
Appendix F: Mailing Materials

Establishment Method Materials

Information Package Mailing to the Point-of-Contact

- Letter from U.S. Department of Labor
- Who What & How Brochure
- Incentives Brochure
- Selected Occupations List
- O*NET Brochure
- Association Endorsement List

Letter from U.S. Department of Labor



Dear

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

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

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

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

Please be assured that your participation in this effort is voluntary. The time we estimated for your participation will vary from 15 to 90 minutes over the next four to six weeks. You are encouraged to send any comments regarding this estimate of your effort, or any other aspect of this collection of information to: U.S. Department of Labor, O*NET Project, ETA/OWI, 200 Constitution Avenue NW, Mail Stop S4231, Washington, DC 20210 (refer to OMB Control Number 1205-0421).

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

Sincerely,

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

Emily Stover DeRocco

Who What & How Brochure

Your Participation in O*NET Involves Only Three Simple Steps



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

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

Step 2: Distribute questionnaires to sampled employees.

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

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

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

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

An Introduction to the Occupational Information Network

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.

Will the information that we provide be kept confidential?

Absolutely! No **identifying** information about you, your company, or your company's employees will be published or released in any form to anyone outside the research team. We do not use names in our results. The data we collect from your employees will be combined with like data from other participants in order to develop a more complete and comprehensive database.

Who can I call if I have questions?

You can call toll-free: 1-877-233-7348, ext. 100 and Rob Stupar, O*Net Operations Center Manager, will assist you.

Will employees do this on company time?

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

Am I required to participate by law?

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

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

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

How much time is this going to take?

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

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

What is O*NET®?

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

What is the O*NET Data Collection Program?

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

Who is funding this program?

The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You can verify this information by checking the DOL website: <http://www.dofeta.gov/programs/onet>.

Who is conducting the O*NET Data Collection?

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

How did you select my company?

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

Are you selling us something?

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

What are you asking me to do?

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

How many employees are you selecting in my company?

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

How will my company benefit?

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

How will I personally benefit?

You will benefit indirectly from the improvement in the O*NET database that will be possible because of your company's participation. This up-to-date, accurate information will make tasks like writing job descriptions and determining job qualifications much easier. In addition, the person in each business who serves as our point of contact will receive an attractive desk clock and a framed Certificate of Appreciation from the U. S. Department of Labor. Another special gift – the O*NET Toolkit for Business - will be sent to you later when we mail the questionnaires.

How will the sampled employees benefit?

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

What kinds of questions are asked of the employees?

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

Incentives Brochure



*Gifts that say "Thanks for participating
in the O*NET Data Collection Program"*

*RTI International is a trade name of Research Triangle Institute.

Conducted by RTI International* for the U.S. Department of Labor and the National O*NET Consortium



Thank you very much for your help

We are very appreciative of the help you and your company are providing to the O*NET Data Collection Program. We realize your time is valuable and limited, and we are truly appreciative of your contributions to this program.

To express our appreciation, we have put together a collection of gifts for you, your company, and the employees who are selected to participate in the Program. Descriptions of these gifts are shown on the right.

We believe the most valuable benefit of your participation is the information that will be returned to you and your company through the O*NET database. Many employers access this database routinely for information on occupational characteristics, worker attributes, and job descriptions.

We hope you enjoy all these benefits of the O*NET Program. We look forward to working with you over the new few weeks as we collect occupational information from your company.

You have already received...



O*NET Desk Clock is included in this mailing.

In our next mailing to you, you will receive...



A framed Certificate of Appreciation from the U.S. Department of Labor.

A \$10 cash gift for each employee who is selected to complete the O*NET Questionnaire.

The \$10 cash gift is an expression of our appreciation to the employees for completing this 30-minute questionnaire during their spare time.



In a separate mailing, your company will receive...



The O*NET Toolkit for Business. The O*NET Toolkit for Business is a free packet of information about the O*NET Program that managers can use for human resource planning, including a guide for writing job descriptions.

These gifts will be included with the questionnaires that we will ask you to distribute to the sampled employees. Each employee's \$10 gift will be enclosed in a sealed envelope containing the questionnaire.

Selected Occupations List

Selected Occupations for (NAME OF ESTABLISHMENT)

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

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

1. Terrazzo Workers and Finishers:

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

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

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

3. Stonemasons:

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

4. Plasterers and Stucco Masons:

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

5. Tile and Marble Setters:

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

6. Carpet Installers:

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

7. Helpers—Electricians:

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

8. Helpers—Carpenters:

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

9. Brickmasons and Blockmasons:

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

10. Rough Carpenters:

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

O*NET Brochure



o.net

beyond information.

intelligence.

beyond information. intelligence.

Hire intelligence.

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

Fortunately, the business of employment just got smarter.

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

WHO USES O*NET?

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

O*NET in it

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

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



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

—James B. McGregor,
Morgal Machine Tool Company

O*NET in action

More than a database—a solution.

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

DEVELOP detailed, accurate job descriptions.

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

DESIGN relevant career curricula and occupational skills development programs.

DEFINE success factors for promotion and advancement.

FORECAST HR requirements more effectively.

Tools you can use.

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

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

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

*—Michael D. Bass,
Sears Roebuck & Co.*

the power of O*NET

BUSINESSES AND HR PROFESSIONALS

JOB SEEKERS

USE O*NET TO FIND—AND KEEP:

QUALIFIED JOB CANDIDATES

A QUALITY JOB

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

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

What you're **looking** for.

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

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



O*NET is brought to you by:

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

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

www.doleta.gov/programs/onet

www.onetcenter.org

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 occupation information, specifying job characteristics and worker skills and abilities.

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

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

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| Academy of Criminal Justice Sciences | American Association of Colleges of Pharmacy | American Electronics Association |
| Accrediting Council for Continuing Education and Training | American Association of Community Colleges | American Federation for Medical Research |
| African American Women's Clergy Association | American Association of Cosmetology Schools | American Federation of Home Health Agencies |
| Air Conditioning Contractors of America | American Association of Early Childhood Educators | American Federation of School Administrators |
| Aircraft Electronics Association | American Association of Engineering Societies | American Federation of Teachers |
| Allied Pilots Association | American Association of Motor Vehicle Administrators | American Financial Services Association |
| American Academy of Actuaries | American Association of Museums | American Fisheries Society |
| American Academy of Environmental Engineers | American Association of Psychiatric Technicians | American Forest & Paper Association |
| American Academy of Orthotists and Prosthetists | American Association of State Colleges and Universities | American Foundry Society |
| American Academy of Physical Medicine and Rehabilitation | American Association of Zoo Keepers | American Geological Institute |
| American Academy of Physician Assistants | American Bar Association | American Health Information Management Association |
| American Apparel and Footwear Association | American Business Conference | American Historical Association |
| American Association for Active Lifestyles and Fitness | American Chemical Society | American Home Furnishings Alliance |
| American Association for Adult and Continuing Education | American College of Cardiology | American Hotel and Lodging Association |
| American Association for Health Education | American Composites Manufacturers Association | American Industrial Hygiene Association |
| American Association for Homecare | American Congress on Surveying and Mapping | American Institute for Conservation of Historic and Artistic Works |
| American Association for Leisure and Recreation | American Correctional Association | American Institute of Aeronautics and Astronautics |
| American Association for Marriage and Family Therapy | American Council for Construction Education | American Institute of Building Design |
| American Association for Medical Transcription | American Council of Life Insurers | American Institute of Chemists |
| American Association for Respiratory Care | American Counseling Association | American Institute of Constructors |
| American Association for Vocational Instructional Materials | American Culinary Federation | American Institute of Engineers |
| | American Dental Assistants Association | American Institute of Floral Designers |
| | American Design Drafting Association | American Institute of Professional Bookkeepers |
| | American Education Finance Association | American Insurance Association |
| | | American Jail Association |
| | | American Library Association |
| | | 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 Physiological Society
American Planning Association
American Probation and Parole Association
American Prosthodontic Society
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 Education
American Society for Engineering Management
American Society for Microbiology
American Society for Quality
American Society for Training and Development
American Society of Agronomy
American Society of Association Executives
American Society of Certified Engineering Technicians
American Society of Interior Designers
American Society of Law Enforcement Trainers
American Society of Professional Estimators
American Society of Radiologic Technologists
American Society of Sanitary Engineering
American Society of Travel Agents
American Sociological 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 Library and Information Science Education
Association for Library Collections and Technical Services
Association for Professionals in Infection Control and Epidemiology
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 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 the Wall and Ceiling Industry
Association of Women in the Metal Industries
Association of Women Soil Scientists
Automotive Maintenance and Repair Association
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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
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
Graphic Arts Technical Foundation & Affiliates
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

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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
Kitchen Cabinet Manufacturers Association

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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 Emergency Medical Technicians
National Association of Environmental Professionals
National Association of Executive Secretaries and Administrative Assistants
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 Weldors 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 Cosmetology 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 Literacy
National Institute for Metalworking Skills
National Jewelers Association
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
National Wheel and Rim 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
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

Mailing to POC with Questionnaire Packets for Selected Employees

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

RTI Letter to POC to Accompany Questionnaires



[CURRENT 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.

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

We sincerely appreciate your company's support of this important 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 toll free at 1-877-233-7348, ext. [BL EXTENSION], any time I can be of assistance.

Sincerely,

[NAME OF BL]
Business Liaison

Enclosure

Example POC Memo to Employees

Company Letterhead

MEMORANDUM

DATE:

TO: [SELECTED EMPLOYEE]

FROM: [POINT OF CONTACT]

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

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

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

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

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

Selected Employee Package

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

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

[LETTER FROM RTI TO EMPLOYEE TO ACCOMPANY QUESTIONNAIRE (WITH \$10)]

[DATE]

Dear Madam or Sir,

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

Your company has agreed to participate in the O*NET Data Collection Program. One of your co-workers, [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 enclosed stamped envelope. It should only take about 30 minutes to complete. We also ask that you do this on your own time, not company time. We have enclosed \$10, which is yours to keep as an expression of our appreciation for your time.

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

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

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

Sincerely,

[electronic signature]
Michael F. Weeks
O*NET Project Director

Enclosure

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

[LETTER FROM RTI TO EMPLOYEE TO ACCOMPANY QUESTIONNAIRE (WITHOUT \$10)]

[DATE]

Dear Madam or Sir,

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

Your company has agreed to participate in the O*NET Data Collection Program. One of your co-workers, [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 enclosed stamped envelope. It should only take about 30 minutes to complete. We also ask that you do this on your own time, not company time. We sincerely appreciate your taking the time to help us in this important effort.

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

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

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

Sincerely,

[electronic signature]
Michael F. Weeks
O*NET Project Director

Enclosure

Instructions for Completing the Web Version



Instructions for Completing the Web Version of the O*NET[®] Questionnaire

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

- Step 1.** Go to the web address <http://onet.rti.org>.
- Step 2.** Click on the Login link to gain access to the questionnaire.
- Step 3.** Enter your **Web site username** and **Web site password**. This information can be found in the upper-right corner 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 numbers.

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 4:30 PM Eastern Time. You can also email your technical questions to onethelp@rti.org.

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

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

Occupation Expert Method Materials

- Letter to Occupation Expert from U.S. Department of Labor
- RTI Letter to Occupation Expert to Accompany Questionnaire (with \$40 Incentive)
- RTI Letter to Occupation Expert to Accompany Questionnaire (without \$40 Incentive)
- Occupation Expert Method Who What & How Brochure
- Association Endorsement List
- Instructions for Completing Occupation Expert Web Version

**Letter to Occupation Expert from
U.S. Department Of Labor**



(DATE)

(OE NAME)
(ADDRESS)
(ADDRESS)
(ADDRESS)

Dear (OE NAME):

You recently received a phone call from RTI about an important program called the Occupational Information Network (O*NET[®]). As the caller explained, the U.S. Department of Labor is requesting your assistance with the O*NET program. The program serves employers, human resource professionals, job seekers, trainers, and labor market analysts nationwide who depend on occupational information to perform their daily work. Individuals who are exploring and planning careers also use O*NET information. We would like your help to keep this information current.

You have been identified as an occupation expert for the occupation of (occupation name). As a participating expert, you will be asked to complete O*NET questionnaires on the skills, knowledge areas, work activities, work context factors, and tasks common to the occupation; we also ask for some background information about you. To express our appreciation for your expert contribution to this effort, you will receive a payment of \$40 and a framed Certificate of Appreciation from the U.S. Department of Labor. These items will be included when we mail the questionnaires.

Your participation in this effort is voluntary, yet participation by you and other occupation experts is vital to the success of this important program. 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. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Pamela H. Frugoli".

Pamela Frugoli
O*NET/SKILL Assessment Team Lead
Office of Workforce Investment

**RTI Letter to Occupation Expert to Accompany
Questionnaire (with \$40 Incentive)**

OE RTI letter to accompany questionnaires - Version with \$40

(DATE)

(OE NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

Dear (OE NAME):

Thank you for agreeing to participate in the O*NET[®] Data Collection Program as an occupation expert for the occupation of [occupation name]. We greatly appreciate your contribution of expertise concerning this occupation. As we recently discussed on the telephone, enclosed you will find the O*NET questionnaires, a postage-paid return envelope, \$40 in cash, and a framed Certificate of Appreciation from the U.S.

Department of Labor. If you have access to the Internet, you may wish to complete the questionnaires online at <http://onet.rti.org>. In your questionnaire packet, you will find instructions for responding online.

Your responses will be kept confidential. The questionnaires have an identification number for mailing and tracking purposes only. Your responses will be combined with those of other experts in this occupation and will be reported in summary form only.

Participation by you and other occupation experts is invaluable to the accuracy and usefulness of information in the O*NET database, from which educators, business professionals, counselors, researchers, and career seekers benefit. **Please complete the questionnaires in the order indicated on the questionnaire cover**, in as many sittings as your schedule requires. If you have further questions about the O*NET program or the questionnaires, please contact me toll-free at 877-233-7348, ext. [BL extension].

Thank you for completing and returning the questionnaires at your earliest convenience.

Sincerely,

[BL Name]

Business Liaison

**RTI Letter to Occupation Expert to Accompany
Questionnaire (without \$40 Incentive)**

OE RTI letter to accompany questionnaires - Version without \$40

(DATE)

(OE NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

Dear (OE):

Thank you for agreeing to participate in the O*NET[®] Data Collection Program as an occupation expert for the occupation of [occupation name]. We greatly appreciate your contribution of expertise concerning this occupation. As we recently discussed on the telephone, enclosed you will find the O*NET questionnaires, a postage-paid return envelope, and a framed Certificate of Appreciation from the U.S. Department of Labor. If you have access to the Internet, you may wish to complete the questionnaires online at <http://onet.rti.org>. In your questionnaire packet, you will find instructions for responding online.

Your responses will be kept confidential. The questionnaires have an identification number for mailing and tracking purposes only. Your responses will be combined with those of other experts in this occupation and will be reported in summary form only.

Participation by you and other occupation experts is invaluable to the accuracy and usefulness of information in the O*NET database, from which educators, business professionals, counselors, researchers, and career seekers benefit. **Please complete the questionnaires in the order indicated on the questionnaire cover**, in as many sittings as your schedule requires. If you have further questions about the O*NET program or the questionnaires, please contact me toll-free at 877-233-7348, ext. [BL extension].

Thank you for completing and returning the questionnaires at your earliest convenience.

Sincerely,

[BL Name]
Business Liaison

**Occupation Expert Method
Who What & How Brochure**



Your Participation in O*NET Involves Only Three Simple Steps

Step 1: Ensure all O*NET questionnaires on the packing list are enclosed within the box.

Review the materials in the box you receive to ensure all of the O*NET questionnaires are enclosed. The covers for the questionnaires are different colors and are labeled according to their content and the order in which they should be completed.

Step 2: Complete the O*NET questionnaires.

Please complete the O*NET questionnaires in the order indicated on the Post-it® on the cover of the questionnaires. In order to maximize the quality of the data, we have pre-assigned the order of the questionnaires. Please complete the questionnaires in that order. Work at your own pace, in as many sittings as your schedule requires. You may wish to complete the questionnaires online at <http://onet.rti.org>.

Step 3: Return the O*NET questionnaires in the enclosed postage-paid return envelope.

After completing the O*NET questionnaires, please return them in the postage-paid return envelope. Before sealing the envelope, please review the checklist located on the back of the return envelope.

O*NET Data Collection Program: Who, What & How An Introduction to the Occupational Information Network

How will I personally benefit?

As our way of saying thanks for completing and returning the O*NET questionnaires, we will send you \$40 in cash and a framed Certificate of Appreciation from the U.S. Department of Labor (If you wish, you may decline the gifts). These items will arrive in a package with the O*NET questionnaires. In addition, you will benefit from the improvement in the O*NET database. Millions of people nationwide will better understand the occupation with the up-to-date, accurate information that you provide.

Who can I call if I have questions?

You can call toll-free: 1-877-233-7348, ext. 100, and Rob Stupar, O*NET Operations Center Manager, will assist you.

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

Yes. General information on many O*NET programs and resources can be found at the O*NET Resource Center website: <http://www.onetcenter.org>.

Will the information that I provide be kept confidential?

Absolutely! No identifying information about you will be published or released in any form to anyone outside the research team. We do not use names in our results. Your data will be combined with data from other occupation experts in order to develop a more complete and comprehensive database.

Am I required by law to participate?

Your participation is voluntary. However, you are a critical link in this data collection program. This is an opportunity to provide direct input to the United States Department of Labor by providing occupational information.

Are you selling me something?

Absolutely NOT! This is not a market study and we are not selling anything. 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 (<http://online.onetcenter.org>).

What is O*NET[®]?

The O*NET[®] acronym stands for “Occupational Information Network.” It is an automated database that replaces the Dictionary of Occupational Titles (DOT) as the nation’s primary source of occupational information. O*NET information 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 is primarily collected from employees working within selected organizations. Occupation experts are providing information for some occupations. The collection of this information is designed to provide data that are valid, reliable, and current. The O*NET Data Collection Program is a critical step in the full development of O*NET.

Who is funding this program?

The United States Department of Labor (DOL) funds the O*NET Data Collection Program. You may verify this information by checking the DOL website: <http://www.doleta.gov/programs/onet>.

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 International is an independent, not-for-profit research organization located in Research Triangle Park, NC. RTI is affiliated with Duke University, the University of North Carolina at Chapel Hill, and North Carolina State University.

What is an occupation expert?

An occupation expert is a person who has several years of experience and training in an occupation. He or she has the expert knowledge required to respond to questions about the skills, knowledge and activities required for work in the occupation.

How did you get my name?

Occupation experts are identified by contacting professional associations and educational institutions related to the occupation.

Why should I participate?

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

What are you asking me to do?

The “Three Simple Steps” on the last page of this brochure summarizes your participation. Briefly, we will ask you to carefully complete several questionnaires in a certain order and return them to RTI in the postage-paid return envelope provided. If you have access to the Internet, you may wish to complete the questionnaires on our Web site. In your questionnaire packet, we will enclose instructions for responding online.

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.

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 occupation information, specifying job characteristics and worker skills and abilities.

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

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

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Academy of Criminal Justice Sciences
Accrediting Council for Continuing
Education and Training
African American Women's Clergy
Association
Air Conditioning Contractors of America
Aircraft Electronics Association
Allied Pilots Association
American Academy of Actuaries
American Academy of Environmental
Engineers
American Academy of Orthotists and
Prosthetists
American Academy of Physical Medicine
and Rehabilitation
American Academy of Physician
Assistants
American Apparel and Footwear
Association
American Association for Active Lifestyles
and Fitness
American Association for Adult and
Continuing Education
American Association for Health
Education
American Association for Homecare
American Association for Leisure and
Recreation
American Association for Marriage and
Family Therapy
American Association for Medical
Transcription
American Association for Respiratory
Care
American Association for Vocational
Instructional Materials

American Association of Colleges of
Pharmacy
American Association of Community
Colleges
American Association of Cosmetology
Schools
American Association of Early Childhood
Educators
American Association of Engineering
Societies
American Association of Motor Vehicle
Administrators
American Association of Museums
American Association of Psychiatric
Technicians
American Association of State Colleges
and Universities
American Association of Zoo Keepers
American Bar Association
American Business Conference
American Chemical Society
American College of Cardiology
American Composites Manufacturers
Association
American Congress on Surveying and
Mapping
American Correctional Association
American Council for Construction
Education
American Council of Life Insurers
American Counseling Association
American Culinary Federation
American Dental Assistants Association
American Design Drafting Association
American Education Finance Association

American Electronics Association
American Federation for Medical
Research
American Federation of Home Health
Agencies
American Federation of School
Administrators
American Federation of Teachers
American Financial Services Association
American Fisheries Society
American Forest & Paper Association
American Foundry Society
American Geological Institute
American Health Information
Management Association
American Historical Association
American Home Furnishings Alliance
American Hotel and Lodging Association
American Industrial Hygiene Association
American Institute for Conservation of
Historic and Artistic Works
American Institute of Aeronautics and
Astronautics
American Institute of Building Design
American Institute of Chemists
American Institute of Constructors
American Institute of Engineers
American Institute of Floral Designers
American Institute of Professional
Bookkeepers
American Insurance Association
American Jail Association
American Library Association
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 Physiological Society
American Planning Association
American Probation and Parole Association
American Prosthodontic Society
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 Education
American Society for Engineering Management
American Society for Microbiology
American Society for Quality
American Society for Training and Development
American Society of Agronomy
American Society of Association Executives
American Society of Certified Engineering Technicians
American Society of Interior Designers
American Society of Law Enforcement Trainers
American Society of Professional Estimators
American Society of Radiologic Technologists
American Society of Sanitary Engineering
American Society of Travel Agents
American Sociological 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 Library and Information Science Education
Association for Library Collections and Technical Services
Association for Professionals in Infection Control and Epidemiology
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 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 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
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
Graphic Arts Technical Foundation &
Affiliates
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

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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
Kitchen Cabinet Manufacturers
Association

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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 Emergency
Medical Technicians
National Association of Environmental
Professionals
National Association of Executive
Secretaries and Administrative
Assistants
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 Weldors 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 Cosmetology 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 Literacy
National Institute for Metalworking Skills
National Jewelers Association
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
National Wheel and Rim Association Network and System Professionals Association
Network Professional Association
New York Academy of Sciences

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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
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

**Instructions for Completing Occupation Expert
Web Version**



Instructions for Completing O*NET[®] Occupation Expert Questionnaires OnLine

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

- Step 1.** Go to the Web address <http://onet.rti.org>.
- Step 2.** Click on the Login link to gain access to the questionnaires.
- Step 3.** Enter your **Username** and **Password**. This information can be found in the upper-right corner of the front cover of any one of the questionnaire booklets that you received.
- Step 4.** Click on **OK**. Once you are logged in, you will receive further instructions on completing the questionnaires.

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

If you have any problems accessing the Web site, please call 1-877-233-7348, 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 other questions about the survey, please call Mr. Chris Ellis at RTI toll free at 1-800-334-8571 from Monday through Friday between 8:30 AM and 5:00 PM Eastern Time. If you prefer, you can email him at ellis@rti.org.

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