Employer Web-based Basic Pilot Survey

Login Name: _____

Password: _____

OMB # 1615-0077   Expires: 03/09/2009

Employer Web-based Basic Pilot Survey

The questions in this survey are about this establishment and its experiences with the Web-based Basic Pilot Employment Verification System. These questions are designed to provide us with an understanding of how well the pilot program is working and how it can be improved.

All information collected in this survey will be treated as highly confidential, to the extent allowed by law. In completing the questions please respond based on your establishment's current practices rather than how you think you should answer. Your responses will not be individually shared with the Government, nor will you be identified in any way to anyone not on Westat's evaluation team.

In answering the questions, please consider *only this establishment*. By that, we mean the business location, branch or division at your current address. Please do not include information about other offices or sites of this firm.

This survey includes a number of questions about employment verification at your establishment. Your answers are very important to us. If there are any items that you are unable to answer, we would appreciate your obtaining the necessary information from others who may be better able to answer the questions.

Thank you for your help.

Instructions for Completing the Survey:

Begin this survey by clicking the "Continue" button below. Proceed through the survey by answering each question and then clicking the "Continue" button. When you click the "Continue" button, it will save your response and move you to the next question. If you exit the survey without saving, you will lose any unsaved answers.

Use the "Home" link in the menu on the top of any page to return to this screen. Click on "Contact" to open a blank email to the system administrator. Click on "FAQs" to see answers to frequently asked questions. Use the "Sign out" link to exit the system and return to the login page. You may record any comments or suggestions for improving the Web Basic Pilot program by clicking on the "Comments" link found at the bottom of the Question Guide on the left side of the screen. After submitting your completed survey, you will be directed to the final screen where you will have an opportunity to print a copy of your completed survey for your records.

If you have any questions about the survey, please call 1-888-227-8011 or send an email to uscis-see@westat.com.

Continue

Programming Note:
Display question guide on this page.
Continue button takes respondent to first unanswered question.

Respondent Information

The identifying information below will only be used by Westat staff in case we need to contact you to further discuss any issues you may have mentioned in this survey. The establishment and respondent information listed here will not be given to the Government.

1. **Please enter any corrections to the following information about this establishment.**

   Company name: _____
   Address: _____
   _____
   _____
   City: _____
   State: _____
   Zip code: _____

2. **Please provide your name, title, telephone number and email address:**

   *Required field

   First name:* _____
   Last name:* _____
   Title: _____
   Telephone:* _____   **Ext:** _____
   Email address: _____

3. **How long have you been in your present position?**

   _____ **Years AND** _____ **Months**

Programming Note:
Put all three questions on one page.

Question 1: All fields - Company Name, Address, City, State and Zip code are pre-filled from database. Respondent can make any revisions to information displayed. State field should be a drop down list.

Question 2: Respondent is required to complete first name, last name and telephone. DO NOT allow to skip with JavaScript.

Question 3: For the text box for years, allow 0-50. For the text box for months, allow 0-12. Once complete, go to Section A.

A. System Implementation

The first questions in this survey are about implementing the Web Basic Pilot system.

A1. At this establishment, which of the following methods have been used to train staff on how to conduct employment verification with the Web Basic Pilot program? *(Please choose all that apply)*

   a ☐   The Web Basic Pilot online tutorial
   b ☐   Self-instruction with the pilot procedures manual
   c ☐   Formal in-house training session
   d ☐   Informal on-the-job training
   e ☐   Other (specify): _____

Programming Note:
Allow for a maximum of 300 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

Skip Pattern:
If A1a is checked or an active nonresponse then ask A2, otherwise skip to A10.

A. System Implementation

A2. **At this establishment, how many of the staff who currently use the system for verification have completed the Web Basic Pilot online tutorial?**

1 ☐   All staff who currently use the system for verification
2 ☐   Most staff who currently use the system for verification
3 ☐   A few staff who currently use the system for verification
4 ☐   No current system users have completed the tutorial

Skip Pattern:
If A1 is an active nonresponse AND A2 is an active nonresponse then skip to A11.
Otherwise, proceed to A3.

A. System Implementation

A3. Are there any staff at this establishment who do *not* currently use the system for verification but have completed the Web Basic Pilot online tutorial?

1 ☐ Yes

2 ☐ No

3 ☐ Don't Know

Skip Pattern:
If (A2 equals 1, 2, or 3) AND (A3 equals "No" or "Don't Know" or an active nonresponse) then skip to A5.
If (A2 equals 4 or is an active nonresponse) AND (A3 equals "No" or "Don't Know" or an active nonresponse) then skip to A10.
Otherwise, proceed to A4.

A. System Implementation

A4. Which of the following people who are *not* currently using the system for verification have completed the Web Basic Pilot online tutorial? *(Please choose all that apply)*

a ☐ The Web Basic Pilot Program Administrator
b ☐ Other Human Resource personnel
c ☐ Payroll personnel
d ☐ Other management personnel
e ☐ Other (specify): _____

Programming Note:
Allow for a maximum of 300 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

A. System Implementation

A5. How long does it usually take a staff member at this establishment to complete the online tutorial?

1 ☐   Less than a half an hour
2 ☐   A half hour or more but less than an hour
3 ☐   An hour or more but less than an hour and a half
4 ☐   An hour and a half or more but less than two hours
5 ☐   Two hours or longer

A6. How many times does a staff member at your establishment typically take the online Mastery Test at the end of the tutorial before passing it? _____

a ☐   Check this box if no one at this establishment has passed the online Mastery Test.

Programming Note:
For text box in A6, allow 1-15. Display JavaScript message if a character other than a number OR a zero is entered. If A6a is checked, text box should be left blank. If a number is entered in to the text box then A6a should not be checked. If there is a number in the text AND A6a is checked, display the following JavaScript message:

You have reported that it typically takes a staff member "[insert number from response]" times to pass the Mastery Test and also indicated that no one at your establishment has passed the Mastery Test. Please revise your response or uncheck the box.

Do not allow to skip if a number is reported and the box is checked OR if a character other than a number OR a zero is entered in the text box.

A. System Implementation

A7. **For each of the statements below, select the answer that best represents your establishment's experience with the system registration and start-up process.** *(Please choose one for each item)*	Strongly Agree	Agree	Disagree	Strongly Disagree
a. The online registration process was easy to complete.	☐	☐	☐	☐
b. The online registration process was too time consuming.	☐	☐	☐	☐
c. During the registration process it was difficult to figure out the correct industry code (NAICS number) to use.	☐	☐	☐	☐
d. The content of the online tutorial was easy to understand.	☐	☐	☐	☐
e. The online tutorial was hard to use.	☐	☐	☐	☐
f. The tutorial adequately prepared us to use the online verification system.	☐	☐	☐	☐
g. The tutorial answers all of our questions about using the online verification system.	☐	☐	☐	☐
h. The tutorial takes too long to complete.	☐	☐	☐	☐
i. It is a burden to have to pass the Mastery Test before being allowed to use the online verification system.	☐	☐	☐	☐
j. It is important that this establishment's users complete the tutorial before using the online verification system.	☐	☐	☐	☐
k. It is easy for system users to obtain a lost or forgotten password from the system helpdesk.	☐	☐	☐	☐
l. The available Web Basic Pilot system reports cover all of our reporting needs.	☐	☐	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

A. System Implementation

A8. How often do staff at your establishment access the tutorial when they have questions or are unsure about how to do something in the system?

1 ☐ Frequently
2 ☐ Sometimes
3 ☐ Rarely
4 ☐ Never

A9. How do you think the online registration, online tutorial, Mastery Test and system reports could be improved?

_____
_____
_____
_____

Programming Note for A9:
Allow for a maximum of 2500 characters.

Skip Pattern:
If A2 equals 2, 3 or 4 then ask A10.
If A6a is checked then ask A10.
For all other cases, skip to A11.

A. System Implementation

A10.What are the reasons why some users have not completed the tutorial and/or the Mastery Test? *(Please choose all that apply)*

a ☐ They hardly ever use the Web Basic Pilot system.
b ☐ The system is easy to use without taking the time to do the tutorial and/or the Mastery Test.
c ☐ The tutorial and/or the Mastery Test are not very useful.
d ☐ It was easier for someone who had already used the system to train other people.
e ☐ The tutorial and/or the Mastery Test are too long and/or time consuming.
f ☐ Other (specify): _____

Programming Note:
Allow for a maximum of 1000 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

A. System Implementation

A11. For your establishment, how helpful are each of the following resources and features that are provided as part of the Web Basic Pilot system? *(Please choose one for each item)* *Note: Select 'Not Applicable' if the item has never been used*	Very Helpful	Somewhat Helpful	Not Very Helpful	Not At All Helpful	Not Applicable
a. The online Basic Pilot User Manual	☐	☐	☐	☐	☐
b. The online tutorial	☐	☐	☐	☐	☐
c. The online tutorial glossary	☐	☐	☐	☐	☐
d. Pilot posters	☐	☐	☐	☐	☐
e. Other online resources	☐	☐	☐	☐	☐
f. Reports to monitor the status of employee cases	☐	☐	☐	☐	☐
g. Reports to monitor the overall system and the use of the individual users	☐	☐	☐	☐	☐
h. Mouse-over features on data entry fields	☐	☐	☐	☐	☐
i. The toll-free telephone number for the Helpdesk	☐	☐	☐	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

A. System Implementation

A12. Thinking about system navigation and data entry issues, how user-friendly is the online Web Basic Pilot system?

1 ☐ Very user-friendly
2 ☐ Somewhat user-friendly
3 ☐ Not very user-friendly
4 ☐ Not at all user-friendly

A13. Thinking about Web Basic Pilot system user passwords, at this establishment, which of the following applies?

1 ☐ All users have their own unique password

2 ☐ Some users share a password

A14. At this establishment, which of the following activities are the responsibility of the Web Basic Pilot Program Administrator? *(Please choose all that apply)*

a ☐ Register each user in the system by providing their user name and password
b ☐ Verify work authorizations by using the online system
c ☐ Supervise, monitor, or verify each user's entries
d ☐ Run reports
e ☐ Ensure that all cases are resolved and closed as appropriate
f ☐ Train new system users
g ☐ Other activities (specify):_____

Programming Note for A14:
Allow for a maximum of 300 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require
"Other" to be checked. Warn with JavaScript.

B. Web Basic Pilot Program Setup and Maintenance Costs

The next set of questions is about costs involved in setup and maintenance of the Web Basic Pilot program.

Setup Costs:

B1. Not including any setup costs you may have had for the original Basic Pilot, what *direct* costs did this establishment incur in *setting up* the Web Basic Pilot program? *(Please choose all that apply)*

a ☐ Training
b ☐ Computer hardware
c ☐ Telephone line to access the internet
d ☐ Internet connection and access charges
e ☐ Filing cabinets or other office equipment
f ☐ Remodeling or restructuring of the physical plant
g ☐ Other (specify): _____

B2. Please provide an estimate of the total *direct* expenditures associated with *setting up* the Web Basic Pilot program.

$ _____.00

B3. Were the *indirect* costs associated with *setting up* the Web 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
4 ☐ Not a burden at all

Programming Note for B1:
Allow for a maximum of 1500 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

Programming Note for B2:
For text box, allow 0-999,999.

B. Web Basic Pilot Program Setup and Maintenance Costs

Maintenance Costs:

B4. What are the annual *direct* costs incurred by this establishment to *maintain* the Web Basic Pilot? *(Please choose all that apply)*

a ☐ Computer maintenance
b ☐ Telephone fees for internet access
c ☐ Internet access fees
d ☐ Training of replacement staff
e ☐ Wages of the verification specialist(s)
f ☐ Other (specify): _____

B5. Please provide an estimate of the total *annual direct* expenditures associated with *maintaining* the Web Basic Pilot.

$ _____.00

B6. Have the *indirect* costs associated with *maintaining* the Web Basic Pilot been:

1 ☐ An extreme burden
2 ☐ A moderate burden
3 ☐ A slight burden
4 ☐ Not a burden at all

Programming Note for B4:
Allow for a maximum of 1500 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require
"Other" to be checked. Warn with JavaScript.

Programming Note for B5:
For text box, allow 0-999,999.

C. Views of the Web Basic Pilot Program

The following set of questions asks about other employment verification pilot programs your establishment may have used and views of the Web Basic Pilot Program.

C1. Prior to using the current Web Basic Pilot program, which of the following automated employment verification pilot systems did this establishment use? *(Please choose all that apply)*

a ☐   The original Basic Pilot system which did not use the internet and ended in June of 2004
b ☐   The Citizenship Attestation Verification Pilot – CAVP
c ☐   The Machine-Readable Document Pilot – MRDP
d ☐   None of these

Programming Note:
If C1d is checked, then C1a, b, and/or c should NOT be checked. If d and a, b or c is checked, warn with JavaScript.

Skip Pattern:
If C1a is checked, then ask C2 and C3. For all other cases, skip to C4.

C. Views of the Web Basic Pilot Program

In answering these two questions, please compare your establishment's verification procedures now using the Web Basic Pilot program with the procedures that were in existence when your establishment used the original Basic Pilot program.

C2. Comparing the Web Basic Pilot verification system to the original Basic Pilot, for each of the following aspects, which system do you think is better? *(Please choose one for each item)*	Web Basic Pilot is Much Better	Web Basic Pilot is Somewhat Better	No Difference	Original Basic Pilot is Somewhat Better	Original Basic Pilot is Much Better	Not Applicable
a. Verification costs	☐	☐	☐	☐	☐	☐
b. Burden of verification	☐	☐	☐	☐	☐	☐
c. Time required to verify	☐	☐	☐	☐	☐	☐
d. Reliability of verification	☐	☐	☐	☐	☐	☐
e. Tutorial	☐	☐	☐	☐	☐	☐
f. Other available resources (e.g., user manual, posters)	☐	☐	☐	☐	☐	☐
g. Technical features (e.g., ease of connecting to the government databases)	☐	☐	☐	☐	☐	☐
h. Other (specify): _____	☐	☐	☐	☐	☐	☐

C3. On balance, when comparing the Web Basic Pilot with the original Basic Pilot, do you think the benefits of the Web Basic Pilot verification system are stronger, do you think the disadvantages are stronger, or do you think the benefits and disadvantages are about equal?

1 ☐ Benefits are stronger
2 ☐ Disadvantages are stronger
3 ☐ Equal benefits and disadvantages

Programming Note for C2:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.
Allow for a maximum of 500 characters in the other (specify) text box.
If a box (other than N/A) in the "Other" row is checked then require text in text box OR if there is text in text box then require one of the five boxes to be checked in that row (not N/A). Warn with JavaScript. Okay if (no text in "Other" text box) AND (no checks in row OR N/A is checked).

C. Views of the Web Basic Pilot Program

C4. Do the following statements accurately describe the Web Basic Employment Verification Pilot computer system currently in use at this establishment? *(Please choose 'Yes' or 'No' for each item)*	Yes	No
a. It is easy to make errors when entering employee information into the system.	☐	☐
b. Frequent technical assistance is required from the Help Desk to use the Web Basic Pilot program.	☐	☐
c. At times, the number of employees hired is so great that it is impossible to submit the information required by the deadline.	☐	☐
d. The software for the Web Basic Pilot verification system is so cumbersome that it is impossible to submit work authorization requests by the deadline.	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

C. Views of the Web Basic Pilot Program

C5. Please consider each of the following statements related to the Web Basic Pilot and select the choice that best describes the experiences at this establishment. *(Please choose one for each item)*	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
a. The tasks required by the verification system overburden the staff.	☐	☐	☐	☐	☐
b. It is impossible to fulfill all the employer obligations required by the Web Basic Pilot verification process.	☐	☐	☐	☐	☐
c. Overall, the Web Basic Pilot is an effective tool for employment verification.	☐	☐	☐	☐	☐
d. It reduces the chances of getting a mismatched SSA earnings letter.	☐	☐	☐	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

C. Views of the Web Basic Pilot Program

C6. Has this establishment encountered any difficulties with using the Web Basic Pilot program?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

Skip Pattern:
If "Yes" is checked then ask C7, otherwise skip to C8.

C. Views of the Web Basic Pilot Program

C7. What were the difficulties encountered with using the Web Basic Pilot program? *(Please choose all that apply)*

a ☐   Problem accessing the system, such as hard to get through

b ☐   System was unavailable for use during certain times

c ☐   Staff problems such as training new staff to do verifications using the system

d ☐   Other difficulties with the Web Basic Pilot program (specify): _____

Programming Note:
Allow for a maximum of 1500 characters in the (specify) text box.
If "C7d" is checked then require text in text box OR if there is text in text box then require "C7d" to be checked. Warn with JavaScript.

C. Views of the Web Basic Pilot Program

C8. Do you think that this establishment is more or less willing to hire immigrants now than it was prior to when it started using automated employment verification?

1 ☐   More willing

2 ☐   Less willing

3 ☐   Neither

4 ☐   Don't Know

Skip Pattern:
If "More willing" OR "Less willing" OR "Neither" is checked then ask C9, otherwise skip to D1.

C. Views of the Web Basic Pilot Program

C9. **Why do you think that this establishment is [INSERT RESPONSE OPTION FROM C8] to hire immigrants now than it was prior to using automated employment verification?**

_____
_____
_____
_____

Programming Note:

For inserted text display: "more willing," "less willing" or "neither more willing nor less willing" depending on response from C8.

Allow for a maximum of 2500 characters.

D. Verification Procedures

The following questions are about your procedures for verifying work authorization.

D1. For which of the following types of individuals does this establishment currently use the Web Basic Pilot program? *(Please choose all that apply)*

a ☐   New employees who claim to be non-citizens
b ☐   New employees who claim to be citizens
c ☐   Job applicants
d ☐   Employees who worked at this establishment prior to the institution of the Web Basic Pilot program
e ☐   Other types (specify):_____

D2. When is the Web Basic Pilot program used to verify a new employee? *(Please choose all that apply)*

1 ☐   After a job offer but before the employee's first day of paid work
2 ☐   On the first day of paid work
3 ☐   Within the first three days of work
4 ☐   More than three days after starting work
5 ☐   At some other time (specify): _____

D3. During the last six months, were any of the people that were hired at this establishment *verified* using any verification method *other than the Web Basic Pilot program*?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

Programming Note for D1:
Allow for a maximum of 1000 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

Programming Note for D2:
Allow for a maximum of 300 characters in the other (specify) text box.
If "D2e" is checked then require text in text box OR if there is text in text box then require "D2e" to be checked. Warn with JavaScript.

Skip Pattern:
If "Yes" is checked in D3 then ask D4, otherwise skip to D5.

D. Verification Procedures

D4. Which of the following were reasons for NOT using the Web Basic Pilot program for any of the verifications? *(Please choose all that apply)*

a ☐ No trained staff available
b ☐ Experienced technical difficulties with the Web Basic Pilot
c ☐ Lack of confidence in databases
d ☐ The system is burdensome and time-consuming
e ☐ Developed other ways to ensure work eligibility of newly hired employees
f ☐ Decided to have a contractor verify employees for this establishment
g ☐ Decided to use employees of temporary or other contract agencies
h ☐ Other (specify): _____

Programming Note:
Allow for a maximum of 1600 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require
"Other" to be checked. Warn with JavaScript.

D. Verification Procedures

D5. As far as you know, were any of the tentative non-confirmation findings that your establishment has received the result of someone making a 'data entry' mistake when entering the I-9 information into the Web Basic Pilot program?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

Skip Pattern:
If "Yes" is checked then ask D6, otherwise skip to D8.

D. Verification Procedures

D6. Which of the following describe experiences your establishment has had with tentative non-confirmation findings due to data entry mistakes made at your establishment? *(Please choose all that apply)*

a ☐   We found the error ourselves and corrected it without telling the employee.

b ☐   The employee found the error when told about the finding and we corrected it without the employee having to contest the finding.

c ☐   The employee contested the finding and USCIS or SSA discovered the error.

Skip Pattern:
If D6a is checked then ask D7, otherwise skip to D8.

D. Verification Procedures

D7. When you find a data entry error, how do you correct it?   (*Please choose all that apply*)

a ☐   We close the original case as an error case (IQ code).

b ☐   We enter the correct information as a new case.

c ☐   Other (specify) _____

D. Verification Procedures

D8. Did your establishment have any tentative non-confirmation findings that were *NOT* the result of data entry errors?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

Skip Pattern:
If "Yes" is checked then ask D9, otherwise skip to D10.

D. Verification Procedures

D9. Which of the following describe experiences your establishment has had with tentative non-confirmation cases that were *NOT* considered data entry error cases? *(Please choose all that apply)*

a ☐ We told the employee about the finding and the *employee* decided to contest.

b ☐ We told the employee about the finding and the *employee* decided to quit rather than to contest the finding.

c ☐ We never told the employee about the tentative non-confirmation finding, because the employee was not working for us when we got the finding.

d ☐ We never told the employee about the tentative non-confirmation even though the employee continued to work for us.

e ☐ We decided *not to hire* the employee without telling him or her about the tentative non-confirmation finding.

f ☐ We decided to *fire* the employee without telling him or her about the tentative non-confirmation finding.

g ☐ Other (specify): _____

Programming Note:
Allow for a maximum of 1600 characters in the other (specify) text box.
If "Other" is checked then require text in text box OR if there is text in text box then require "Other" to be checked. Warn with JavaScript.

D. Verification Procedures

D10. On average, how soon after a tentative non-confirmation is received does your establishment notify the employee?

1 ☐   The same day
2 ☐   Within three days but not the same day
3 ☐   Within a week but more than three days
4 ☐   Over a week
5 ☐   We do not usually notify the employee

D. Verification Procedures

D11. Please consider each of the following statements related to *tentative non-confirmations* received during employment verification using the Web Basic Pilot system. Select the answer that best represents the experiences of this establishment. *(Please choose one for each item)* *Note: Select 'Not Applicable' if the situation has never occurred*	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
a. Contesting a tentative non-confirmation is not encouraged because the process requires too much time.	☐	☐	☐	☐	☐
b. Providing assistance to employees who contest a tentative non-confirmation is an excessive burden on staff.	☐	☐	☐	☐	☐
c. Contesting a tentative non-confirmation is not encouraged because employment authorization rarely results.	☐	☐	☐	☐	☐
d. Establishing employment authorization has become a burden because there are so many tentative non-confirmations.	☐	☐	☐	☐	☐
e. Work assignments must be restricted until employment authorization is confirmed.	☐	☐	☐	☐	☐
f. Pay is reduced until employment authorization is confirmed.	☐	☐	☐	☐	☐
g. Training is delayed until after employment authorization is confirmed.	☐	☐	☐	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

D. Verification Procedures

D12. How often do each of the following situations apply to this establishment's use of the Web Basic Pilot system? *(Please choose one for each item)* *Note: Select 'Not Applicable' if the situation has never arisen*	Never	Sometimes	Often	Always	Not Applicable
a. Employees who fail *initial verification* are informed privately.	☐	☐	☐	☐	☐
b. *Written* notification of a tentative non-confirmation is given to employees.	☐	☐	☐	☐	☐
c. *In-person* notification of tentative non-confirmation is given to employees.	☐	☐	☐	☐	☐
d. Employees do not return to work when a tentative non-confirmation is received.	☐	☐	☐	☐	☐
e. Employees are unable to contest a tentative non-confirmation because of barriers such as language or 'red tape.'	☐	☐	☐	☐	☐

Programming Note:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.

D. Verification Procedures

D13. The following statements describe possible *changes that could be made* to the Web Basic Pilot procedures. Please select the answer that best describes your views for each of these possible changes. *(Please choose one for each item)*	Strongly Oppose	Oppose	Support	Strongly Support	No Opinion
a. Allowing verification of job applicants.	☐	☐	☐	☐	☐
b. Allowing verification of employees hired before the pilot was started.	☐	☐	☐	☐	☐
c. Not allowing new cases to be entered into the Web Basic Pilot program until all cases submitted more than two weeks earlier had been closed.	☐	☐	☐	☐	☐
d. Permitting verifications of multiple new-hires in batch mode using a data file extracted from your company's databases.	☐	☐	☐	☐	☐
e. Requiring all companies in the United States to use the Web Basic verification program.	☐	☐	☐	☐	☐
f. Eliminating the paper form I-9.	☐	☐	☐	☐	☐
g. Returning pictures of some work-authorized employees as part of the verification response to help detect identity fraud.	☐	☐	☐	☐	☐
h. Permitting employers to enter some of the Form I-9 information by swiping an identification card, using a card reader.	☐	☐	☐	☐	☐
i. Any other changes you might want to suggest (specify): _____	☐	☐	☐	☐	☐

D14. In 2004 the law was changed to allow the electronic entry and storage of I-9 Form information. Were you aware of this change in the law?

1 ☐ Yes

2 ☐ No

3 ☐ Don't Know

Programming Note for D13:
Allow only one check in each row.
If any row is left blank when "Continue" is clicked, warn respondent with JavaScript.
Allow for a maximum of 500 characters in the other (specify) text box.

If a box (other than No opinion) in the "D13i" row is checked then require text in text box OR if there is text in text box then require one of the four boxes to be checked in that row (not No opinion). Warn with JavaScript. Okay if (no text in "D13i" text box) AND (no checks in row OR No opinion is checked).

Skip Pattern:
If "Yes" is checked in D14 then ask D15, otherwise skip to E1.

D. Verification Procedures

D15. Do you now use any form of electronic I-9?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

E. Employer Characteristics

The next questions are about this establishment.

E1. Is this establishment a personnel or temporary employee company that supplies workers to other firms?

1 ☐   Yes

2 ☐   No

3 ☐   Don't Know

Skip Pattern:
If "Yes" is checked then ask E2, otherwise skip to E3.

E. Employer Characteristics

E2. Which of the following best describes your establishment?

1 ☐   A temporary help agency – that is, an establishment that hires and then pays workers who work off-site under the supervision of another employer. That employer then pays you for your services.

2 ☐   An employment agency – that is, an establishment that tries to find workers to be hired by an employer who will, if the search is successful, pay you a fee for that service.

3 ☐   Some other type of temporary help agency (specify): _____

Programming Note:
Allow for a maximum of 500 characters in the other (specify) text box.
If "E2c" is checked then require text in text box OR if there is text in text box then require "E2c" to be checked. Warn with JavaScript.

E. Employer Characteristics

E3. **Please estimate the total number of current employees of this establishment *as of today*. Be sure to include all full-time permanent employees, part-time permanent employees, and any working on a temporary basis.**

Note: 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.

_____ total employees

E4. Approximately what percent of current employees of this establishment would you say are immigrants, that is, they were born outside the U.S.?

Note: Your responses will not be individually shared with the Government, nor will you be identified in any way to anyone not on Westat's evaluation team.

1 ☐ None
2 ☐ Less than 5 percent
3 ☐ 6-20 percent
4 ☐ 21-40 percent
5 ☐ 41-80 percent
6 ☐ 81-95 percent
7 ☐ Over 95 percent

Programming Note for E3:
For text box, allow 0-9,999,999.

E. Employer Characteristics

E5. During the last six months, for which employees did this establishment verify work authorizations? *(Please choose all that apply)*

a ☐   Employees who work at this establishment

b ☐   Employees who work at other establishments or branches of this firm

c ☐   Employees who work at other companies

d ☐   No employees

Programming Note:
If E5d is checked, then E5a, b, and/or c should NOT be checked. If d and a, b or c is checked, warn with JavaScript.

Comments

1. What additional comments or suggestions for improvement do you have regarding the Web Basic Pilot program?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Programming Note:

Allow for a maximum of 2500 characters.

General Programming Information:

- On all pages, have a "Continue" button, NOT a "Save & Continue" button.

- For text boxes that are numeric only, if anything other than a number is entered display the following message and do NOT allow to write to database or skip:

  You must provide a numeric value for question [INSERT QUESTION NUMBER]. Please do not enter non-numeric characters.

- Unless otherwise stated, allow the respondent to skip an item (code as active nonresponse) using JavaScript (text for message below):

  Question [Insert question number(s) – include question letter if multiple item question] was not answered. If you would like to return to the question, click "Cancel." If you would like to proceed to the next question, click "OK"

- After the "Continue" button on the Comments question (last question) is clicked OR if there are any active nonresponses, but all items are checked, display the following page:

  Note to programmer: For bracketed words below, display first word in bracket if 2 or more questions are active nonresponses; display second word if only 1 active nonresponse.

  The following [questions/question] [have/has] not been responded to:

  List all questions coded as active nonresponse as links back to the question

  If you would like to return to [any of the questions listed above/that question], please click on the question number.

  To submit the survey without completing the listed [questions/question], click "Submit" now.

  Submit

  If all items are complete and there are no active nonresponses or the respondent clicks the submit button from above, display the following page:

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

  To print a copy of your responses, click on the link below.

  Print Version

- Collect the following information:

  Date and time first logged in: month/day/year; hour/minute/am-pm
  Date and time last logged in: month/day/year; hour/minute/am-pm
  Date and time survey submitted: month/day/year; hour/minute/am-pm