

## Appendix D

### Employer Survey Questionnaires





Establishment information:

4-digit SIC code and industry description

Establishment Name

Address

Telephone

Number of employees

Basic Pilot system  Original  Integrated

Contact person:

Name

Title

Time at position

Please make corrections to the information on the label above.

The 1996 Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) (P.L. 104-208) that mandated the evaluation of pilot employment verification programs authorizes collection of data for this study. In signing the MOU agreeing to participate in the Basic Pilot program, you also agreed to participate in this mandated program evaluation. All information collected in this evaluation will be treated as confidential by the study contractors (Temple University and Westat). They will use the information solely for statistical purposes and will not release information in a form that would permit the respondent to be identified. Information you provide will not be used by INS or other organizations for enforcement purposes. If you have any questions about this study, please contact \_\_\_\_\_, Temple University, 1-800-xxx-xxxx or contact the INS Clearance Officer at \_\_\_\_\_.

DRAFT: ACTIVE PILOT

OMB No.:

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Approval Expires:

### **INSTRUCTIONS**

This questionnaire includes a number of questions about employment verification at your establishment. You may not be the person who is most knowledgeable about all aspects of the process. If there are others who are better able to answer some of these questions, we would appreciate your obtaining the necessary information from them and returning the entire package to us in the enclosed envelope.

Thank you for your help.

## A. Basic Pilot Program Participation

**A1. How did *this establishment* become interested in the Basic Employment Verification Pilot (Basic Pilot)?** [By 'this establishment' we mean the business location, branch or division specified at this address. ]

*[Please choose all that apply]*

- |  |   |
|--|---|
| 1 <input type="checkbox"/> INS materials or publications | 5 <input type="checkbox"/> Request from client to participate       |
| 2 <input type="checkbox"/> INS presentation              | 6 <input type="checkbox"/> From other employers                     |
| 3 <input type="checkbox"/> INS audit or visit            | 7 <input type="checkbox"/> Materials from company headquarters (HQ) |
| 4 <input type="checkbox"/> SSA newsletter                | 8 <input type="checkbox"/> Decision to participate from company HQ  |
| 9 <input type="checkbox"/> Other (specify) _____         |   |

**A2. What was the main reason this establishment agreed to participate in the Basic Pilot?**

*[Please choose only one main reason]*

- 1  To avoid INS audit, raid or fine  
2  To improve work eligibility screening  
3  To satisfy a client's request  
7  Other (specify) \_\_\_\_\_

**A3. What was the main reservation, or concern that this establishment had about participating in the Basic Pilot?**

*[Please choose only one main reason]*

- 1  Equipment or remodeling costs  
2  Staffing (e.g., new position, reassignment of employees)  
3  Reliability of SSA/INS databases  
4  Concerns about employee burden when employees need to contact INS or SSA  
5  Concerns about work interruptions when employees need to contact INS or SSA  
7  Other (specify) \_\_\_\_\_

## B. System Implementation

**B1. From the time this establishment first received materials needed to install the Basic Pilot system, how long was it before the system was installed?**

*[If this establishment has used both the original and the integrated system, please refer to the original BASIC system]*

**Was it...**

- 1  Less than one month → **SKIP TO QUESTION B3**
- 2  1-3 months
- 3  4-6 months
- 4  More than 6 months

**B2. During this period between receipt of the system and installation, did any of the following circumstances explain why installation was delayed?**

*[Please choose all that apply]*

- |  |   |
|--|---|
| 01 <input type="checkbox"/> No staff available to install system | 05 <input type="checkbox"/> Lacked the necessary equipment      |
| 02 <input type="checkbox"/> System required staff training       | 06 <input type="checkbox"/> Could not gain access to the system |
| 03 <input type="checkbox"/> Hired no new employees               | 07 <input type="checkbox"/> Could not reach INS system support  |
| 04 <input type="checkbox"/> Experienced technical difficulties   |   |
| 97 <input type="checkbox"/> Other (specify) _____                |   |

**B3. Which of the following methods have been used to train staff members to conduct employment verification with the Basic Pilot?**

*[Please choose all that apply]*

- 1  Self-instruction with the pilot procedures manual
- 2  Formal in-house training session
- 3  Computer tutorial provided with installation package
- 4  Formal training by INS and/or SSA personnel
- 5  Informal on-the-job training
- 7  Other (specify) \_\_\_\_\_

C. Basic Pilot Setup and Maintenance Costs

Setup Costs

C1. What direct costs did this establishment incur in setting up the Basic Pilot?

*[Please choose all that apply]*

- 1  Training
- 2  Computer hardware
- 3  Telephone hook-up
- 4  Filing cabinets or other office equipment
- 5  Remodeling or restructuring of the physical plant
- 7  Other (specify)

C2. Please provide an estimate of the total direct expenditures associated with setting-up the Basic Pilot.

\$□□,□□□.00

C3. Were the indirect costs associated with setting-up the Basic Pilot, such as reassignment of employees, additional recruitment, delayed production and so on...

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?

## Maintenance Costs

**C4. What are the annual direct costs incurred by this establishment to maintain the Basic Pilot?**

*[Please choose all that apply]*

- 1  Computer maintenance
- 2  Telephone fees
- 3  Training of replacement staff
- 4  Wages of the verification specialist(s)
- 5  Other (specify)

**C5. Please provide an estimate of the total annual direct expenditures associated with maintaining the Basic Pilot.**

\$,.00

**C6. Have the indirect costs associated with maintaining the Basic Pilot been...**

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?

## D. Employment Verification Procedures

**D1. During the last six months, for which employees did this establishment verify work authorizations?**

*[Please choose all that apply]*

- 1  Employees who work at this establishment
- 2  Employees who work at other establishments or branches of this firm
- 3  Employees who work at other companies

**D2. During the last six months, approximately how many of the work authorization verifications for this establishment were conducted by another establishment or firm?**

- 01  None
- 02  30 percent or less
- 03  31-60 percent
- 04  61 – 90 percent
- 05  Over 90 percent

**D3. During the past six months, approximately how many people were hired by this establishment?**

, employees verified

**D4. During the past six months, approximately how many employees were verified by this establishment?** [Include verifications done for employees of other establishments.]

, people hired

**IF NO EMPLOYEES VERIFIED, SKIP TO QUESTION D7**

**D5. Please provide your best estimate of the percentage of newly hired employees who have presented counterfeit documents (documents that have been altered or forged) during the past six months.**

*[Include new employees who quit prior to your entering information into the BASIC pilot system in your estimate.]*

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**D6. Please provide your best estimate of the percentage of newly hired employees who have presented 'real' documents that belong to another person during the past six months.**

*[Include new employees who quit prior to your entering information into the BASIC pilot system in your estimate.]*

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**D7. What forms of assistance does this establishment provide to employees during the employment verification process?**

*[Please choose all that apply]*

- 1  Staff available to answer questions and assist with the completion of I-9 Forms
- 2  Access to copiers, telephone, fax machines, etc.
- 3  Time off work to resolve work eligibility problems
- 7  Other (specify) \_\_\_\_\_

Never (1)	Sometimes (2)	Often (3)	Always (4)	N/A
<b>D8. How often do each of the following situations apply to this establishment's use of the Basic Pilot.</b>				
<i>[Please select 'N/A' if the situation has never arisen]</i>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D9. During the past six months, for employees who received a tentative non-confirmation, how many days did it take from receipt of the tentative non-confirmation...**

- ...to receive a final confirmation or non-confirmation from the **SSA, on average?**        days       N/A
- ...to receive a final confirmation or non-confirmation from the **SSA, for the longest case?**        days       N/A
- ...to receive a final confirmation or non-confirmation from the **INS, on average?**        days       N/A
- ...to receive a final confirmation or non-confirmation from the **INS, for the longest case?**        days       N/A

**D10. Now, please consider the burden associated with the I-9? Is the I-9 process...**

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?

**E. Views About the Basic Pilot**

**E1. Do the following statements accurately describe the Basic Employment Verification Pilot computer system currently in use at this establishment?**

*[Please indicate 'Yes' or 'No' for each item]*

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a. It is easy to make errors when entering employee information into the system.  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Frequent technical assistance is required from the INS to use the Basic Pilot system.  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. At times, the number of employees hired is so great that it is impossible to submit the information required by the deadline.                | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. The software for the pilot verification system is so cumbersome that it is impossible to submit work authorization requests by the deadline. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

	Strongly Disagree	Disagree	Agree	Strongly Agree
	(1)	(2)	(3)	(4)
a. The tasks required by the verification system overburden the staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. It is impossible to fulfill all the employer obligations required by the Basic Pilot verification process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. It is easier to confirm work authorization through the Basic Pilot verification system than the earlier process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Work authorizations obtained through the Basic Pilot verification system are more reliable than the earlier process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e. Overall, the Basic Pilot is an effective tool for employment verification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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E3. Please consider each of the following statements related to <u>tentative non-confirmations</u> received during employment verification using the Basic Pilot system. Select the answer that best represents the experiences of this establishment.	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
	(1)	(2)	(3)	(4)	(5)
<i>[Please select 'N/A' if the situation has never arisen]</i>					
a. Contesting a tentative nonconfirmation is not encouraged because the process requires too much time.	<input type="checkbox"/>				
b. Providing assistance to employees who contest a tentative nonconfirmation is an excessive burden on staff.	<input type="checkbox"/>				
c. Contesting a tentative nonconfirmation is not encouraged because employment eligibility rarely results.	<input type="checkbox"/>				
d. Establishing employment eligibility has become a burden because there are so many tentative nonconfirmations.	<input type="checkbox"/>				
e. Work assignments must be restricted until employment eligibility is confirmed	<input type="checkbox"/>				

E4. Please think of the materials provided by the INS. How useful were each of the following items?	Not Useful At All	Not Very Useful	Somewhat Useful	Very Useful	N/A
	(1)	(2)	(3)	(4)	(5)
<i>[Please select 'N/A' if the materials weren't received from the INS, or haven't been used]</i>					
a. Basic Employment Verification Pilot manual	<input type="checkbox"/>				
b. Basic Employment Verification Pilot <u>Integrated System</u> User Manual	<input type="checkbox"/>				
c. Computer Based Training Tutorial	<input type="checkbox"/>				
d. Mouse Pad with verification information	<input type="checkbox"/>				

<b>E5. Now we'd like to know your impressions of working with the SSA and INS to verify employment eligibility.</b>  <b>In working with the SSA and INS to verify employment eligibility, how often...</b>  <i>[Please select 'N/A' if the situation has never arisen]</i>	SSA					INS				
	Never	Sometimes	Often	Always	N/A	Never	Sometimes	Often	Always	N/A
	(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
a. ...are agency staff able to resolve any issues involving a tentative nonconfirmation?	<input type="checkbox"/>									
b. ...does the agency respond to questions with useful information?	<input type="checkbox"/>									
c. ...is time wasted with busy telephone lines or "on hold" when calling the agency for assistance?	<input type="checkbox"/>									
d. ...is it difficult to manage the agency telephone menu to reach the appropriate person who can provide assistance?	<input type="checkbox"/>									
e. ...does the agency return telephone calls promptly?	<input type="checkbox"/>									
f. ...are agency staff polite?	<input type="checkbox"/>									
g. ...are agency staff able to resolve any technical problems encountered in attempting to use the verification system?						<input type="checkbox"/>				
h. Other (specify)	<input type="checkbox"/>									

E6. Please consider each of the following statements related to the <u>impact</u> of the Basic Pilot and select the answer that best represents the experiences of this establishment.	Strongly <u>Dis</u> agree	<u>Dis</u> agree	Agree	Strongly Agree
	(1)	(2)	(3)	(4)
a. The number of <u>work-authorized</u> persons who apply for jobs decreases when the Basic Pilot verification system is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The number of <u>unauthorized</u> workers who apply for jobs decreases when the Basic Pilot verification system is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Qualified <u>hourly</u> workers are difficult to recruit when using the Basic Pilot verification system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Qualified <u>salaried</u> workers are difficult to recruit when using the Basic Pilot verification system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Using the Basic Pilot verification system resulted in the resignation of existing employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Using the pilot verification system has damaged the employee-management relationship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Using the pilot verification system has created a <u>competitive</u> advantage for this establishment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Using the pilot verification system caused this establishment to be <u>less competitive</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**E7. Since this establishment started using the Basic Pilot software, has there ever been a month or more when the verification system wasn't used?**

- 1  Yes  
 2  No → **SKIP TO F1**

**E8. Which of the following were reasons for not using the Basic Pilot system?**

*[Please choose all that apply]*

- |  |  |
|--|--|
| 01 <input type="checkbox"/> Hired no new employees             | 05 <input type="checkbox"/> The system is burdensome and time-consuming                              |
| 02 <input type="checkbox"/> No trained staff available         | 06 <input type="checkbox"/> Developed other ways to ensure work eligibility of newly hired employees |
| 03 <input type="checkbox"/> Experienced technical difficulties | 07 <input type="checkbox"/> Decided to have a contractor verify employees for this establishment     |
| 04 <input type="checkbox"/> Lack of confidence in databases    | 08 <input type="checkbox"/> Decided to use employees of temporary or other contract agencies         |
| 97 <input type="checkbox"/> Other (specify) _____              |  |

DRAFT: ACTIVE PILOT

OMB No.:



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**F6. Approximately what percent of current employees of this establishment are...**

**%  
of All  
Employees**

- a. Hispanic or Latino \_\_\_\_\_ %
- b. non-Hispanic African American \_\_\_\_\_ %
- c. non-Hispanic white \_\_\_\_\_ %
- c. Asian \_\_\_\_\_ %
- c. Other race \_\_\_\_\_ %

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**Total**

**100 %**

**F7. Approximately what percent of current employees of this establishment are sponsored for H-1 visas....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**F8. Approximately what percent of current employees of this establishment are union members....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

F9. Approximately what percent of current <u>hourly</u> employees of this establishment have the following characteristics.... <i>[Please select 'N/A' if this establishment does <u>not</u> have hourly workers.]</i>	5 or Less (1)	6-20 (2)	21-40 (3)	41-60 (4)	61-80 (5)	81-95 (6)	More than 95 (7)	N/A (8)
a. Have a high school diploma or equivalent?	<input type="checkbox"/>							
b. Have a college or professional degree?	<input type="checkbox"/>							
c. Are immigrants (i.e., they were born outside of the U.S.)?	<input type="checkbox"/>							

**F10. Which country or countries do most of the immigrants currently employed in this establishment come from?**

*[Please select all that apply.]*

- 01  Canada
- 02  China
- 03  India
- 04  Mexico
- 05  Philippines
- 06  Vietnam
- 07  Other (specify) \_\_\_\_\_

**F11. Compared to the industry as a whole, would you say this establishment's compensation rate (i.e., salaries or wages and benefits) is...**

- 1  Below average
- 2  Average
- 3  Above average

<b>F12. How easy or difficult is it for this establishment to find qualified workers to fill vacancies in the following categories?</b>  <i>[Please select 'N/A' if this establishment does <u>not</u> hire workers in the category.]</i>	<b>Very easy</b>	<b>Fairly Easy</b>	<b>Fairly Difficult</b>	<b>Very Difficult</b>	<b>N/A</b>	
	(1)	(2)	(3)	(4)	(5)	
	<b>a. Salaried</b> (e.g., managers, professionals and technical staff)	<input type="checkbox"/>				
	<b>b. Skilled Hourly</b> (e.g., sales, office, clerical and craft workers)	<input type="checkbox"/>				
	<b>c. Unskilled Hourly</b> (e.g., operatives, laborers and service workers)	<input type="checkbox"/>				

**F13. What are the peak months for hiring employees at this establishment?**

*[Please circle all that apply.]*

- |   |          |   |       |   |           |    |          |
|---|----------|---|-------|---|-----------|----|----------|
| 1 | January  | 4 | April | 7 | July      | 10 | October  |
| 2 | February | 5 | May   | 8 | August    | 11 | November |
| 3 | March    | 6 | June  | 9 | September | 12 | December |
- 77 Continual hiring throughout the year

**F14. When recruiting new employees, does this establishment...**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. ...accept unsolicited 'walk-in' applications?     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. ...use informal referrals from current employees? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. ...target recent immigrants?                      | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. ...target certain racial or ethnic minorities?    | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Other (specify) _____                             |                            |                            |

**F15. What has the financial health of this establishment been over the past six months?**

- 1  Excellent – high profit growth
- 2  Good – moderate profit growth
- 3  Fair – no change in profits
- 4  Poor – decline in profits

**F16. What has the growth status of the workforce in this establishment been over the past six months?**

- 1  Rapid growth
- 2  Moderate growth
- 3  No change
- 4  Reduction

**F17. During the past two years, has the INS ever visited this establishment for any of the following reasons?**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. To educate the staff about IRCA (Immigration and Reform Act)? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. To provide training for the Basic Pilot system?               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. To review I-9 Forms?  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. To determine if unauthorized immigrants were employed?        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. To investigate possible document fraud?                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Other (specify) _____   |                            |                            |

**F18. During the past two years, has this establishment been found guilty of any of the following by a federal or state agency...**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. ... employment discrimination?            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. ... pollution of the environment?         | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. ... violation of OSHA or labor standards? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

Thank you for taking the time to answer this survey.  
Your effort and the information you have provided are greatly appreciated.





Establishment information:

4-digit SIC code and industry description  
Establishment Name  
Address  
Telephone  
Number of employees

Contact person:

Name  
Title  
Time at position

Please make corrections to the information on the label above.

The 1996 Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) (P.L. 104-208) that mandated the evaluation of pilot employment verification programs authorizes collection of data for this study. Your participation in this study is voluntary. Failure to provide some or all of the information will in no way be used against you. Information you provide will not be used by INS or other organizations for enforcement purposes. All information collected in this evaluation will be treated as confidential by the study contractors (Temple University and Westat). They will use the information solely for statistical purposes and will not release information in a form that would permit you to be identified. If you have any questions about this study, please contact \_\_\_\_\_, Temple University, 1-800-xxx-xxxx or contact the INS Clearance Officer at \_\_\_\_\_..

### **INSTRUCTIONS**

This questionnaire includes a number of questions about employment verification at your establishment. You may not be the person who is most knowledgeable about all aspects of the process. If there are others who are better able to answer some of these questions, we would appreciate your obtaining the necessary information from them and returning the entire package to us in the enclosed envelope.

Thank you for your help.

## A. Employment Verification Procedures

**A1. During the last six months, for which employees did this establishment verify work authorizations?**

*[Please choose all that apply]*

- 1  Employees who work at this establishment
- 2  Employees who work at other establishments or branches of this firm
- 3  Employees who work at other companies

**A2. During the last six months, approximately how many of the work authorization verifications for this establishment were conducted by another establishment or firm?**

- 01  None
- 02  30 percent or less
- 03  31-60 percent
- 04  61 – 90 percent
- 05  Over 90 percent

**A3. During the past six months, approximately how many people were hired by this establishment?**

, employees hired

**A4. During the past six months, approximately how many employees were verified by this establishment? [Include verifications done for employees of other establishments.]**

, people verified

**IF NO EMPLOYEES VERIFIED, SKIP TO QUESTION A7**

**A5. Please provide your best estimate of the percentage of the employees verified by this establishment during the past six months who presented counterfeit documents (documents that have been altered or forged).**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**A6. Please provide your best estimate of the percentage of the employees verified by this establishment during the past six months who presented 'real' documents belonging to another person during the past six months.**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**A7. What forms of assistance does this establishment provide to employees during the employment verification process?**

*[Please choose all that apply]*

- 1  Staff available to answer questions and assist with the completion of I-9 Forms
- 2  Access to copiers, telephone, fax machines, etc.
- 3  Time off work to resolve work eligibility problems
- 7  Other (specify) \_\_\_\_\_

**A8. Now, please consider the burden associated with the I-9? Is the I-9 process...**

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?



**this establishment are...**

**Employees**

- |                                  |         |
|----------------------------------|---------|
| a. Hispanic or Latino            | _____ % |
| b. non-Hispanic African American | _____ % |
| c. non-Hispanic white            | _____ % |
| c. Asian                         | _____ % |
| c. Other race                    | _____ % |

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**Total**

**100 %**

**B7. Approximately what percent of current employees of this establishment are sponsored for H-1 visas....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**B8. Approximately what percent of current employees of this establishment are union members....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

<b>B9. Approximately what percent of current <u>hourly</u> employees of this establishment have the following characteristics....</b> <i>[Please select 'N/A' if this establishment does <u>not</u> have hourly workers.]</i>	5 or Less (1)	6-20 (2)	21-40 (3)	41-60 (4)	61-80 (5)	81-95 (6)	More than 95 (7)	N/A (8)
a. Have a high school diploma or equivalent?	<input type="checkbox"/>							
b. Have a college or professional degree?	<input type="checkbox"/>							
c. Are immigrants (i.e., they were born outside of the U.S.)?	<input type="checkbox"/>							

**B10. Which country or countries do most of the immigrants currently employed in this establishment come from?**

*[Please select all that apply.]*

- 01  Canada
- 02  China
- 03  India
- 04  Mexico
- 05  Philippines
- 06  Vietnam
- 07  Other (specify) \_\_\_\_\_

**B11. Compared to the industry as a whole, would you say this establishment's compensation rate (i.e., salaries or wages and benefits) is...**

- 1  Below average
- 2  Average
- 3  Above average

<p><b>B12. How easy or difficult is it for this establishment to find qualified workers to fill vacancies in the following categories?</b></p> <p><i>[Please select 'N/A' if this establishment does <u>not</u> hire workers in the category.]</i></p> <p><b>a. Salaried</b> (e.g., managers, professionals and technical staff)</p> <p><b>b. Skilled Hourly</b> (e.g., sales, office, clerical and craft workers)</p> <p><b>c. Unskilled Hourly</b> (e.g., operatives, laborers and service workers)</p>	<b>Very easy</b>	<b>Fairly Easy</b>	<b>Fairly Difficult</b>	<b>Very Difficult</b>	<b>N/A</b>
	(1)	(2)	(3)	(4)	(5)
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

**B13. What are the peak months for hiring employees at this establishment?**

*[Please circle all that apply.]*

- |   |         |             |             |
|---|---------|-------------|-------------|
| 1 January                               | 4 April | 7 July      | 10 October  |
| 2 February                              | 5 May   | 8 August    | 11 November |
| 3 March                                 | 6 June  | 9 September | 12 December |
| 77 Continual hiring throughout the year |         |             |             |

**B14. When recruiting new employees, does this establishment...**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | Yes                        | No                         |
|--|----------------------------|----------------------------|
| a. ...accept unsolicited 'walk-in' applications?     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. ...use informal referrals from current employees? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. ...aggressively recruit recent immigrants?        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. ...target certain racial or ethnic minorities?    | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Other (specify) _____                             |                            |                            |

**B15. What has the financial health of this establishment been over the past six months?**

- 1  Excellent – high profit growth
- 2  Good – moderate profit growth
- 3  Fair – no change in profits
- 4  Poor – decline in profits

**B16. What has the growth status of the workforce in this establishment been over the past six**

**months?**

- 1  Rapid growth
- 2  Moderate growth
- 3  No change
- 4  Reduction

**B17. During the past two years, has the INS ever visited this establishment for any of the following reasons?**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. To educate the staff about IRCA (Immigration and Reform Act)? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. To provide training for the Basic Pilot system?               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. To review I-9 Forms?  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. To determine if unauthorized immigrants were employed?        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. To investigate possible document fraud?                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Other (specify) _____   |                            |                            |

**B18. During the past two years, has this establishment been found guilty of any of the following by a federal or state agency...**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. ... employment discrimination?            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. ... pollution of the environment?         | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. ... violation of OSHA or labor standards? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

## C. Basic Employment Verification Program

**C1. Has this establishment, that is the business location, branch or division at this address, ever considered participating in the Basic Employment Verification Pilot Program (Basic Pilot)?**

*[This is a pilot program in which the Immigration and Naturalization Service (INS) and Social Security Administration (SSA) are testing ways to let employers verify the work eligibility of new employees electronically after the I-9 Form has been completed.]*

- 1  Yes, considered participating but decided not to  
2  No, establishment wasn't interested in using this program  
3  No, did not hear of this program prior to being contacted for this study
- 
- GO TO Page 12**

**C2. How did *this establishment* first learn about the Basic Pilot?**

*[Please choose all that apply]*

- |  |   |
|--|---|
| 1 <input type="checkbox"/> INS materials or publications | 5 <input type="checkbox"/> Request from client to participate       |
| 2 <input type="checkbox"/> INS presentation              | 6 <input type="checkbox"/> From other employers                     |
| 3 <input type="checkbox"/> INS audit or visit            | 7 <input type="checkbox"/> Materials from company headquarters (HQ) |
| 4 <input type="checkbox"/> SSA newsletter                | 8 <input type="checkbox"/> Decision to participate from company HQ  |
| 9 <input type="checkbox"/> Other (specify) _____         |   |

**C3. What was the main reason this establishment considered participating in the Basic Pilot?**

*[Please choose only one main reason]*

- 1  To avoid INS audit, raid or fine  
2  To improve work eligibility screening  
3  To satisfy a client's request  
7  Other (specify) \_\_\_\_\_

**C4. What was the main reservation, or concern that this establishment had about the Basic Pilot?**

*[Please choose only one main reason]*

- 1  Equipment or remodeling costs  
2  Staffing (e.g., new position, reassignment of employees)  
3  Reliability of SSA/INS databases  
4  Concerns about employee burden when employees need to contact INS or SSA  
5  Concerns about work interruptions when employees need to contact INS or SSA  
7  Other (specify) \_\_\_\_\_

**C5. Please consider each of the following statements related to the impact of the Basic Pilot and select the answer that best represents the views of this establishment.**

- a. The number of work-authorized persons who apply for jobs would decrease if the Basic Pilot verification system was used.
- b. The number of unauthorized workers who apply for jobs would decrease if the Basic Pilot verification system was used.
- c. Qualified hourly workers would be difficult to recruit when using the Basic Pilot verification system.
- d. Qualified salaried workers would be difficult to recruit when using the Basic Pilot verification system.
- e. Using the Basic Pilot verification system would result in the resignation of existing employees.
- f. Using the pilot verification system would damage the employee-management relationship.
- g. Using the pilot verification system would create a competitive advantage for this establishment.
- h. Using the pilot verification system would cause this establishment to be less competitive.

Strongly Disagree	Disagree	Agree	Strongly Agree
(1)	(2)	(3)	(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Study of Employment Eligibility

Establishment information:

4-digit SIC code and industry description  
Establishment Name  
Address  
Telephone  
Number of employees

Basic Pilot system  Original  Integrated

Contact person:

Name  
Title  
Time at position

Please make corrections to the information on the label above.

OMB Statement

## A. Basic Pilot Program Participation

**A1. How did *this establishment* become interested in the Basic Employment Verification Pilot (Basic Pilot)? By '*this establishment*' we mean the business location, branch or division specified at this address.**

*[Please choose all that apply]*

- |  |   |
|--|---|
| 1 <input type="checkbox"/> INS materials or publications | 5 <input type="checkbox"/> Request from client to participate       |
| 2 <input type="checkbox"/> INS presentation              | 6 <input type="checkbox"/> From other employers                     |
| 3 <input type="checkbox"/> INS audit or visit            | 7 <input type="checkbox"/> Materials from company headquarters (HQ) |
| 4 <input type="checkbox"/> SSA newsletter                | 8 <input type="checkbox"/> Decision to participate from company HQ  |
| 9 <input type="checkbox"/> Other (specify) _____         |   |

**A2. What was the main reason this establishment agreed to participate in the Basic Pilot?**

*[Please choose only one main reason]*

- 1  To avoid INS audit, raid or fine  
2  To improve work eligibility screening  
3  To satisfy a client's request  
7  Other (specify) \_\_\_\_\_

**A3. What was the main reservation, or concern that this establishment had about participating in the Basic Pilot?**

*[Please choose only one main reason]*

- 1  Equipment or remodeling costs  
2  Staffing (e.g., new position, reassignment of employees)  
3  Reliability of SSA/INS databases  
4  Concerns about employee burden when employees need to contact INS or SSA  
5  Concerns about work interruptions when employees need to contact INS or SSA  
7  Other (specify) \_\_\_\_\_

## B. System Implementation

**B1. From the time this establishment first received materials needed to install the Basic Pilot system, how long was it before the system was installed?**

*[If this establishment has used both the original and the integrated system, please refer to the original BASIC system]*

**Was it...**

- 1  Less than one month → **SKIP TO QUESTION C1**  
2  1-3 months  
3  4-6 months

4  More than 6 months

**B2. During this period between receipt of the system and installation, did any of the following circumstances explain why installation was delayed?**

*[Please choose all that apply]*

- |  |   |
|--|---|
| 01 <input type="checkbox"/> No staff available to install system | 05 <input type="checkbox"/> Lacked the necessary equipment      |
| 02 <input type="checkbox"/> System required staff training       | 06 <input type="checkbox"/> Could not gain access to the system |
| 03 <input type="checkbox"/> Hired no new employees               | 07 <input type="checkbox"/> Could not reach INS system support  |
| 04 <input type="checkbox"/> Experienced technical difficulties   |   |
| 97 <input type="checkbox"/> Other (specify) _____                |   |

**→ IF 'Never installed the Basic Pilot' system GOTO Section D (Question D1) →**

**C. Basic Pilot Setup and Maintenance Costs**

**C1. What direct costs did this establishment incur undertaking to set up the Basic Pilot?**

*[Please choose all that apply]*

- 1  Training
- 2  Computer hardware
- 3  Telephone hook-up
- 4  Filing cabinets or other office equipment
- 5  Remodeling or restructuring of the physical plant
- 7  Other (specify) \_\_\_\_\_

**C2. Please provide an estimate of the total direct expenditures associated with setting up the Basic Pilot.**

\$,.00

**C3. Were the indirect costs associated with setting-up the Basic Pilot, such as reassignment of employees, additional recruitment, delayed production and so on...**

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?

## D. Employment Verification Procedures

**D1. What forms of assistance does this establishment provide to employees during the employment verification process?**

*[Please choose all that apply]*

- 1  Staff available to answer questions and assist with the completion of I-9 Forms
- 2  Access to copiers, telephone, fax machines, etc.
- 3  Time off work to resolve work eligibility problems
- 7  Other (specify) \_\_\_\_\_

**D2. During the past six months, approximately how many people were hired at this establishment?**

,  people hired

**IF NO NEW HIRES, SKIP TO QUESTION D5**

**D3. Please provide your best estimate of the percentage of newly hired employees who have presented counterfeit documents (documents that have been altered or forged) during the past six months.**

*[Include new employees who quit prior to your entering information into the BASIC pilot system in your estimate.]*

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**D4 Please provide your best estimate of the percentage of newly hired employees who have presented 'real' documents that belong to another person during the past six months.**

*[Include new employees who quit prior to your entering information into the BASIC pilot system in your estimate.]*

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**D5. Which of the following best describes the current situation of this establishment regarding the Basic Pilot system?**

*[Please choose only one]*

- 1  Recently started using the system → **SKIP TO QUESTION D7**
- 2  Expect to use the system in the future → **SKIP TO QUESTION D7**
- 3  Don't expect to use the system

**D6. Why doesn't this establishment expect to use the system?**

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**D7. For which employees does this establishment verify work authorizations?**

*[Please choose all that apply]*

- 1  Employees who work at this establishment
- 2  Employees who work at other establishments or branches of this firm
- 3  Employees who work at other companies

**D8. How many of the work authorization verifications for this establishment are conducted by another establishment or firm?**

- 1  All verifications
- 2  Some verifications
- 3  No verifications

**D9. Now, please consider the burden associated with the I-9? Is the I-9 process...**

- 1  An extreme burden
- 2  A moderate burden
- 3  A slight burden, or
- 4  Not a burden at all?

**E. Establishment Characteristics**

**E1. Is this establishment part of a company that has establishments outside the U.S.?**

- 1  Yes → **Question E2**
- 2  No → **Question E3**
- 8  Don't know → **Question E3**

**E2. (IF YES TO E1) In which country is the headquarters located?**

- 1  United States
- 2  Other (specify) \_\_\_\_\_
- 8  Don't know

**E3. Is this establishment a personnel or temporary employee company that supplies workers for other firms?**

- 1  Yes
- 2  No

**E4. How many current employees of this establishment are...** *[Do not count employees of contract or temporary service agencies who work at your site; do count any of this establishment's employees who work under contract at another site.]*

,  ...Full time permanent

,  ...Part time permanent

,  ...On a temporary basis

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,  ...Total

**E5. Approximately what percent of current employees of this establishment are...**

**%  
of All  
Employees**

**a. Salaried**

(e.g., managers, professionals and technical staff)

\_\_\_\_\_ %

**b. Skilled Hourly**

(e.g., sales, office, clerical and craft workers)

\_\_\_\_\_ %

**c. Unskilled Hourly**

(e.g., operatives, laborers and service workers)

\_\_\_\_\_ %

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**Total**

**100 %**

<b>E6. Approximately what percent of current employees of this establishment are...</b>	<b>% of All Employees</b>
a. Hispanic or Latino	_____ %
b. non-Hispanic African American	_____ %
c. non-Hispanic white	_____ %
c. Asian	_____ %
c. Other race	_____ %
<hr/>	
<b>Total</b>	<b>100 %</b>

**E7. Approximately what percent of current employees of this establishment are sponsored for H-1 visas....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**E8. Approximately what percent of current employees of this establishment are union members....**

- 01  None
- 02  Less than 1 percent
- 03  1-2 percent
- 04  3-5 percent
- 05  6-10 percent
- 06  11-20 percent
- 07  21-40 percent
- 08  41-60 percent
- 09  Over 60 percent

**E9. Approximately what percent of current hourly employees of this establishment have the following characteristics....**

	Less than 5 (1)	5-9 (2)	10-19 (3)	20-39 (4)	40-59 (5)	60-79 (6)	80-89 (7)	90-94 (8)	95 or more (9)	N/A (98)
a. Have a high school diploma or equivalent?	<input type="checkbox"/>									
b. Have a college or professional degree?	<input type="checkbox"/>									
c. Are immigrants (i.e., they were born outside of the U.S.)?	<input type="checkbox"/>									

**E10. Which country or countries do most of the immigrants currently employed in this establishment come from?**

*[Please select all that apply.]*

- 01  Canada
- 02  China
- 03  India
- 04  Mexico
- 05  Philippines
- 06  Vietnam
- 07  Other (specify) \_\_\_\_\_

**E11. Compared to the industry as a whole, would you say this establishment's compensation rate (i.e., salaries or wages and benefits) is...**

- 1  Below average
- 2  Average
- 3  Above average

E12. How easy or difficult is it for this establishment to find qualified workers to fill vacancies in the following categories?  <i>[Please select 'N/A' if this establishment does <u>not</u> hire workers in the category.]</i>	Very easy	Fairly Easy	Fairly Difficult	Very Difficult	N/A
	(1)	(2)	(3)	(4)	(5)
<b>a. Salaried</b> (e.g., managers, professionals and technical staff)	<input type="checkbox"/>				
<b>b. Skilled Hourly</b> (e.g., sales, office, clerical and craft workers)	<input type="checkbox"/>				
<b>c. Unskilled Hourly</b> (e.g., operatives, laborers and service workers)	<input type="checkbox"/>				

**E13. What are the peak months for hiring employees at this establishment?**

*[Please circle all that apply.]*

- |                     |         |             |             |
|---------------------|---------|-------------|-------------|
| 1 January           | 4 April | 7 July      | 10 October  |
| 2 February          | 5 May   | 8 August    | 11 November |
| 3 March             | 6 June  | 9 September | 12 December |
| 77 Continual hiring |         |             |             |

**E14. When recruiting new employees, does this establishment...**

- 1  ...accept unsolicited 'walk-in' applications?
- 2  ...use informal referrals from current employees?
- 3  ...target recent immigrants?
- 4  ...target certain racial or ethnic minorities?

**E15. What has the financial health of this establishment been over the past six months?**

- 1  Excellent – high profit growth
- 2  Good – moderate profit growth
- 3  Fair – no change in profits
- 4  Poor – decline in profits

**E16. What has the growth status of the workforce in this establishment been over the past six months?**

- 1  Rapid growth
- 2  Moderate growth
- 3  No change
- 4  Reduction

**E17. During the past two years, has the INS ever visited this establishment for any of the following reasons?**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. To educate the staff about IRCA (Immigration and Reform Act)? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. To provide training for the Basic Pilot system?               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. To review I-9 Forms?  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. To determine if unauthorized immigrants were employed?        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. To investigate possible document fraud?                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Other (specify) _____   |                            |                            |

**E18. During the past two years, has this establishment been found guilty of any of the following by a federal or state agency...**

*[Please indicate 'Yes' or 'No' for each item]*

- |  | <b>Yes</b>                 | <b>No</b>                  |
|--|----------------------------|----------------------------|
| a. ... employment discrimination?            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. ... pollution of the environment?         | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. ... violation of OSHA or labor standards? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

Thank you for taking the time to answer this survey.  
Your effort and the information you have provided  
are greatly appreciated.





## **PILOT EMPLOYER ON-SITE INTERVIEW**

### **INTERVIEWER INSTRUCTIONS FOR ON-SITE INTERVIEW (TO BE READ BEFORE INTERVIEW)**

- In general, it is not necessary to read response alternatives to employer, although responses may be read if needed to clarify the intent of the question. Exceptions to this rule are either indicated in specific interviewer instructions or question wording.
- The respondent may anticipate some of the questions. In that situation, it is best to acknowledge that the employer has given the information; however, the question should also be asked or the answer confirmed.

#### **I. WELCOME AND INTRODUCTIONS**

- Welcome, thank for agreeing to be interviewed for this important study
- Confirm confidentiality of answers
- This interview will take approximately 2 hours
- Request permission to tape solely for the purpose of notetaking and preparing the summary report.
- Format for today:
  - Administration of on-site employer interview—which includes observing the pilot system in operation
  - Examination of the I-9 files
- Provide opportunity for interviewee questions

#### **II. ON SITE INTERVIEW AND OBSERVATION**

I'd like to ask you questions about this establishment and its experiences with the BASIC Pilot Employment Verification system. In answering the questions, please consider only this establishment. By that, I mean the business location, branch or division at this address. Please do not include information about other offices or sites of this firm.

**A. Establishment Characteristics**

I'd like to start by finding out a little bit about this establishment.

1. When did you start operations here? \_\_\_\_\_
  
2. What kind of work is done at this establishment, e.g., what kind of product(s) are made here or what kind of services are performed?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. How many employees work at this establishment? (IF HAVE MAIL QUESTIONNAIRE, INFORMATION CAN BE CONFIRMED)  
\_\_\_\_\_
  
4. Do most of the employees of this establishment work in a clean and pleasant setting?
  - 1 Yes → Q6
  - 5 No
  - 8 Don't know → Q6
  
5. What makes it unpleasant? (CHECK ALL THAT APPLY)
  - 1 Wet
  - 2 Odor/smell
  - 3 Noise
  - 4 Temperature (very hot, very cold)
  - 5 Requires slaughtering animals
  - 7 Other (specify)\_\_\_\_\_\_\_\_\_\_

## B. Recruitment and Hiring Procedures

In order to understand how the pilot program works “in the real world,” it would be helpful if we could get a step-by-step understanding of your procedures for recruiting, hiring, and processing new workers.

6. First, how does this establishment typically recruit new hourly workers? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING):

- 1 Walk-in
  - 2 Word of mouth
  - 3 Other informal methods
  - 4 Ads (newspaper, journals, Internet, etc.)
  - 5 Employment agencies
  - 6 Job fairs, schools
  - 7 Other (specify) \_\_\_\_\_
- 
- 
- 

- 9 N/A (no hourly employees) → **Q10 (CODE SUBSEQUENT QUESTIONS ABOUT HOURLY EMPLOYEES “N/A” WITHOUT ASKING)**

7. (IF RESPONSE IS OBVIOUS FROM PRECEDING QUESTIONS, CODE WITHOUT ASKING) Do you make special efforts to target certain groups of individuals in your recruitment efforts to fill hourly positions (e.g., race/ethnic minorities)?

- 1 Yes
- 5 No → **Q9**
- 8 Don't know → **Q9**

8. Which groups? (CIRCLE ALL THAT APPLY; DO NOT READ UNLESS NEEDED FOR PROBE)

- 01 Immigrants
- 02 Hispanics or Latinos
- 03 Blacks or African Americans
- 04 Asians
- 07 Other race/ethnic groups (Specify) \_\_\_\_\_
- 08 Women
- 09 Persons with Disabilities
- 97 Other (Specify) \_\_\_\_\_
- 98 Don't know

9. Do you use the same methods for recruiting salaried workers?
- 1 Yes → **Q13**
  - 5 No
  - 8 Don't know → **Q13**
  - 9 N/A (no salaried employees) → **Q13** (CODE SUBSEQUENT QUESTIONS ABOUT SALARIED EMPLOYEES "N/A" WITHOUT ASKING)
10. How does this establishment typically recruit new salaried workers? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING):
- 1 Walk-in
  - 2 Word of mouth
  - 3 Other informal methods
  - 4 Ads (newspaper, journals, Internet, etc.)
  - 5 Employment agencies
  - 6 Job fairs, schools
  - 7 Other (specify) \_\_\_\_\_
- 
- 
- 

11. (IF RESPONSE IS OBVIOUS FROM PRECEDING QUESTIONS, CODE WITHOUT ASKING) Do you make special efforts to target certain groups of individuals in your recruitment efforts to fill salaried positions (e.g., race/ethnic minorities)?
- 1 Yes
  - 5 No → **Q13**
  - 8 Don't know → **Q13**

12. Which groups? (CIRCLE ALL THAT APPLY; DO NOT READ UNLESS NEEDED FOR PROBE)

- 01 Immigrants
- 02 Hispanics or Latinos
- 03 Blacks or African Americans
- 04 Asians
- 07 Other race/ethnic groups (Specify)\_\_\_\_\_
- 08 Women
- 09 Persons with Disabilities
- 97 Other (Specify)\_\_\_\_\_
- 98 Don't know

13. Can we see the area where a new job applicant would come for an initial interview.

- 1 Yes
- 2 No, interviewing not done at this location
- 3 No, Other (specify) \_\_\_\_\_  
\_\_\_\_\_

(IF POSSIBLE, INTERVIEWER SHOULD NOW ACCOMPANY THE EMPLOYER TO THE RECEPTION AREA. THE FOLLOWING QUESTIONS SHOULD BE COMPLETED BY OBSERVATION WHEN POSSIBLE; OTHERWISE, INTERVIEWER SHOULD ASK RESPONDENT FOR INFORMATION.)

14. Where in the reception area is the notice about BASIC pilot placed?

- 01 Where it can be easily noticed by applicants (e.g., by itself on a wall next to the reception desk) -- OBSERVED
- 51 Where it can be easily noticed by applicants (e.g., by itself on a wall next to the reception desk) -- REPORTED
- 02 Where applicants may be able to notice it (e.g., on a bulletin board next to the reception desk with three or four other notices) -- OBSERVED
- 52 Where applicants may be able to notice it (e.g., on a bulletin board next to the reception desk with three or four other notices) -- REPORTED
- 03 Where it is unlikely to be noticed by applicants (e.g., far from the reception desk or with a large number of other notices) -- OBSERVED
- 53 Where it is unlikely to be noticed by applicants (e.g., far from the reception desk or with a large number of other notices) -- REPORTED
- 04 Not posted in area -- OBSERVED
- 54 Not posted in area -- REPORTED
- 07 Other (specify) -- OBSERVED \_\_\_\_\_  
\_\_\_\_\_
- 97 Other (specify) -- REPORTED \_\_\_\_\_  
\_\_\_\_\_

15. What forms and/or other materials do you give to applicants for hourly positions before making a job offer (OBTAIN FORMS IF POSSIBLE; LABEL FORMS RECEIVED AS “APPLICATION FOR HOURLY POSITIONS” AND PLACE IN ENVELOPE PROVIDED FOR MATERIALS; OTHERWISE ASK ABOUT FOLLOWING AND CIRCLE ALL THAT APPLY):

- 1 Job application form
- 2 Information about the company (including benefit packages, etc.)
- 3 Information about the pilot program
- 4 I-9 form
- 5 None used
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know
- 9 N/A (no hourly positions) → Q17

16. Do you give the same materials to salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → **Q18**
- 5 No
- 8 Don't know → **Q18**
- 9 N/A (no salaried positions) → **Q18**

17. What forms and/or other materials do you give to applicants for salaried positions before you make a job offer (OBTAIN FORMS IF POSSIBLE; LABEL FORMS RECEIVED AS "APPLICATION FOR SALARIED POSITIONS" AND PLACE IN ENVELOPE PROVIDED FOR MATERIALS; OTHERWISE ASK ABOUT FOLLOWING AND CIRCLE ALL THAT APPLY):

- 1 Job application form
- 2 Information about the company (including benefit packages, etc.)
- 3 Information about the pilot program
- 4 I-9 form
- 5 None given
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know

18. Which of the following do you request from applicants for hourly positions before making a job offer:

- 00 None
- 01 Resume or vita
- 02 Completed job application
- 03 References
- 04 Skills tests
- 05 Medical form or tests
- 06 I-9 form
- 07 Copies of work authorization documents
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 98 Don't know → **Q20**
- 99 N/A (no hourly positions) → **Q20**

19. Do you request the same information from salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → **Q21**
- 5 No
- 8 Don't know → **Q21**
- 10 N/A (no salaried positions) → **Q21**

20. Which of the following do you request from applicants for salaried positions before making a job offer:

- 00 None
- 01 Resume or vita
- 02 Completed job application
- 03 References
- 04 Skills tests
- 05 Medical form or tests
- 06 I-9 form
- 07 Copies of work authorization documents
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 98 Don't know

21. Which of the following procedures does this establishment use to process new hourly employees after they are hired? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING)

- 01 Orientation session
- 02 Completion of I-9 form
- 03 Completion of forms other than I-9
- 04 Verification of employment eligibility, using BASIC system
- 07 Other verification of employment eligibility (specify) \_\_\_\_\_  
\_\_\_\_\_
- 08 Physical exam
- 09 Drug tests
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Are the procedures the same for salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → Q24
- 5 No
- 8 Don't know → Q24
- 9 N/A (no salaried positions) → Q24

23. Which of the following procedures does this establishment use to process new salaried employees after they are hired? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING)

- 01 Orientation session
- 02 Completion of I-9 form
- 03 Completion of forms other than I-9
- 04 Verification of employment eligibility, using BASIC system
- 07 Other verification of employment eligibility (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 08 Physical exam
- 09 Drug tests
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(USE DUMMY FORMS) Assume now that you received these I-9 forms from new employees. Please show me how you would process them, using the BASIC pilot system. (ACCOMPANY RESPONDENT TO PLACE WHERE VERIFICATION IS DONE.)

24. Is computer used for verification in locked room (i.e., key or card needed to enter the room)?

Yes -- OBSERVED

Yes -- REPORTED

No -- OBSERVED → Q26

No -- REPORTED → Q26

25. Was room actually locked?

- 1 Yes -- OBSERVED
- 2 Yes -- REPORTED
- 3 No -- OBSERVED
- 4 No -- REPORTED

26. How many workstations are in the room? [ENTER APPROXIMATE NUMBER IF CAN'T COUNT THE NUMBER.]

- \_\_\_\_\_ -- OBSERVED
- \_\_\_\_\_ -- REPORTED
- 98 Don't Know -- REPORTED

27. Other observations on how easy it would be for unauthorized person to gain access to the computer itself:

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28. Where were instructions for using the pilot system located?

- 01 In locked drawer or other secure location - OBSERVED
- 02 In locked drawer or other secure location -- REPORTED
- 03 Out-of-sight, but not in a secure place (e.g., unlocked drawer) - OBSERVED
- 04 Out-of-sight, but not in a secure place (e.g., unlocked drawer) -- REPORTED
- 05 In plain sight, but not next to machine (e.g., in book case) - OBSERVED
- 06 In plain sight, but not next to machine (e.g., in book case) -- REPORTED
- 07 In plain sight, next to machine - OBSERVED
- 08 In plain sight, next to machine-- REPORTED
- 87 Other (specify) \_\_\_\_\_ -- OBSERVED
- 97 Other (specify) \_\_\_\_\_ -- REPORTED
- 98 Did not see instructions -- REPORTED

29. Where was the password for using the pilot system located?

- 01 In locked drawer or other secure location - OBSERVED
- 02 In locked drawer or other secure location -- REPORTED
- 03 Out-of-sight, but not in a secure place (e.g., unlocked drawer) - OBSERVED
- 04 Out-of-sight, but not in a secure place (e.g., unlocked drawer) -- REPORTED
- 05 In plain sight, but not next to machine (e.g., in book case) - OBSERVED
- 06 In plain sight, but not next to machine (e.g., in book case) -- REPORTED
- 07 In plain sight, next to machine - OBSERVED
- 08 In plain sight, next to machine-- REPORTED
- 09 Not seen – clerk had password memorized - OBSERVED
- 87 Other (specify) \_\_\_\_\_ -- OBSERVED
- 97 Other (specify) \_\_\_\_\_ -- REPORTED
- 98 Did not see instructions -- OBSERVED

30. How many times did clerk try to access the system without connecting?

\_\_ \_\_ (00 = connected on first try; 99 = not observed)

31. Do you use the Integrated BASIC or the Original BASIC system?

- 1 Original (DOS-based) observed
- 2 Original (DOS-based) reported
- 3 Integrated (Windows-based) observed
- 4 Integrated (Windows-based) reported
- 8 Don't know reported



36. Which one or ones? (CIRCLE ALL THAT APPLY)

- 1 TVP (Telephone Verification Pilot)
- 2 EVP (Employment Verification Pilot)
- 3 J EVP (Joint Employment Verification Pilot)
- 8 Don't Know

37. When did this establishment first start using this/these pilot system(s)?

\_\_/\_\_

Month/year

(IF RESPONDENT APPEARS TO HAVE TROUBLE ANSWERING THESE QUESTIONS, ASK IF THERE IS SOMEONE ELSE WHO IS AVAILABLE TO TALK ABOUT THE HISTORY OF THE COMPANY WITH RESPECT TO THE PILOT PROGRAMS)

38. (CODE WITHOUT ASKING OR CONFIRM, IF CLEAR FROM PRECEDING QUESTIONS) Was there a period of time this establishment was in operation prior to the start of the first pilot?

- 1 Yes
- 9 No → Q57

#### **D. Changes Since the Pilot Started**

We would like to understand whether establishments have changed their recruiting, hiring, and post-hiring practices since they implemented the BASIC pilot program. In answering the following questions about changes since starting the pilot, I would like you to compare the procedures we have been discussing with the procedures that were in existence prior to \_\_/\_\_ when you first implemented an INS employment verification program. (USE THE EARLIEST START DATE FROM QUESTIONS 33 THROUGH 37 IN THIS AND ALL REMAINING QUESTIONS ABOUT CHANGE.)

39. Have there been any modifications in the way this establishment recruits employees since \_\_/\_\_?

- 1 Yes
- 5 No → Q43
- 8 Don't know → Q43

40. Please describe these changes.

- 1 More emphasis on word-of-mouth recruitment
  - 2 Less emphasis on word-of-mouth recruitment
  - 3 Increased affirmative action
  - 4 Decreased affirmative action
  - 7 Other (specify)\_\_\_\_\_
- \_\_\_\_\_

41. Were these changes because of the pilot programs or for other reasons?

- 1 Pilot only
- 2 Other reason(s) only
- 3 Both pilot and other reason(s)
- 8 Don't know → **Q43**

42. Please explain:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

43. Have there been any changes in the procedures used to screen applicants prior to offering them a job since \_\_\_/\_\_\_? For example, do you ask them for different information than you did earlier?

- 1 Yes
- 5 No → **Q47**
- 8 Don't know → **Q47**

44. Please describe these changes.

- |  |  |
|--|--|
| 01 Started reviewing resumes                     | 51 Stopped reviewing resumes                     |
| 02 Started in-person interviews                  | 52 Stopped in-person interviews                  |
| 03 Started specialized skills tests              | 53 Stopped specialized skills tests              |
| 04 Started checking with references              | 54 Stopped checking with references              |
| 05 Started pre-screen for employment eligibility | 55 Stopped pre-screen for employment eligibility |

(IF CODED "05" OR "55") Please specify procedures:

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97 Other (specify)\_\_\_\_\_

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45. Do you think these changes were because of the pilot programs or other reasons?

- 1 Pilot only
- 2 Other reasons(s) only
- 3 Both pilot and other reasons
- 8 Don't know → **Q47**

46. Please explain:\_\_\_\_\_

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47. Have there been any changes in how you process newly hired employees since \_\_\_/\_\_\_ besides the fact that you didn't process new hires through the pilot system before \_\_\_/\_\_\_?

- 1 Yes
- 5 No → **Q51**
- 8 Don't know → **Q51**

48. Please describe these changes.

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8 Don't know → **Q51**

49. Do you think these changes were because of the pilot programs or other reasons?

- 1 Pilot only
- 2 Other reasons(s) only
- 3 Both pilot and other reasons
- 8 Don't know → **Q51**

50. Please explain:

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51. In your opinion, has the pilot verification system helped to reduce some of the problems associated with collecting and reviewing the documents required for employment verification?

- 1 Yes
- 5 No → **Q53**
- 8 Don't know → **Q53**

52. How have they helped?

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53. Do you think the BASIC pilot verification system has helped to reduce the likelihood that this establishment might unknowingly employ persons who are not legally authorized to work in the United States?

- 1 Yes
- 5 No
- 8 Don't know → **Q55**

54. Why? or Why not?

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55. As far as you know, has the BASIC Pilot program had a major impact, minor impact, or no impact on the treatment of newly hired employees at this establishment? For example, does the establishment treat employees who have not yet received work authorization differently from other employees in any way?

- 1 Major impact
- 2 Minor impact
- 3 No impact → **Q57**
- 8 Don't know → **Q57**

56. Please explain.

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**E. General experiences with the BASIC pilot program**

57. How would you characterize the I-9 process and employment verification procedures before \_\_\_/\_\_\_? Would you say they are: (CIRCLE ONE)

- 1 Very burdensome
- 2 Moderately burdensome
- 3 Somewhat burdensome
- 4 Not all burdensome
- 8 Don't know

58. At this time, how would you characterize the I-9 process and employment verification procedures? Would you say they are: (CIRCLE ONE)

- 1 Very burdensome
- 2 Moderately burdensome
- 3 Somewhat burdensome
- 4 Not at all burdensome
- 7 Don't know

59. (ASK ABOUT THE INTEGRATED PILOT ONLY IF THE ESTABLISHMENT NEVER USED THE ORIGINAL) Did this establishment encounter any difficulties during the process of setting up the original/integrated Basic pilot program?

- 1 Yes
- 5 No → Q61
- 8 Don't know → Q61

60. Please describe these difficulties. (CIRCLE ALL THAT APPLY)

- 01 Problem with our modem
- 02 Problem with the type of computer we were using
- 03 Problem with the phone line
- 07 Other technical problems with software, hardware, etc. (specify)

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- 08 Organizational problems related to determining who will do the verifications, training staff, etc. (specify) \_\_\_\_\_

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- 97 Other (specify) \_\_\_\_\_

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61. Did this establishment encounter any difficulties with the Basic pilot program after it was set up? (PROBE AS NEEDED TO DETERMINE WHETHER PROBLEMS DESCRIBED ARE ONGOING OR HAVE BEEN SOLVED.)

- 1 Yes
- 5 No → Q63
- 8 Don't know → Q63

62. Please describe these difficulties. (CIRCLE ALL THAT APPLY—INCLUDE ANY RESPONSES THAT CAME UP DURING THE OBSERVATION PROCESS HERE)

- 01 Problem accessing the system (i.e., difficult to get through)
- 02 Would like to use system during the weekend or at night when it's not available
- 07 Other technical problems (specify)

08 Organizational problems related to training new staff to do verifications, etc. (specify) \_\_\_\_\_

97 Other (specify) \_\_\_\_\_

63. In your opinion, what are the main benefits of the Basic pilot verification system? (CIRCLE ALL THAT APPLY)

- 1 Increases confidence in establishment's ability to detect individuals who are not eligible to work
- 2 Makes establishment feel comfortable that it is in compliance with the law
- 3 Decreases the likelihood of an INS audit
- 4 Gives employees an opportunity to get their records straight with SSA and/or INS

7 Other (specify) \_\_\_\_\_

8 Don't know

64. In your opinion, what are the main disadvantages or shortcomings of the Basic pilot verification system are?

- 1 Makes it harder to find workers
- 2 Work time is lost when employees need to take time to go through the BASIC pilot procedures
- 3 Employers lose training investment when employees who are not verified leave
- 4 Work is disrupted when employees who are not verified leave
- 5 The system increases discrimination against certain groups of individuals (specify) \_\_\_\_\_
- 6 Potential violation of privacy rights of employees
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

65. On balance, do you think the benefits of the Basic pilot verification system outweigh the disadvantages or shortcomings?

- 1 Benefits outweigh
- 2 Benefits and disadvantages are equal
- 3 Disadvantages outweigh benefits
- 8 Don't know → Q67

66. Why do you feel this way?

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## F. Employee Characteristics

70. What kinds of positions do immigrant employees occupy in this establishment?

Would you say that these employees are predominantly: (CIRCLE ONE.)

- 1 Unskilled laborers
- 2 Semi-skilled operatives
- 3 Service workers
- 4 Skilled workers (crafts)
- 7 Other (specify) \_\_\_\_\_

71. Are most of the applicants for these jobs immigrants?

- 1 Yes
- 2 No → Q73
- 8 Don't know → Q73

72. Why do you think this is so?

- 1 Too few qualified non-immigrants
- 2 The work is too unpleasant for non-immigrants
- 3 The compensation is too low for non-immigrants
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

73. In \_\_\_/\_\_\_, was the percent of immigrants working here:

- 1 lower than now
- 2 higher than now
- 3 the same as now
- 8 Don't know

74. In your opinion, which of the following factors have affected the extent to which you rely on immigrant workers (CIRCLE ALL THAT APPLY):

- 1 There are more immigrants in this area than there were previously
- 2 Immigrants are less likely to apply to this establishment because of the pilot program
- 3 Some of the managers in this establishment are hesitant to hire immigrants because of problems associated with the pilot program
- 4 We've made changes that have made our jobs more attractive to non-immigrants
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know

75. As you may remember, employees were not required to verify the employment eligibility of employees until IRCA was passed in 1986. Some people say that this IRCA law resulted in some employers being reluctant to hire immigrants who are authorized to work. Do you think this is true?

- 1 Yes
- 5 No → Q77
- 8 Don't know → Q77

76. Why?

- 1 Because of the penalties associated with hiring non-work authorized people
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

77. Do you think that the pilot programs make participating employers more or less willing to hire immigrants?

- 1 More → Q79
- 2 Less
- 3 Neither → Q80
- 8 Don't know → Q80

78. Why do you think this is so?

- 1 The cost of training individuals who later turn out not to be work authorized → **Q80**
- 2 Work disruptions that occur when individuals who later turn out not to be work authorized leave → **Q80**
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ → **Q80**

79. Why do you think this is so?

- 1 Employers are more confident that they can now determine who is work authorized
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Miscellaneous**

80. What haven't we asked about the Basic Pilot and employment verification that we should have asked so that we can better evaluate the program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ON-SITE INTERVIEW FOR NON-PILOT EMPLOYERS**

### **INTERVIEWER INSTRUCTIONS FOR ON-SITE INTERVIEW (TO BE READ BEFORE INTERVIEW)**

- In general, it is not necessary to read response alternatives to employer, although responses may be read if needed to clarify the intent of the question. Exceptions to this rule are either indicated in specific interviewer instructions or question wording.
- The respondent may anticipate some of the questions. In that situation, it is best to acknowledge that the employer has given the information; however, the question should also be asked or the answer confirmed.

#### **I. WELCOME AND INTRODUCTIONS**

- Welcome, thank you for agreeing to be interviewed for this important study
- Confirm confidentiality of answers
- This interview will take approximately 1 hour
- Request permission to tape solely for the purpose of notetaking and preparing the summary report.
- Format for today:
  - Administration of on-site employer interview
  - Examination of the I-9 files
- Provide opportunity for interviewee questions

#### **II. ON SITE INTERVIEW AND OBSERVATION**

I'd like to ask you questions about this establishment and its experiences with employment verification. In answering the questions, please consider only this establishment. By that, I mean the business location, branch or division at this address. Please do not include information about other offices or sites of this firm.

## A. Establishment Characteristics

I'd like to start by finding out a little bit about this establishment.

1. When did you start operations here? \_\_\_\_\_
  
2. What kind of work is done at this establishment, e.g., what kind of product(s) are made here or what kind of services are performed?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. How many employees work at this establishment? (IF HAVE MAIL QUESTIONNAIRE, INFORMATION CAN BE CONFIRMED)  
\_\_\_\_\_
  
4. Do most of the employees of this establishment work in a clean pleasant setting?
  - 1 Yes → Q6
  - 5 No
  - 8 Don't know → Q6
  
5. What makes it unpleasant? (CHECK ALL THAT APPLY)
  - 1 Wet
  - 2 Odor/smell
  - 3 Noise
  - 4 Temperature (very hot, very cold)
  - 5 Requires slaughtering animals
  - 7 Other (specify)\_\_\_\_\_\_\_\_\_\_

**B. Recruitment and Hiring Procedures**

In order to understand how employment verification works “in the real world,” it would be helpful if we could get a step-by-step understanding of your procedures for recruiting, hiring, and processing new workers.

6. First, how does this establishment typically recruit new hourly workers? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING):

- 1 Walk-in
- 2 Word of mouth
- 3 Other informal methods
- 4 Ads (newspaper, journals, Internet, etc.)
- 5 Employment agencies
- 6 Job fairs, schools
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. (IF RESPONSE IS OBVIOUS FROM PRECEDING QUESTIONS, CODE WITHOUT ASKING) Do you make special efforts to target certain groups of individuals in your recruitment efforts to fill hourly positions (e.g., race/ethnic minorities)?

- 1 Yes
- 5 No → Q9
- 8 Don't know → Q9

8. Which groups? (CIRCLE ALL THAT APPLY; DO NOT READ UNLESS NEEDED FOR PROBE)

- 01 Immigrants
- 02 Hispanics or Latinos
- 03 Blacks or African Americans
- 04 Asians
- 07 Other race/ethnic groups (Specify)\_\_\_\_\_
- 08 Women
- 09 Persons with Disabilities
- 97 Other (Specify)\_\_\_\_\_
- 98 Don't know

9. Do you use the same methods for recruiting salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)
- 1 Yes → **Q13**
  - 5 No
  - 8 Don't know → Q13
  - 9 N/A (no salaried employees) → **Q13** (CODE SUBSEQUENT QUESTIONS ABOUT SALARIED EMPLOYEES "N/A" WITHOUT ASKING)
10. How does this establishment typically recruit new salaried workers? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING):
- 1 Walk-in
  - 2 Word of mouth
  - 3 Other informal methods
  - 4 Ads (newspaper, journals, Internet, etc.)
  - 5 Employment agencies
  - 6 Job fairs, schools
  - 7 Other (specify) \_\_\_\_\_
- 
- 
- 
- 9 N/A (no salaried employees) → **Q13**
11. (IF RESPONSE IS OBVIOUS FROM PRECEDING QUESTIONS, CODE WITHOUT ASKING) Do you make special efforts to target certain groups of individuals in your recruitment efforts to fill salaried positions (e.g., race/ethnic minorities)?
- 1 Yes
  - 5 No → **Q13**
  - 8 Don't know → **Q13**

12. Which groups? (CIRCLE ALL THAT APPLY; DO NOT READ UNLESS NEEDED FOR PROBE)

- 01 Immigrants
- 02 Hispanics or Latinos
- 03 Blacks or African Americans
- 04 Asians
- 07 Other race/ethnic groups (Specify)\_\_\_\_\_
- 08 Women
- 09 Persons with Disabilities
- 97 Other (Specify)\_\_\_\_\_
- 98 Don't know

13. What forms and/or other materials do you give to applicants for hourly positions before you make a job offer (OBTAIN FORMS IF POSSIBLE; LABEL FORMS RECEIVED AS "APPLICATION FOR HOURLY POSITIONS" AND PLACE IN ENVELOPE PROVIDED FOR MATERIALS; OTHERWISE ASK ABOUT FOLLOWING AND CIRCLE ALL THAT APPLY):

- 1 Job application form
- 2 Information about the company (including benefit packages, etc.)
- 3 Information about the pilot program
- 4 I-9 form
- 5 None used
- 7 Other (specify) \_\_\_\_\_
- \_\_\_\_\_
- 8 Don't know
- 9 N/A (no hourly positions) → Q15

14. Do you give the same materials to salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → Q16
- 5 No
- 8 Don't know → Q16
- 9 N/A (no salaried employees) → Q16

15. What forms and/or other materials do you give to applicants for salaried positions before you make a job offer (OBTAIN FORMS IF POSSIBLE; LABEL FORMS RECEIVED AS "APPLICATION FOR SALARIED POSITIONS" AND PLACE IN

ENVELOPE PROVIDED FOR MATERIALS; OTHERWISE ASK ABOUT FOLLOWING AND CIRCLE ALL THAT APPLY):

- 1 Job application form
- 2 Information about the company (including benefit packages, etc.)
- 3 Information about the pilot program
- 4 I-9 form
- 5 None given
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know

16. Which of the following do you request from applicants for hourly positions before making a job offer:

- 00 None
- 01 Resume or vita
- 02 Completed job application
- 03 References
- 04 Skills tests
- 05 Medical form or tests
- 06 I-9 form
- 07 Copies of work authorization documents
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_
- 98 Don't know → **Q18**
- 99 N/A (no hourly positions) → **Q18**

17. Do you request the same information from salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → **Q19**
- 5 No
- 8 Don't know → **Q19**
- 9 N/A (no salaried positions) → **Q19**

18. Which of the following do you request from applicants for salaried positions before making a job offer:

- 00 None
- 01 Resume or vita
- 02 Completed job application
- 03 References
- 04 Skills tests
- 05 Medical form or tests
- 06 I-9 form
- 07 Copies of work authorization documents
- 97 Other (specify) \_\_\_\_\_

- 98 Don't know
- 99 N/A (no salaried positions)

19. Which of the following procedures does this establishment use to process new hourly employees after they are hired? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING)

- 01 Orientation session
- 02 Completion of I-9 form
- 03 Completion of forms other than I-9
- 07 Verification of employment eligibility (specify) \_\_\_\_\_

- 08 Physical exam
- 09 Drug tests
- 97 Other (specify) \_\_\_\_\_

98 N/A (no hourly positions) → Q21

20. Are the procedures the same for salaried workers? (IF EMPLOYER PREVIOUSLY INDICATED NO SALARIED WORKERS, CODE WITHOUT ASKING.)

- 1 Yes → **Q22**
- 5 No
- 8 Don't know → **Q22**
- 9 N/A (no salaried positions) → **Q22**

21. Which of the following procedures does this establishment use to process new salaried employees after they are hired? (CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING)

- 01 Orientation session
- 02 Completion of I-9 form
- 03 Completion of forms other than I-9
- 07 Verification of employment eligibility (specify) \_\_\_\_\_  
\_\_\_\_\_
- 08 Physical exam
- 09 Drug tests
- 97 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 99 N/A (no salaried positions)

### C. Use of Pilot Programs

22. Has this establishment ever participated in an INS pilot employment verification program?

- 1 Yes
- 5 No → Q26

23. Which one or ones? (CIRCLE ALL THAT APPLY)

- 1 TVP (Telephone Verification Pilot)
- 2 EVP (Employment Verification Pilot)
- 3 J EVP (Joint Employment Verification Pilot)
- 4 BASIC Pilot Program -- original
- 5 BASIC Pilot Program -- integrated
- 8 Don't Know

24. When did this establishment first start using this/these pilot system(s)?

\_\_\_/\_\_\_

Month/year

25. When did this establishment last use this/these pilot system(s)?

\_\_\_/\_\_\_

Month/year

### D. Changes During the Last Year

I would like to ask you a number of questions that will help us to understand how employment verification and related processes have changed at this establishment over time.

26. First, were you working at this establishment 12 months ago?

- 1 Yes → Q28
- 5 No

27. When did you start working at this establishment? \_\_\_/\_\_\_

Month/year

(IF INTERVIEWEE HAS BEEN WITH THE COMPANY LESS THAN SIX MONTHS, ASK IF THERE IS SOMEONE WHO HAS BEEN WITH THE ESTABLISHMENT LONGER WHO COULD COMPLETE THE INTERVIEW)

28. (In the last year/Since you started working here), have there been any modifications in the way this establishment recruits employees?

- 1 Yes
- 5 No → **Q31**
- 8 Don't know → **Q31**

29. Please describe these changes.

- 1 More emphasis on word-of-mouth recruitment
- 2 Less emphasis on word-of-mouth recruitment
- 3 Increased affirmative action
- 4 Decreased affirmative action
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_

30. What were the reasons for these changes?

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31. (In the last year/Since you started working here), have there been any changes in the procedures used to screen applicants prior to offering them a job? For example, do you ask them for different information than you did earlier?

- 1 Yes
- 5 No → **Q34**
- 8 Don't know → **Q34**

32. Please describe these changes.

- |  |  |
|--|--|
| 01 Started reviewing resumes                     | 51 Stopped reviewing resumes                     |
| 02 Started in-person interviews                  | 52 Stopped in-person interviews                  |
| 03 Started specialized skills tests              | 53 Stopped specialized skills tests              |
| 04 Started checking with references              | 54 Stopped checking with references              |
| 05 Started pre-screen for employment eligibility | 55 Stopped pre-screen for employment eligibility |

(IF CODED "05" OR "55") Please specify procedures:

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97 Other (specify)\_\_\_\_\_

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33. What were the reasons for these changes?

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34. (In the last year/Since you started working here), have there been any changes in how you process newly hired employees?

- 1 Yes
- 5 No → Q37
- 8 Don't know → Q37

35. Please describe these changes.

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8 Don't know → Q37

36. What were the reasons for these changes?

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37. Has this establishment experienced any problems associated with collecting and reviewing the documents required for employment verification (in the last year/since you started working here)?

- 1 Yes
- 5 No → Q39
- 8 Don't know → Q39

38. What problems?

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39. At this time, how would you characterize the I-9 process and employment verification procedures? Would you say they are: (CIRCLE ONE)

- 1 Very burdensome
- 2 Moderately burdensome
- 3 Somewhat burdensome
- 4 Not at all burdensome
- 8 Don't know

40. Do you have any suggestions for ways that INS or Congress could improve the employment verification process.

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As you may know, Congress has asked INS to develop a pilot employment verification program in which the information reported by employees on the I-9 Form can be electronically checked against INS and SSA records. If this pilot program, known as the BASIC pilot, is successful, it could eventually become the model for a broader mandatory program.

41. In your opinion, what would be the main benefits of such an employment verification system? (CIRCLE ALL THAT APPLY)

- 1 Increases confidence in establishment's ability to detect individuals who are not eligible to work
- 2 Makes establishment feel comfortable that it is in compliance with the law
- 3 Decreases the likelihood of an INS audit
- 4 Gives employees an opportunity to get their records straight with SSA and/or INS
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know

42. In your opinion, what would be the main disadvantages or shortcomings such a system? (CIRCLE ALL THAT APPLY)

- 1 Makes it harder to find workers
- 2 Work time is lost when employees need to take time to go through the BASIC pilot procedures
- 3 Employers lose training investment when employees who are not verified leave
- 4 Work is disrupted when employees who are not verified leave
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

43. On balance, do you think the benefits of a system like the Basic pilot verification system outweigh the disadvantages or shortcomings?

- 1 Benefits outweigh
- 2 Benefits and disadvantages are equal
- 3 Disadvantages outweigh benefits
- 8 Don't know → Q45

44. Why do you feel this way?

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45. In your opinion, what kinds of firms would benefit most from a system like this?  
(CIRCLE ALL THAT APPLY; ONLY READ LIST IF NEEDED FOR PROBING)

- 1 Large employers (specify size) \_\_\_\_\_
- 2 Employers with a large number of immigrant employees
- 3 Employers having the need for a large number of unskilled laborers
- 4 Employers with jobs that are particularly disagreeable
- 5 All firms would benefit equally
- 6 No firms would benefit
- 7 Other (specify) \_\_\_\_\_

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46. Why do you think this is?

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47. [ASK ONLY IF PERSON SEEMS TO HAVE A GOOD UNDERSTANDING OF THE BASIC PILOT PROGRAM] Do you have any suggestions for changes or improvements in the current BASIC pilot program?

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**E. Employee Characteristics**

48. What kinds of positions do immigrant employees occupy in this establishment?  
Would you say that these employees are predominantly: (CIRCLE ONE.)

- 1 Unskilled laborers
- 2 Semi-skilled operatives
- 3 Service workers
- 4 Skilled workers (crafts)
- 7 Other (specify) \_\_\_\_\_

49. Are most of the applicants for these jobs immigrants?

- 1 Yes
- 2 No → **Q51**
- 8 Don't know → **Q51**

50. Why do you think this is so?

- 1 Too few qualified non-immigrants
  - 2 The work is too unpleasant for non-immigrants
  - 3 The compensation is too low for non-immigrants
  - 7 Other (specify) \_\_\_\_\_
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51. (A year ago/When you started working here), was the percent of immigrants working here:

- 1 lower than now
- 2 higher than now
- 3 the same as now
- 8 Don't know

52. In your opinion, which of the following factors have affected the extent to which you rely on immigrant workers (CIRCLE ALL THAT APPLY):

- 1 There are more immigrants in this area than there were previously
- 4 We've made changes that have made our jobs more attractive to non-immigrants
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8 Don't know

53. As you may remember, employees were not required to verify the employment eligibility of employees until IRCA was passed in 1986. Some people say that this IRCA law resulted in some employers being reluctant to hire immigrants who are authorized to work. Do you think this is true?

- 1 Yes
- 5 No → **Q58**
- 8 Don't know → **Q58**

54. Why?

- 1 Because of the penalties associated with hiring non-work authorized people
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

55. Do you think that a program like the BASIC pilot program that permits employers to verify the work eligibility of new employees by checking their I-9 information against INS and SSA databases would make participating employers more or less willing to hire immigrants?

- 1 More → Q60
- 2 Less
- 3 Neither → Q61
- 8 Don't know → Q61

56. Why do you think this is so?

- 1 The cost of training individuals who later turn out not to be work authorized → Q61
- 2 Work disruptions that occur when individuals who later turn out not to be work authorized leave → Q61
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ → Q61

57. Why do you think this is so?

- 1 Employers are more confident that they can now determine who is work authorized
- 7 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Miscellaneous**

58. What haven't we asked about employment verification that we should have asked so that we can better understand how to improve employment verification procedures?

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