments are single-unit reporters that were selected for the ARS and the QBS. These respondents were divided into two groups.

- Roughly two-thirds of these respondents received the standard ARS emails and/or solicitation letters. These respondents were asked to log into the online ARSWeb system and complete the ARS. Only after they completed the ARS for the establishment online were they asked to complete the BRS.
- Roughly one-third of these respondents were mailed the QBS solicitation letter asking them to specifically answer the QBS set of questions. See Attachment 3 for the special QBS solicitation letter sent to QBS-Only establishments.

ARS-Multi/QBS establishments are multi-unit reporters that were selected for the ARS and had at least one of their subunits selected for the QBS. ARS-Multi/QBS establishments are selected and collected at the establishment level. Multi-unit reporters received a QBS solicitation letter asking them to login to the ARS system and complete the QBS. For example, if a multi-unit reporter that has 15 subunits had two selected for the QBS, the respondent received an ARS solicitation letter asking for the data for just the two establishments selected for the QBS. Only after they completed the ARS for the establishment online were they asked to complete the QBS. See Attachment 2 for the ARS solicitation letter sent to ARS-multi/QBS establishments.

This process is wholly different from how a multi-unit reporter is usually asked to respond to the ARS. Typically, multi-unit establishment reporters are asked to report for all of their establishments under a specific UI account number. They are solicited for the ARS online upon completion of their Multiple Worksite Report (MWR) through a separate system designed specifically for reporting many worksites under a single UIN, or mailed a solicitation letter if they do not report their MWR online.

QBS-Only establishments are not included in the normal ARS. These are small establishments with an average annual employment of less than 4, or establishments that are included in the ARS once every six years because they are classified in a low-change industry, for example a Cemetery. Including these establishments in the QBS is necessary for a representative sample. These units received a QBS solicitation letter asking them specifically to answer the QBS set of questions. See Attachment 3 for the special QBS solicitation letter sent to QBS-Only establishments.

2.5 Developing Survey Questions

The title of the QBS Operations Test is the Business Research Survey. The purpose of the operations test is to determine the viability of, and procedures for, collecting a future supplement to the ARS online. The title of this survey represents the information collected – it is for research purposes only, and seeks to determine what types of business information are available to ARS respondents. Understanding the information available to ARS respondents will be very useful when developing future quick business surveys. The QBS

is targeted in scope and short, with an expected average response time of 5 minutes. See attachment 5 for the QBS data collection screens.

3. Data Collection and Response Rates– February 2018 - June 2018

Table 3. Random Sample Data Collection Contacts by Group

Group	Type	Number	1 st Contact	Number	2 nd Contact	Number	3 rd Contact
1	ARS-Single/QBS	751	Email 2/21/18	528	Email 3/12/18	474	ARS Letter Mail 4/30/18
2	ARS-Single/QBS	2,033	ARS Letter Mail 3/5/18	1,320	ARS Letter Mail 4/30/18	---	---
3	ARS-Single/QBS	947	QBS Letter Mail 3/23/18	791	QBS Letter Mail 5/7/18	---	---
4	ARS-Multi/QBS	1,826	QBS Letter Mail 3/23/18	1,329	QBS Letter Mail 5/7/18	---	---
5	QBS-Only	4,289	QBS Letter Mail 3/23/18	3,654	QBS Letter Mail 5/7/18	---	---
	Total	9,846					

Sample = 10,000 – 154 OOS units.

The response rates for each of the five groups are below.

Table 4. Random Sample Response Rates

Group	Type	Sample Units	Responses	Postal Returns	Response Rate
1	ARS-Single/ARS Email	751	333	0	44%
2	ARS-Single/ARS Letter	2,033	857	0	42%
3	ARS-Single/QBS Letter	947	226	55	24%
4	ARS-Multi/QBS Letter	1,826	357	20	20%
5	QBS-Only/QBS Letter	4,289	680	423	16%
	Total	9,846	2,453	498	25%

Table 5. Quota Sample Data Collection Time

Date	Open Time	Close Time	Number collected
February 14, 2018	11:00 AM	---	
February 15, 2018	---	---	
February 16, 2018	---	2:45 PM	6,833
February 20, 2018	7:09 AM	10:19 AM	193
Total			7,026

Table 6. Random Sample Collected by 2-Digit NAICS Industry and Size Class

Random Sample	Size									
NAICS Sector	1	2	3	4	5	6	7	8	9	Total
11	10	5	6	2	5	3	5			36
21	7	1	5	3	6	2	5	3	1	33
22	4	4	4	1	7	2	1	2		25
23	80	47	37	20	7	4	2	4	1	202
31	5	5	7	5	6	2	3	4	2	39
32	9	4	8	5	2	4	2	2	1	37
33	17	11	14	13	6	4	3	3	1	72
42	115	33	27	17	3	5	1	2	3	206
44	45	54	32	16	4	3	4	1	1	160
45	27	12	8	3	2		3	3	3	61
48	23	10	9	10	3	2	4	1	4	66
49	2	5	2	3	2	3	1		1	19
51	26	11	6	4	1	2	4		2	56
52	59	34	16	10	5	4	4	2	2	136
53	55	18	7	8	5	3	3	3		102
54	197	63	38	19	8	5	1	5	3	339
55	10	6	7	3	3	4	2	2		37
56	65	24	16	13	7	5	2	2	1	135
61	9	9	7	4	2	5	4	6	4	50
62	85	50	42	33	11	15	3	3	2	244
71	22	10	7	5	3	3	3	5	3	61
72	36	45	56	52	15	5	2	1	2	214
81	47	31	21	10	4	3	4	2	1	123
Total	955	492	382	259	117	88	66	56	38	2,453

Table 7. Collected Random and Quota Samples - Combined Coverage of Sampling Cells

% Cell Coverage Combined	Size									
NAICS Sector	1	2	3	4	5	6	7	8	9	Total
11	49%	232%	179%	120%	60%	40%	60%	0%	0%	87%
21	65%	60%	90%	80%	70%	30%	60%	40%	20%	60%
22	80%	60%	60%	40%	70%	20%	10%	20%	0%	41%
23	45%	194%	203%	167%	176%	120%	30%	50%	10%	89%
31	97%	160%	162%	191%	110%	70%	30%	60%	20%	104%
32	54%	140%	156%	106%	127%	140%	80%	30%	10%	91%
33	76%	148%	207%	171%	163%	158%	90%	80%	20%	123%
42	49%	145%	164%	134%	124%	150%	40%	20%	30%	81%
44	52%	117%	93%	100%	130%	78%	40%	10%	10%	81%
45	65%	150%	96%	71%	60%	0%	30%	30%	30%	75%
48	57%	147%	178%	153%	80%	30%	40%	10%	40%	81%
49	48%	155%	120%	100%	30%	30%	10%	0%	11%	56%
51	66%	178%	147%	123%	60%	20%	40%	0%	20%	78%
52	43%	98%	133%	107%	160%	70%	40%	30%	20%	66%
53	45%	144%	155%	144%	80%	90%	40%	30%	0%	69%
54	55%	190%	166%	182%	242%	158%	20%	50%	40%	85%
55	57%	118%	164%	73%	30%	60%	30%	20%	0%	61%
56	59%	201%	189%	175%	163%	150%	70%	40%	10%	99%
61	54%	195%	165%	114%	100%	120%	70%	60%	40%	94%
62	52%	147%	147%	135%	138%	218%	90%	80%	40%	96%
71	61%	188%	135%	181%	180%	60%	40%	50%	30%	94%
72	66%	144%	152%	126%	140%	150%	50%	10%	20%	114%
81	61%	154%	168%	208%	110%	70%	40%	20%	17%	93%
92	100%									100%
99										
Grand Total	59%	153%	150%	136%	125%	94%	46%	32%	21%	90%

4. Conclusion

Response rates to the Business Research Survey don't necessarily correspond to expected response rates for any ARS supplement due to the nature of the questions. They do however inform the BLS of what types of questions ARS respondents can reasonably be expected to be able to answer. Several conclusions can be drawn from this test of two samples:

1. A "quota" sample can be collected in a very short amount of time and at no additional cost for the solicitation and collection of data.
2. A traditional sample yields an unimpressive response rate with no follow-up contact via telephone for non-respondents, and carries additional costs for printing and mailing traditionally out of scope respondents.
3. Building "randomness" into a stratified quota sample could solve one of these problems, and including a small portion of the traditionally out-of-scope establishments to the regular ARS would solve the other.

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Attachment 1. ARS-Single/QBS Solicitation Letter

ALABAMA DEPARTMENT OF LABOR
LABOR MARKET INFORMATION DIVISION QCEW
849 MONROE ST
ROOM 4427
MONTGOMERY, AL 36131-2280
Phone: (334) 242-8873

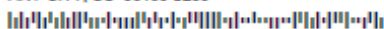


UNITED STATES DEPARTMENT OF LABOR
Bureau of Labor Statistics
Washington, D.C.

BLS 3023 - Industry Verification Form



Z9999-NVS-0006191 P03 T00015 *****SCH 5-DIGIT 63166
SAMPLE A SAMPLE COMPANY
SAMPLE INC 001
SUITE 100
123 ANY STREET
ANY CITY, US 63166-0283



01

April 30, 2018

Dear Employer,

Every three years, the Alabama Department of Labor and the U.S. Bureau of Labor Statistics (BLS) request that you complete the Annual Refiling Survey to verify or provide general business information about your firm. Your cooperation is essential so that we are able to produce data that are complete, accurate and timely.

To reduce costs and save tax dollars, this survey has been moved online and can be completed in 5 to 10 minutes. Please use the Web ID and password provided below to log into the secure BLS website: <https://idcfars.bls.gov>

WEB ID: 100000000001

PASSWORD: Zz000001

This survey is authorized by 29 U.S. Code, Section 2.

The BLS-3023 form is approved with O.M.B. No. 1220-0032, in cooperation with the U.S. Department of Labor. The information collected by the Alabama Department of Labor and BLS will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law. Additional information and instructions for this survey can be found at: www.bls.gov/respondents/ars

Please provide your response within **14 days**. If you have already submitted this report, please disregard this notice and accept our thanks for responding.

Sincerely,

Emily Thomas
U.S. Bureau of Labor Statistics



0006191

Business Research Survey

March 14, 2018

SAMPLE A SAMPLE COMPANY
 SAMPLE INC 039
 SUITE 138
 161 ANY STREET
 ANY CITY, US 30101-0711

Dear Employer,

The U.S. Bureau of Labor Statistics (BLS) needs your help to collect new information on the U.S. economy. We request that you complete a short online survey, the Business Research Survey (BRS). The information you provide will allow us to understand businesses like yours and aid in developing new products that are relevant to the public, business community, and to policy makers. To further reduce costs, the BRS web system was developed alongside the existing system for the Annual Refiling Survey.

A Web ID and password have been provided below for each location of your company that was selected for this survey. To complete this survey, please log into the secure BLS website: <https://idcfars.bls.gov>

WEB ID	PASSWORD	LOCATION ADDRESS
771111600011	Ab123456	110 Any Street, Any City, US
771112600012	Bc234567	1021 W Any Street, Any City, US

The BRS is authorized by 29 U.S. Code, Section 2. The U.S. Office of Management and Budget (OMB) has approved the questionnaire and has assigned 1220-0192 as the study's control number. This control number expires on January 31, 2019. Without OMB approval and this number, we would not be able to conduct this voluntary survey. Additional information is available at:

<https://www.bls.gov/respondents/ars/brs.htm>

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please provide your response within **14 days**. Thank you for your cooperation.

Sincerely,



Emily Thomas
 U.S. Bureau of Labor Statistics



Attachment 3. QBS-Only Solicitation Letter

Bureau of Labor Statistics - QCEW
Postal Square Building, Suite 4840
2 Massachusetts Ave. N.E.
Washington, DC 20212-0001

Business Research Survey

SAMPLE A SAMPLE COMPANY
SAMPLE INC 039
SUITE 138
161 ANY STREET
ANY CITY, US 30101-0711

March 14, 2018

Dear Employer,

The U.S. Bureau of Labor Statistics (BLS) needs your help to collect new information on the U.S. economy. We request that you complete a short online survey, the Business Research Survey (BRS). The information you provide will allow us to understand businesses like yours and aid in developing new products that are relevant to the public, business community, and to policy makers. To further reduce costs, the BRS web system was developed alongside the existing system for the Annual Refiling Survey.

Please use the Web ID and password provided below to log into the secure BLS website:
<https://idcfars.bls.gov>

WEB ID: 771111952346

PASSWORD: Ab123456

The BRS is authorized by 29 U.S. Code, Section 2. The U.S. Office of Management and Budget (OMB) has approved the questionnaire and has assigned 1220-0192 as the study's control number. This control number expires on January 31, 2019. Without OMB approval and this number, we would not be able to conduct this voluntary survey. Additional information is available at: <https://www.bls.gov/respondents/ars/brs.htm>

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Please provide your response within **14 days**. Thank you for your cooperation.


Sincerely,



Emily Thomas
U.S. Bureau of Labor Statistics



Attachment 4. ARS-BRS Transition Screen



BUREAU OF LABOR STATISTICS
Business Research Survey

[Logout](#)

Thank you for submitting the Annual Refiling Survey

This year, we are implementing a new initiative to save tax dollars by asking you to go paperless for the Business Research Survey since you are already logged into the system. The information collected will be used for statistical purposes and other purposes in accordance with law.

Please take a moment to complete the Business Research Survey.

[Continue](#)

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.


Time of completion is estimated to be 5 minutes on average. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates, or any other aspect of this survey, please contact us at the address located at the bottom of this page. You are not required to respond to the collection of information unless it displays a currently valid O.M.B. number. The O.M.B. control number for this survey is 1220-0192 and it expires on 01/31/2019.

If you have questions or comments, please send e-mail to: BusinessResearchSurvey@bls.gov Version: 1.0

If you have questions about the Business Research Survey, please contact:

Bureau of Labor Statistics
QCEW – Business Research Survey
2 Massachusetts Ave NE, Suite 4860
Washington, DC 20212

Attachment 5. BRS Questions – 1



BUREAU OF LABOR STATISTICS
Business Research Survey

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The Bureau of Labor Statistics is exploring a new, low-cost survey option that will allow us to provide additional information about the labor market. For research purposes, we are asking about the company you work for and what type of information you could provide if you were asked. If the company being surveyed has more than one location, this survey refers only to this location.

1. Are you an employee or owner of ?

- The company being surveyed
- An outside accounting firm
- An outside Human Resource Outsourcing (HRO) firm
- An outside Law Firm
- An outside Payroll Provider
- An outside Professional Employer Organization (PEO)
- Another outside company, please specify below

2. Within your company, in what department do you work?

- Customer service
- Finance, accounting, or payroll
- General management
- Human resources
- Information technology
- Marketing or sales
- Company does not have departments
- Other, please specify below

Attachment 5. BRS Questions – 2

What information could you provide about the company being surveyed?

In this section, we would like to know what kinds of survey questions you could answer about the company being surveyed.

Can you answer questions about:

3. How job openings are advertised. ⓘ

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

4. How many job openings this establishment is currently trying to fill.

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

5. Total revenue from sales, shipments, or receipts in a given year. ⓘ

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

6. The top three revenue producing products or services in a given year. ⓘ

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

7. The number of 1099-MISCs that were filed in a given year. ⓘ

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

8. Whether there were any permanent layoffs in the last three months and reasons for the layoffs. ⓘ

- Yes, I know that answer or could get the information
- No, I do not know that answer and could not get that information

[Submit Data to BLS](#)

If you have questions or comments, please send e-mail to: BusinessResearchSurvey@bls.gov

Version: 1.0

If you have questions about the Business Research Survey, please contact:

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QCEW – Business Research Survey
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