
Appendix E: Occupation Expert Informational Materials

Occupation Expert Method Materials

- Lead Letter Mailing to Occupation Expert
- Occupation Expert Certificate of Appreciation Package
- Information Questionnaire Package to Occupation Expert
- Electronic Information Questionnaire Packet to Occupation Expert
- Thank You / Reminder Postcard to Occupation Expert
- Replacement Questionnaire Package to Occupation Expert
- Occupation Expert Avoider Letters

Lead Letter Mailing to Occupation Expert

- Lead Letter Envelope
- Lead Letter

Lead Letter Envelope



3040 Cornwallis Road • PO Box 12194
Research Triangle Park, NC 27709-2194

TO BE OPENED BY ADDRESSEE ONLY

Lead Letter

«SENDDATE»

«NAME»

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«ADDRESS4»

«CITY», «STATE» «ZIP»

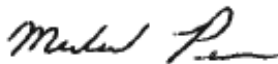
Dear «NAME»:

I'm writing to let you know that a few days from now, you will receive a phone call from Research Triangle Institute about an important program called the Occupational Information Network (O*NET[®]). We will be contacting you because «SOURCE» as an expert for the occupation of «OCCUPATION», and the U.S. Department of Labor is requesting your assistance to update information on this occupation in the O*NET database (<https://www.onetonline.org>).

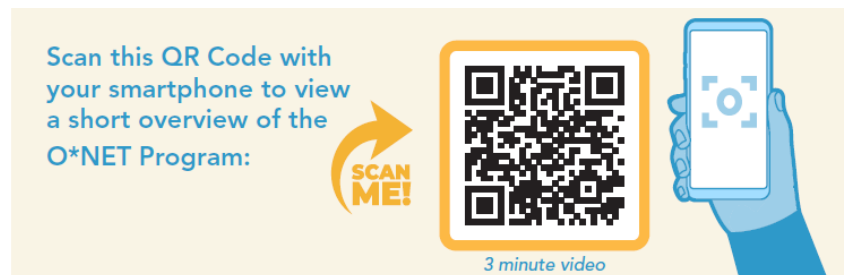
The O*NET program serves employers, human resource professionals, job seekers, trainers, and labor market analysts nationwide who depend on occupational information to perform their daily work. Individuals exploring and planning careers also use O*NET information. We need input from experts like you to keep this information current. If you would like more information about the O*NET program, please visit the U.S. Department of Labor's website at <https://www.dol.gov/agencies/eta/onet>.

A member of the RTI O*NET team located in Raleigh, North Carolina 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,



Michael Penne
O*NET Project Director



Occupation Expert Certificate of Appreciation Package

- Certificate of Appreciation
- RTI Letter for Occupation Expert Certificate of Appreciation

Certificate of Appreciation

U.S. Department of Labor

Certificate of Appreciation

Presented to

*This Certificate of Appreciation is in recognition of your personal and significant contribution to the National Occupational Information Network (O*NET) Data Collection Program, our Nation's primary source of occupational information.*





**RTI Letter for Occupation Expert Certificate of
Appreciation**



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org

(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]. We greatly appreciate your contribution of expertise concerning this occupation. As we recently discussed on the telephone, enclosed you will find a framed Certificate of Appreciation from the U.S. Department of Labor, along with instructions on how to complete the questionnaires online.

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. It should take you approximately 90 minutes to complete all five questionnaires. 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 the questionnaires at your earliest convenience.

Sincerely,

[BL Name]
Business Liaison

Information Questionnaire Package to Occupation Expert

- Occupation Expert Department of Labor Information Package Letter (with \$40 incentive)
- Occupation Expert Department of Labor Information Package Letter (without \$40 incentive)
- Occupation Expert Questionnaire Sequence Post-Its
- Occupation Expert Domain Questionnaire Labels
- Occupation Expert What, Who, & How Brochure
- Instructions for Completing the Web Version of the O*NET Occupation Expert Questionnaire
- Certificate of Appreciation*
- Business Reply Mail Return Envelope**
- Occupation Expert Reply Envelope Post-It
- Association Endorsement List***
- Web Services Users Summary***
- RTI Letter to Occupation Expert to Accompany Questionnaires (with \$40 incentive)
- RTI Letter to Occupation Expert to Accompany Questionnaires (without \$40 incentive)

*Please refer to the “Certificate of Appreciation” to view this document.

**Please refer to the “Selected Employee Packet” for the Establishment Method to view this document.

***Please refer to the “Information Package Mailing to the Point of Contact” for the Establishment Method to view this document.

**Letter to Occupation Expert from
U.S. Department of Labor
(with \$40 Incentive)**



(DATE)

(OE NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

Dear (OE NAME):

You recently received a phone call from RTI International 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 are being asked to complete O*NET questionnaires on the 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, we have included a payment of \$40 and a framed Certificate of Appreciation from the U.S. Department of Labor. You can either complete the paper questionnaires and mail them back to RTI in the postage-paid envelope provided, or you may complete the questionnaires online using unique login credentials provided on each questionnaire cover.

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,

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

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



SCAN ME!

3 minute video

**Letter to Occupation Expert from
U.S. Department of Labor
(without \$40 Incentive)**



(DATE)

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

Dear (OE NAME):

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Sincerely,

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



Occupation Expert Questionnaire Sequence Post-Its

OE Questionnaire Sequence Post-it Notes



Please Complete this
Questionnaire

FIRST

Prefer to complete the questionnaire online?

Log into onet.rti.org today!



Please Complete this
Questionnaire

SECOND

Prefer to complete the questionnaire online?

Log into onet.rti.org today!



Please Complete this
Questionnaire

THIRD

Prefer to complete the questionnaire online?

Log into onet.rti.org today!



Please Complete this
Questionnaire

FOURTH

Prefer to complete the questionnaire online?

Log into onet.rti.org today!



Please Complete this
Questionnaire

FIFTH

Prefer to complete the questionnaire online?

Log into onet.rti.org today!

Occupation Expert Domain Questionnaire Labels



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=0
Neurodiagnostic Technologists
Questionnaire ID=0245993A



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=2
Neurodiagnostic Technologists
Questionnaire ID=0245993B



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=3
Neurodiagnostic Technologists
Questionnaire ID=0245993D



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=1
Neurodiagnostic Technologists
Questionnaire ID=0245993E



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=5
Neurodiagnostic Technologists
Questionnaire ID=0245993F



Username: 0245993 Password: mercy7826

O=172310 S=24599 B=26956 Seq=6
Neurodiagnostic Technologists
Questionnaire ID=0245993G



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



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

An Introduction to the Occupational Information Network

Occupation Expert



What

What is O*NET?

The O*NET acronym stands for "Occupational Information Network." It is the nation's primary source of occupational information. O*NET is available as a timely, easy-to-use database designed to help millions of employers, workers, educators, and students make informed decisions about education, training, career choices, and work.

What is the O*NET Data Collection Program?

The O*NET Data Collection Program is an ongoing effort to develop and maintain this unique database on the detailed characteristics of workers and occupations. The information about an occupation is primarily collected from employees working within the occupation. Occupation experts are providing information for some occupations. The collection of this information is designed to provide data that are valid, reliable, and current.

Who

Who is funding this program?

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

Who is conducting the O*NET Data Collection?

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

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 tasks, knowledge, and activities required for work in the occupation.

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



How

How did you get my name?

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

What kinds of questions will I be asked?

The questionnaires consist of objective questions about the activities, work context, training, and other aspects of work within an occupation. You can find a complete set of questionnaires on the O*NET Data Collection Program Web site at <https://onet.rti.org>.

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 summarize what your participation involves. 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 can complete the questionnaires online using the instructions provided.

How much time is this going to take?

It should take you approximately 90 minutes to complete the O*NET questionnaires.

Can I complete the questionnaires online?

Absolutely. Each of the paper questionnaires sent to you is also available via our secure Web site, <https://onet.rti.org>. As an identified occupation expert, you will be issued login credentials to allow you to access Web versions of the questionnaires. These unique credentials (username and password) are printed on the cover of each paper questionnaire for ease of reference.

Will the information that I provide be kept private?

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

Am I required by law to participate?

No, 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. This is an opportunity for you to provide direct input to the United States Department of Labor regarding occupational data that will be used to continuously update the Occupational Information Network. O*NET information is available at no cost by downloading the O*NET Database or by viewing the O*NET data using O*NET OnLine (<https://www.onetonline.org>).

How will I personally benefit?

As our way of saying thanks for completing the O*NET questionnaires, you will receive \$40 in cash and a framed Certificate of Appreciation from the U.S. Department of Labor. If you wish, you may decline either or both of these items. In addition, the information you provide will help ensure that the millions of Americans who access the O*NET database will see the most current, accurate, and comprehensive data available on your occupation.

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

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

Who will contact me?

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

Find out more at <https://onet.rti.org>.

Your Participation in O*NET Involves Only Three Simple Steps

Step 1

When you receive the package, make sure all O*NET questionnaires on the packing list are enclosed.

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

Step 2

Complete the O*NET questionnaires.

To maximize the quality of the data, we have pre-assigned the order of the questionnaires. Please complete the O*NET questionnaires in the order indicated on each questionnaire cover. Work at your own pace, in as many sittings as your schedule requires. You may wish to complete the questionnaires online at <https://onet.rti.org>. Your unique login credentials are printed in the upper right corner of each printed questionnaire cover.

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. If you choose to complete the questionnaires online, you do not need to return the hard-copy questionnaires.

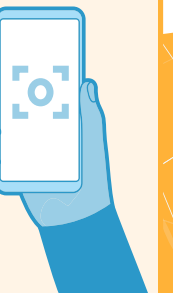
Find out more at <https://onet.rti.org>.

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



SCAN ME!

3 minute video



Occupation Expert Reply Envelope Post-It



Please ensure you have completed each of the five O*NET® questionnaires.

- Task Questionnaire
- Knowledge Questionnaire
- Work Activities Questionnaire
- Work Context Questionnaire
- Background Questionnaire

Place all of the questionnaires in this postage-paid return envelope and mail.

Thank you for completing the O*NET questionnaires!

**Instructions for Completing the Web
Version of the O*NET Occupation
Expert Questionnaire**



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

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

You can complete the questionnaires *online*, if you prefer.
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 above or 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 transactions.

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

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

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

O=000000 S=00000 B=00000

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



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org

(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]. 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 private to the extent permitted by law. 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. It should take you approximately 90 minutes to complete all five questionnaires. 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
Questionnaires (without \$40 Incentive)**



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org

(DATE)

(OE NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

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

Sincerely,

[BL Name]
Business Liaison

Electronic Information Questionnaire Package to Occupation Expert

- Occupation Expert Information Questionnaire Email
- U.S. Department of Labor Letter
- Instructions for Completing the Web Version of the O*NET Occupation Expert Questionnaire*
- Occupation Expert What, Who, & How Brochure
- Association Endorsement List**
- Web Services Users Summary**

*Please refer to the “Information Questionnaire Package” to view this document.

**Please refer to the “Information Package Mailing to the Point of Contact” for the Establishment Method to view this document.

Occupation Expert Information Questionnaire Email

To: Jane Thomas [jthomas@raleighpaper.com]
From: Derek Stone [dstone@onet.rti.org]
Subject: O*NET Occupation Expert Package for Jane Thomas

Attachments:



3081273703_USDOL3081273703_webins
_Letter.pdf



tr_Letter.pdf

Ms. Thomas:

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

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

Also attached is an instructions sheet with your unique login information to complete the online questionnaires. Within 1-2 business days, you will receive an email from RTI-eIncentives@rti.org with instructions on how to redeem your \$40 VISA gift code. The gift is yours, whether or not you choose to complete the questionnaires.

The links below will direct you to additional important information about the O*NET Program.

After reviewing this information or while completing your online questionnaires, please don't hesitate to contact me if you have any questions or concerns.

Best regards,

Derek Stone
919-865-3440 ext 100
dstone@rti.org

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

[Association Endorsements](#) – A list of leading national and industry associations that support and endorse O*NET.

U.S. Department of Labor Letter



(DATE)

(OE NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

Dear (OE NAME):

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Sincerely,

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

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

Occupation Expert What, Who, & How Brochure



Occupation Expert

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

An Introduction to the Occupational Information Network

What

What is O*NET?

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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 tasks, knowledge, and activities required for work in the occupation.

View a video overview of the O*NET Program here:
[O*NET Program Overview](#).

How

How did you get my name?

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

What kinds of questions will I be asked?

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

Who will contact me?

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

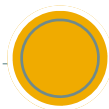
Find out more at <https://onet.rti.org>.

**Thank You / Reminder Postcard
for Occupation Expert**

O*NET Data
Collection
Program

Research Triangle
Institute
P.O. Box 12194
Research Triangle
Park
NC 27709-1294





Dear Occupation Expert:

We recently mailed you an O*NET questionnaire package. If you have completed and returned the questionnaires, please accept our sincere thanks. As one of a small group of experts selected to respond for the occupation asked about in the questionnaires, your answers are critical to keeping the occupational information accurate and current in the O*NET database.

There is not much time left in the data collection schedule, so if you have not yet completed and returned the questionnaires, please do so as soon as possible. You may find it convenient to complete the questionnaires online; if so, please refer to any of the questionnaire covers for your unique login credentials, and then visit <https://onet.rti.org> to participate.

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

Sincerely,

Michael Penne
O*NET Project Director



Replacement Questionnaire Mailing to Occupation Expert

- RTI Letter to Occupation Expert to Accompany Replacement Questionnaires
- Occupation Expert Questionnaire Sequence Post-Its*
- Occupation Expert Method What, Who, & How Brochure*
- Instructions for Completing the Web Version of the O*NET Occupation Expert Questionnaire*
- Business Reply Mail Return Envelope**

*Please refer to the "Information Questionnaire Package to Occupation Expert" for the Occupation Expert Method to view this document.

** Please refer to the "Selected Employee Packet" for the Establishment Method to view this document.

**RTI Letter to Occupation Expert to Accompany
Replacement Questionnaires**



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org

(DATE)

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

Dear (OE):

As we recently discussed on the telephone, enclosed are the replacement questionnaires you requested for participation in the O*NET® Data Collection Program. **Please complete the questionnaires in the order indicated on the questionnaire cover**, in as many sittings as your schedule requires. You will also find a postage-paid return envelope for their return. 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.

Please accept our sincere thanks for your valued input concerning the work of (occupation). Your participation as an occupation expert helps to ensure the success of this important program. 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 Avoider Letters

- RTI Avoider Letter to Occupation Expert for Screening
- U.S. Department of Labor Avoider Letter to Occupation Expert for Recruiting
- U.S. Department of Labor Avoider Letter to Occupation Expert for Follow-up

**RTI Avider Letter to Occupation Expert
for Screening**



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org

[DATE]

[OE NAME]
[OE ADDRESS]
[OE ADDRESS]

Dear [OE NAME]:

RTI, a non-profit research organization, is assisting the United States Department of Labor in an initiative to build and maintain an occupational database known as the Occupational Information Network (O*NET®). The O*NET program represents a vital component of the Department of Labor's effort to develop job-related information that workers can use to prepare themselves for success in the workplace.

You have been selected to participate in this important program. Over the past several weeks, I have telephoned you several times but have been unsuccessful in reaching you. I only need to ask you a few short questions to determine your eligibility to participate as an occupational expert on the work of [OCCUPATION NAME]. This call should take only about 5 minutes of your time.

There is not much time left in the data collection schedule, so it is important that I talk with you as soon as possible. I would greatly appreciate your calling me within the next few days, toll-free, at 877-233-7348 ext. [BL extension]. You may call anytime between 9 a.m. and 5 p.m., Eastern time, Monday through Friday.

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

Sincerely,

[BL NAME]

O*NET Business Liaison

**U.S. Department of Labor AVOIDER Letter
to Occupation Expert for Recruiting**



[DATE]

[OE NAME]

[OE ADDRESS]

[OE ADDRESS]

Dear [OE NAME]

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

You have been selected to participate in the O*NET Data Collection Program as an occupational expert on the work of [OCCUPATION NAME]. Since our initial conversation, we have tried several times, although unsuccessfully, to follow up by phone. The purpose of our call is to verify that you received the package and to talk with you about your voluntary participation in this very important program.

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

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

Thank you very much for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Pamela L. Frugoli".

Pamela L. Frugoli
O*NET/CareerOneStop/Competency Model Team Lead
Office of Workforce Investment
Reference number 000000

**U.S. Department of Labor Avoider Letter
to Occupation Expert for Follow-up**



[DATE]

[OE NAME]
[OE ADDRESS]
[OE ADDRESS]

Dear [OE NAME]:

Thank you for your assistance with the Occupational Information Network (O*NET®) Data Collection Program. The information you provide about the occupation of [OCCUPATION NAME] will guide workers interested in learning about those skills that are important for success within this occupation.

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

It is very important that we speak with you within the next few days to learn the status of your questionnaires. The deadline for this phase of the data collection program is near.

Please call [BL NAME], toll-free at 1-877-233-7348 ext. [BL Extension] at your earliest convenience. You may call anytime between 9 a.m. and 5 p.m., Eastern time, Monday through Friday. The call should take only a few minutes of your time.

Thanks again for your continued assistance with this important program.

Sincerely,

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

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

Reference number 000000

