



# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

## **REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS**

**(Copied: July 9, 2009)  
Survey of New Hires, 1999**

### **Record Group 479    Records of the Merit Systems Protection Board**

The National Archives and Records Administration (NARA) has been accepting electronic records into its holdings since the early 1970s. Technical documentation has accompanied each transfer of electronic records. The documentation is necessary to understand the meaning of the digitized bits of information within the electronic records.

Over the decades, NARA has had different procedures for compiling technical documentation into an organized unit for researchers, and different expectations regarding the content and extent of any NARA-produced portions of the documentation. Consequently, the structure, organization and contents of the documentation reflect the procedures in place when the technical documentation was compiled and arranged and may include out of date addresses, telephone numbers, or other items of unrevised information related to the agency that created or transferred the documentation and electronic records to NARA, to the NARA unit that processed these materials, or to the physical media of the electronic records files.

In creating the reference copy of the documentation package, NARA staff have selected from the technical and/or supplementary documentation available for this series or file(s). We have annotated or highlighted the table of contents that follows to indicate which portions of the full documentation for this series or file are included in this reference copy of documentation. Any materials not included here are available upon request. Any user notes prepared after the table of contents was prepared appear before the table of contents. This documentation will differ in structure, organization and contents from technical documentation for other series or files of accessioned electronic records. The readability and visual quality are also variable.



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## **List of Documentation for the Surveys of New Hires, 1999**

Records of the Merit System Protection Board  
Record Group 479

<u>NARA Prepared Documentation:</u>	<u># Pages</u>
Sample Printout of file	2
Archival Electronic Records Inspection and Control (AERIC) Reports	Available Upon Request
 <u>Agency Documentation Contents:</u>	
Introduction, copies of data collection forms, record layouts	8
<u>Total</u>	10
 <u>Supplementary Documentation:</u>	
Agency Provided Final Report: "Competing for Federal Jobs: Job Search Experiences of New Hires" (February 2000)	35

The Merit Systems Protection Board transferred to NARA the raw data and SPSS Export file for the Survey of New Hires, 1999. The National Archives and Records Administration retains the SPSS Export file for the convenience of reference for a period of ten years from the time of initial preservation copying.

NN3-479-01-001  
Theodore J. Hull  
October 31, 2001



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3-479-01-001

## **Sample Dump of the Survey of New Hires, 1999**

Records of the Merit System Protection Board  
Record Group 479

Following is a page listing a sample of records generated from Survey of New Hires, 1999, created from the records as preserved by the Electronic & Special Media Records Services Division (01-01801). The Merit Systems Protection Board sent this file to NARA on 3 ½" diskette, in ASCII, with "variable length" delimited records. NARA preserved the file in ASCII with ANSI labels on to 18-track, 37,871 bpi, 3480-class tape cartridge.

FILE #4 BLOCK # 0 RECORD # 0  
0000 1 1 1 2 2 2 1 2 1 2 2 2 2 2 3 1 2 1  
0040

FILE #4 BLOCK # 0 RECORD # 1  
0052 2 1 1 1 2 1 4 4 6 1 1 2 3 4 2 2 2 2 1 5  
0092

FILE #4 BLOCK # 0 RECORD # 2  
00A4 3 1 1 1 2 2 1 2 1 1 1 2 2 2 2 2 2 1  
00E4

FILE #4 BLOCK # 0 RECORD # 3  
00F6 4 1 4 1 2 2 3 3 2 1 2 2 3 3 2 3 3 2 1 1  
0136

FILE #4 BLOCK # 0 RECORD # 4  
0148 5 1 1 1 2 1 2 2 6 1 2 3 1 3 3 2 1 4  
0188

## DOCUMENTATION FOR THE 1999 SURVEY OF NEW HIRES

The Survey of New Hires was conducted to learn more about the experiences of individuals seeking jobs with the federal government. Of the 2,000 newly hired federal employees sampled for this survey, a total of 750 returned questionnaires. A copy of the survey can be found in appendix 1.

Two different data files are available for this survey. The first file is a raw data file, entitled "**newhire.txt**". The file layout for the raw data file can be found in appendix 2.

The second file is a portable SPSS (Statistical Package for the Social Sciences) system file entitled "**newhire.por**". This system file contains a data dictionary with the variable labels and value labels already built in.

You may contact Dr. Jamie Carlyle (202) 653-6772, extension 1334 or Dr. John Crum (202) 653-6772, extension 1344 if you have any questions about these data files.

*In order to protect the anonymity of the survey respondents, users of these data files are not permitted to identify nor report responses of any individual survey respondent.*

## Appendix 1



U.S. MERIT SYSTEMS PROTECTION BOARD  
Washington, D.C. 20419

Dear Federal Coworker:

Because our records show that you were either hired as a new Federal employee or selected for a new position with a different agency within the last 18 months, we are asking for your help in learning more about the hiring process. The U.S. Merit Systems Protection Board is an independent Federal agency entrusted with two important missions. We hear and adjudicate appeals from Federal employees involved in certain workplace disputes and we periodically review and evaluate various aspects of our merit-based civil service system to determine if it operates fairly and effectively. This request relates to that latter mission.

Your name was one of a relatively small number that were randomly selected from among approximately 80,000 recent Federal hires. **It is important to us that we hear from you. Your answers to our questions will be kept strictly confidential.**

The attached questionnaire asks about your experiences in seeking a Federal job. It will take you about 10 minutes to complete. We want to know how individuals obtain information about Federal job opportunities and what they experience in applying for a Federal job. This will help us determine whether any changes are needed in the way that the Government attracts and selects employees. The findings from this study will be reported to the President, the Congress, Federal agencies and other interested individuals and organizations.

Congratulations on your new job, and thank you in advance for helping us with this review of the Federal hiring process. Should you have any questions, please call Bruce Mayor, the project manager for this study, at (202) 653-6772, ext. 1336.

Sincerely,

A handwritten signature in black ink that reads "John M. Palguta". The signature is fluid and cursive.

John M. Palguta  
Director, Policy and Evaluation

# NEW HIRING SURVEY

Instructions: Please complete this questionnaire within 5 days and return it in the enclosed envelope. You may use a pen or a pencil. Fill in the circle next to the appropriate response. Answer each question by marking only one response, unless otherwise instructed.

1. Have you within the past 18 months accepted a job with the Federal government or with a different Federal agency?

Yes  No

If your answer to this question is "No," please stop here and return the questionnaire in the enclosed envelope.

2. How did you first learn about the Federal job you accepted?

- From a friend or relative
- From a school placement office or official
- From an Internet posting
- From an advertisement in a newspaper
- By calling or visiting the agency
- From a computerized information stand (kiosk)
- From a news story or article
- From a Federal Government recruiter
- From a State Employment Center
- From a commercial job listing service
- Other \_\_\_\_\_

3. At the time you applied for the Federal job you accepted, did you have access to the Internet?

Yes  
 No (Skip to Question 5)

4. Did you use the Internet in your search for a Federal job?

Yes  
 No

5. Whether or not you used the Internet in your search for a Federal job, were you aware while you were looking that openings for Federal jobs could be found on the Internet?

Aware  
 Unaware

6. How did you submit the application (or portions of the application) for the Federal job you accepted?

*(Mark all that apply.)*

- By mail
- By fax
- By phone
- Over the Internet
- By hand or messenger
- Don't remember
- Other \_\_\_\_\_

7. How long would you estimate it took from the time you applied for the Federal job you accepted until you were asked to interview for that job?

- I was never asked to interview
- 1 month
- 2 months
- 3 months
- 4 months
- Between 4 and 6 months
- More than 6 months
- Don't remember

8. How long would you estimate it took from the time you applied for the Federal job you accepted until you were offered the position?

- 1 month
- 2 months
- 3 months
- 4 months
- Between 4 and 6 months
- More than 6 months
- Don't remember



9. How much time were applicants given to apply for the Federal job you accepted?

- About 1 week
- About 2 weeks
- Between 2 weeks and 1 month
- More than 1 month
- Applicants could apply at any time
- Don't remember

10. When you were looking for the Federal job you accepted, for how many Federal jobs did you apply?

- Just 1
- Between 2 and 5
- Between 6 and 10
- More than 10
- Don't remember

*(Please answer questions 11 to 13)*

11. I live:

- In the DC metropolitan area
- Outside of the DC metropolitan area

12. Do you have a relative who is a Federal employee?

- Yes
- No *(Please skip to Question 14.)*

13. Did you first learn about the Federal job you accepted from that relative?

- Yes
- No

14. Please respond to each of the following statements.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
a. It was easy for me to find out about Federal job openings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. It was easy for me to apply for Federal jobs that I was interested in.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Federal job announcements were open long enough to give me a reasonable opportunity to apply if I was interested in a particular job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Federal job announcements provided enough information to enable me to decide if I was interested in a particular job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Federal job announcements provided enough information to enable me to determine if I was qualified for the position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. With regard to Federal jobs for which I applied, hiring decisions were made within a reasonable period of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Appendix 2

## 1999 New Hires Survey

<u>Question</u>	<u>Starting column</u>	<u>Ending column</u>	<u>Length</u>
ID	2	5	4
1	7	7	1
2	9	10	2
3	12	12	1
4	14	14	1
5	16	16	1
7	18	18	1
8	20	20	1
9	22	22	1
10	24	24	1
11	26	26	1
12	28	28	1
13	30	30	1
14a	32	32	1
14b	34	34	1
14c	36	36	1
14d	38	38	1
14e	40	40	1
14f	42	42	1
6a	46	46	1
6b	48	48	1
6c	50	50	1
6d	52	52	1
6e	54	54	1
6g	58	58	1
6f	56	56	1

*Please note that the 7 parts of question #6 appear at the end of the file, and that 6g comes before 6f in the file.*