

Checklist for Administration of Employer Survey

Pre-Survey Activity

1. Sub-grantee notifies qualified employer at time of placement that survey will be coming. See *Alerting Employers to Survey*. Employer is selected only if it is not also a host agency and if the sub-grantee has had substantial communication with the employer in connection with the placement. Employer is surveyed only once each year. Self-employed participants do not receive the employer survey.
2. Grantee receives surveys, pre-printed reply envelopes, and blank mailing envelopes from COG's vendor. Each survey has a pre-printed number and a bar code. Surveys are in numerical sequence for each grantee. Grantees should receive materials between August 19 and 24, 2004.
3. Grantee immediately sends sub-grantees a supply of surveys in numerical sequence, pre-printed reply envelopes, and blank mailing envelopes.

Activity for First Survey

1. For each qualified employer, sub-grantee generates cover letter to employer contact person using standard text. See *Letter for Unsubsidized Employers*. Letter is printed on sub-grantee's letterhead and signed in blue ink by the individual who made the placement and will conduct the 30-day follow-up.
2. Sub-grantee affixes contact person's address to mailing envelope and puts sub-grantee's return address in upper left corner.
3. Sub-grantee takes next survey in numerical order and enters survey number into database (field 23).
4. Sub-grantee assembles survey packet -- cover letter, survey, return envelope (with \$0.37 postage stamp affixed) -- and delivers it to employer contact in person at time of 30-day follow-up (Follow-up 1). Mail (with \$0.60 postage stamp affixed) is permitted but strongly discouraged.
5. Sub-grantee enters date of delivering packet into database (field 23) and checks "yes" in field 26e of database.
6. Sub-grantee enters survey number and other necessary information into Excel spreadsheet tracking form to facilitate tracking of survey response. See *Employer Survey Tracking Form*.
7. Sub-grantee sends copy of tracking form to grantee to notify it that survey has been delivered.
8. Vendor notifies sub-grantee weekly of all surveys completed. Sub-grantee monitors vendor e-mail for 2 full weeks after delivery of first survey, i.e., two weeks after the week in which the survey is delivered, and checks numbers of completed surveys against tracking form.
9. If survey received, sub-grantee updates tracking form and database (field 26f).

Activity for Second Survey

1. If survey not received, sub-grantee calls employer contact and says that it will send another copy of survey. See *Talking Points for Informing Employers of Second (or Third) Survey*.
2. Sub-grantee generates follow-up cover letter using same procedures as for first cover letter. See *Follow-up Letter to Unsubsidized Employers for Second (or Third) Survey*.
3. Sub-grantee enters new preprinted survey number into database (field 24).
4. Sub-grantee assembles another survey packet (follow-up cover letter, survey, stamped return envelope) and mails to employer contact.
5. Sub-grantee enters date of mailing into database (field 24).
6. Sub-grantee updates tracking form with survey number and other necessary information.
7. Sub-grantee sends tracking form to grantee to notify it that second survey has been delivered.
8. Vendor notifies sub-grantee weekly of all surveys completed. Sub-grantee monitors vendor e-mail for 2 weeks after mailing of second survey and checks numbers of completed surveys against tracking form.
9. If survey received, sub-grantee updates tracking form and database (field 26f).

Activity for Third Survey

1. If survey not received, sub-grantee calls grantee for instructions regarding third survey.
2. If third survey required, sub-grantee repeats steps 1-7 of Activity for Second Survey.
3. Sub-grantee monitors vendor e-mail for four (4) weeks after mailing of third survey. Sub-grantee updates database (field 26f) and tracking form to indicate whether or not survey was completed.