Appendix E: Informational Material List of Changes

List of Changes to Materials Included in the 2021 OMB Submission

Item	Previous Wording	Current Wording
Data Collection Method: Establishment		
Letter from the U.S. Department of Labor in the Information Package (Print)	Pamela L. Frugoli signature ~~This package includes two folders~~. The contents of the ~~white folder~~ explain your participation in this important project. ~~The blue folder contains tahe O*NET Toolkit for Business, a valuable aid for you and your organization and a token of our appreciation for your participation.~~	Kimberly Vitelli signature The contents of this package explain your participation in this important project. {Discontinuing the hard copy Toolkit. This is to reduce the overall volume of information and material that is provided to recipients.} {Inserting a QR code in the bottom right directing the reader to a video overview of the O*NET Data Collection Program. The QR code will direct to: https://www.onetcenter.org/programvideos.html.}
Letter from the U.S. Department of Labor in the Information Package (Electronic)	The email you received included links to information about your participation in this important project ~~as well as the O*NET Toolkit for Business, a valuable aid for you and your organization and a token of our appreciation for your participation~~.	The email you received included links to information about your participation in this important project. {Removing hyperlinks to the electronic version of the Toolkit from emails. This is to reduce the overall volume of information and material that is provided to recipients.}
Questionnaire Letter from RTI – signed by M. Penne (Employee Print)		{Inserted a QR code in the bottom right directing the reader to a video overview of the O*NET Data Collection Program. The QR code will direct to: https://www.onetcenter.org/programvideos.html.}
Program Information Email	The links below will direct you to additional important information about the O*NET Program~~, as well as the O*NET Toolkit for Business, in the hope that it will become a valuable aid to you and your organization. This is a free resource from the U.S. Department of Labor~~.	The links below will direct you to additional important information about the O*NET Program. {Removal of links to the O*NET Brochure, the O*NET Toolkit for Business, and the Ways We Say 'Thank You' Incentives Brochure as these items and hard copy materials are all being removed to reduce volume of material.} {Inserting a link to https://www.onetcenter.org/programvideos.html in the email body. "You can also find a video overview of the O*NET program here."}

Item	Previous Wording	Current Wording
Email Invitation to Employee	Subject Line: United States Department of Labor Request for [occupation]	Subject Line: The U. S. Department of Labor is researching jobs in your industry. Please tell us about your work at [organization]. {Inserted a new animated GIF header at the top with multiple scrolling images} {Graphic and wording changes throughout along with layout updates}
POC What, Who, & How Brochure (Print)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. The FAQ response changes for the text below are related to offering mail as the primary delivery method (due to higher response rates) and removal of the hardcopy Toolkit for Business to reduce volume of materials: "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 first ask you to assist in selecting a few employees in certain occupations in your organization. Then, we will provide you with questionnaires to distribute to the selected employees. Finally, we will ask you to help us by following up with the employees who have not responded after a few weeks. This may include and distributing replacement paper questionnaires to them. or reminding them via email. "How will I personally benefit?" As our way of saying thanks, the person in each organization who serves as our point of contact will receive a framed Certificate of Appreciation from the U. S. Department of Labor and a special resource — the O*NET Toolkit for Business — that will be sent to you later, after we mail the questionnaires. 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	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. {Inserted QR code directing the reader to a video overview of the O*NET Data Collection Program in two places: (1) at the bottom of the "3 simple steps" on the back cover and (2) beneath the two responses on the "Who" page. The QR code will direct to: https://www.onetcenter.org/programvideos.html.} "What are you asking me to do?" The three simple steps on the back cover of this brochure summarize what your participation involves. Briefly, we will first ask you to assist in selecting a few employees in certain occupations in your organization. Then, we will mail you questionnaire packets to distribute to the selected employees. Finally, we will ask you to help us by following up with the employees who have not responded after a few weeks and distributing replacement questionnaires to them. "How will I personally benefit?" As our way of saying thanks, the person in each organization who serves as our point of contact will receive a framed Certificate of Appreciation from the U. S. Department of Labor. 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. "How will my organization benefit?" To express our appreciation for participating, we offer your establishment the O*NET Toolkit for Business. This Toolkit is designed to help you use the O*NET database to simplify tasks such as writing job descriptions and planning for future human resource needs. You can access the

Item	Previous Wording	Current Wording
	available. "How will my organization benefit?" To express our appreciation for participating, we offer your establishment the O*NET Toolkit for Business. This Toolkit is designed to help you use the O*NET database to simplify tasks such as writing job descriptions and planning for future human resource needs. Additionally, every organization benefits from the updated national O*NET database that will be the product of the occupational information your organization provides. "How will the sampled employees benefit?" As our way of saying thanks for completing the O*NET questionnaire, ~~we will attach $10 in cash to each employee's questionnaire~~. Step 2 of the "Three Simple Steps" Once the employees have been selected, ~~you may opt to receive questionnaires via email or mail shipment~~ we will mail questionnaire packets to you for distribution to them."	Toolkit for Business at https://www.onetcenter.org/action.html. Additionally, every organization benefits from the updated national O*NET database that will be the product of the occupational information your organization provides. "How will the sampled employees benefit?" As our way of saying thanks for completing the O*NET questionnaire, we will attach $10 in cash to each employee's questionnaire. Step 2 of the "Three Simple Steps" on the back cover Once the employees have been selected, we will mail questionnaire packets to you for distribution to them."
POC What, Who, & How FAQ Brochure (Electronic)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. The same five (5) FAQ response changes detailed above for the print version are also being changed in the electronic version for the same reasons, with one exception in which the wording change is slightly different based upon the format and layout: "What are you asking me to do?" The three simple steps on the ~~last~~ page of this ~~brochure~~ summarize what your participation involves.	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. "What are you asking me to do?" The three simple steps on the first page of this document summarize what your participation involves. {Inserting an active hyperlink directing the reader to a video overview of the O*NET Data Collection Program at the bottom of the "3 simple steps" on the first page: "View a video overview of the O*NET program here: O*NET Program Overview "} {The positions of the first two panels are being switched, so that the intro/cover is first and the Three Simple Steps is second.}

Item	Previous Wording	Current Wording
Employee What, Who, & How FAQ Brochure (Print)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. ~~Research Triangle Institute (RTI)~~ is working with the United States Department of Labor (DOL) to collect these data.	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. RTI International is working with the United States Department of Labor (DOL) to collect these data. {Inserted a QR code directing the reader to a video overview of the O*NET Data Collection Program beneath the two responses on the "Who" page. The QR code will direct to: https://www.onetcenter.org/programvideos.html. }
Employee What, Who, & How FAQ Brochure (Electronic)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. The FAQ response changes for the text below are related the recipient having only the option to complete online and not receiving a paper questionnaire (as decided by the establishment point-of-contact): "What are you asking me to do?" We are asking you to complete the online questionnaire at https://onet.rti.org using the unique login credentials in the email you received. ~~If you received a paper copy of the questionnaire, your unique log in credentials are printed in the upper right corner of the questionnaire cover.~~ "How will I personally benefit?" As our way of saying thanks, we will provide you with a $10 token of appreciation. ~~This was included in the~~ email invitation you received. ~~or in the paper questionnaire packet you were given~~	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. {Inserted an active hyperlink directing the reader to a video overview of the O*NET Data Collection Program beneath the two responses on the "Who" page: "View a video overview of the O*NET program here: O*NET Program Overview ")."} "What are you asking me to do?" We are asking you to complete the online questionnaire at https://onet.rti.org using the unique login credentials in the email you received. "How will I personally benefit?" As our way of saying thanks, we will provide you with a $10 token of appreciation. You may redeem this by following the instructions in the email invitation you received. {Removed first and last panel, making it 6 panels now and easier to read.}
Toolkit for Business (Print & Electronic)		{Discontinuing this hard copy item as well as removing hyperlinks to the electronic version from emails. This is to reduce the overall volume of information and material that is provided to recipients. Adding a link to the online version into the hard copy and electronic FAQ brochures.} Online version: Toolkit for Business

Item	Previous Wording	Current Wording
"Ways We Say Thank You" Incentives Brochure (Print & Electronic)		{Discontinuing this hard copy item as well as removing hyperlinks to the electronic version from emails. This is to reduce the overall volume of information and material provided to recipients} Electronic version: Thank You Brochure
Data Collection Method: OE		
Letter from the U.S. Department of Labor in the Information Package – signed by P. Frugoli (Print)	As discussed on your call, it is important that we continue this effort amidst COVID-19.	{Removed text related to COVID-19} {Inserted a QR code in the bottom right directing the reader to a video overview of the O*NET Data Collection Program. The QR code will direct to: https://www.onetcenter.org/programvideos.html.}
Letter from the U.S. Department of Labor in the Information Package – signed by P. Frugoli (Electronic)	As discussed on your call, it is important that we continue this effort amidst COVID-19.	{Removed text related to COVID-19}
RTI Lead Letter – signed by M. Penne		{Inserted a QR code in the bottom right directing the reader to a video overview of the O*NET Data Collection Program. The QR code will direct to: https://www.onetcenter.org/programvideos.html.}
What, Who, & How FAQ Brochure (Print)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. Research Triangle Institute (RTI) is working with the United States Department of Labor (DOL) to collect these data. Step 1 of the "Three Simple Steps" The covers for the questionnaires are different colors and are labeled according to their content and the order in which they should be completed. "(If you wish, you may decline either or both of these items.)"	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. RTI International is working with the United States Department of Labor (DOL) to collect these data. Step 1 of the "Three Simple Steps" The covers for the questionnaires are labeled according to their content and the order in which they should be completed. "If you wish, you may decline either or both of these items." {Inserted a QR code directing the reader to a video overview of the O*NET Data Collection Program in two places: (1) at the bottom of the "3 simple steps" on the last page and (2) beneath the two responses on the "Who" page. The QR code will direct to: https://www.onetcenter.org/programvideos.html.}

Item	Previous Wording	Current Wording
What, Who, & How FAQ Brochure (Electronic)	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet. Research Triangle Institute (RTI) is working with the United States Department of Labor (DOL) to collect these data. "How will I personally benefit?" As our way of saying thanks for completing the O*NET questionnaires, you will receive a $40 ~~online gift code redemption~~. ~~(~~If you wish, you may decline this item.~~)~~	You can verify this information by checking the DOL Web site: https://www.dol.gov/agencies/eta/onet/data-collection. RTI International is working with the United States Department of Labor (DOL) to collect these data. "How will I personally benefit?" As our way of saying thanks for completing the O*NET questionnaires, you will receive a $40 digital gift card and a Certificate of Appreciation from the U.S. Department of Labor. If you wish, you may decline either or both of these items. {Inserted an active hyperlink directing the reader to a video overview of the O*NET Data Collection Program beneath the two responses on the "Who" page: "View a video overview of the O*NET program here: O*NET Program Overview."} Removed first and last panel, making it 6 panels now and easier to read.
Program Information & Instructions Email		{Inserted a link to https://www.onetcenter.org/programvideos.html in the email body. "You can also find a video overview of the O*NET program here."} {Removal of link to the O*NET Brochure to reduce volume of material.}
Data Collection Method: All		
Web Services Users Summary		{A newly added single page item (front-and-back) that lists national, local, and worldwide customers who use and rely on O*NET information, applications, and tools to serve the needs of their customers.}
Association Endorsement List		{Updated to reflect most recent association support and condensed to a single page (front-and-back).}
O*NET Brochure (Print & Electronic)		{Discontinuing this hard copy item as well as removing hyperlinks to the electronic version from emails. This is to reduce the overall volume of information and material that is provided to recipients.} Electronic version: O*NET Brochure