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Dear Sir/Madam

**Triennial Review of the Vacancy Survey
Voluntary Survey of Users**

The Office for National Statistics (ONS) is required by Government to regularly review each of its statistical surveys. We are currently in the process of conducting a review of the Vacancy Survey and would be grateful if you, as one of the main users of the information, could take the time to provide us with comments in the voluntary questionnaire provided.

The review is a requirement of the Prime Minister's instructions on survey control. As well as consulting with users of the information, we also consult with respondents to determine the costs to them and to Government. The main objective of the review is to determine the efficiency and effectiveness of all of our procedures, and to identify where improvements can be made.

We would be grateful if you could complete and return the voluntary questionnaire by 19 August 2011. Shortly after receipt of the completed questionnaire you may be contacted by a member of our staff to discuss your responses further.

Please note that a copy of the final review will be available from our website <http://www.statistics.gov.uk/statbase> early next year. You may also wish to note that National Statistics data series are also available.

We look forward to receiving your completed questionnaires. If you have any queries please feel free to contact me at the above address.

Yours faithfully,



David Matthews
Statistician
Employment Results Branch

A. Standard Questions

1. How relevant is the information you receive from the Vacancy Survey?

Please X the appropriate box

- Very relevant
- Quite relevant
- Not very relevant
- Not at all relevant.

2. Do you use all of the information from the Vacancy Survey?

- Yes → Go to question 4
- No → Go to question 3

3. Please specify in the box below

4. Is there any additional information you require from the Vacancy Survey?

- Yes → Go to question 5
- No → Go to question 6

5. Please specify in the box below

6. How easy or difficult is it to access the information?

For each method that you use please X the appropriate box

	Very easy	Quite easy	Not very easy	Not at all easy	N/A
Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. How satisfied are you with the format of the information that you access?

Include your opinions on usability, understand-ability, level of detail and visual aspects

For each method that you use please X the appropriate box

	Very satisfied	Quite satisfied	Not very satisfied	Not at all satisfied	N/A
Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Does the frequency of the information you receive from the Vacancy Survey meet your needs?

Please X the appropriate box

Yes → Go to question 10

No → Go to question 9

Please specify in the box

9. What is the information that you receive from the Vacancy Survey used for?

10. How accurate do you find the information that you receive from the Vacancy Survey?

Please X the appropriate box

Very accurate

Quite accurate

Not very accurate

Not at all accurate

11. If you have any further comments please provide in the box below

B. Quality Attributes

This section refers to the quality attributes recognised by ONS and the European Statistical Community. Please evaluate the information you receive from the Vacancy Survey against these quality attributes.

A glossary of the terms used can be found at www.statistics.gov.uk/qualitymeasures

Please use a scale of 1 - 5 where 1 = very poor, 2 = poor, 3 = fair, 4 = good, 5 = very good

For each attribute please X the appropriate box

	1 very poor	2 poor	3 fair	4 good	5 very good
Relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comparability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coherence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Who should we call if we have any questions?

Contact Name

Telephone Number

Thank you for your cooperation.