



## Recruitment and Hiring

Interviewers are the backbone of what we do. Recruiting and hiring them is a necessary but time consuming activity. We have to post positions, set up application portals, screen and background check applicants. This is a significant collaboration among the central DCS team, production / project managers, as well as UM/ISR Human Resources.

In the last year, we

- Fielded 890 recruitment emails and calls to the toll free Recruitment line
- Screened 4,060 applicants
- Background checked over 300 candidates
- Completed over 325 new hire packets
- Made 299 new hire job offers

## Training and Travel

Getting Interviewers and Team Leaders trained is central to producing high quality data. Training comes in many forms. The most visible is the in-person Interviewer training sessions, which are typically 5-8 days in length, though our team also supports one- and two-day meeting events. We organize the hotel and conference room bookings, room set-up and break-down, and travel.

Since July 2015, we have arranged for:

- 40 trainings, meetings or events including a total of 97 meeting days
- 1,938 participants for those meeting or events
- Organized 133 online training and conference sessions using WizIQ

During data collection, we have also booked:

- 89 production travel flights
- 335 production hotel reservations
- 162 National Car rental reservations

# DCS

## Data Collection Services

*Supporting Data Collectors in the Field and SSL*

Name	IN	OUT
Ashanti		
Brenda		
Cathy		
Cynthia		
Jeffrey		
Jim		
Joanne		
Ken		
Kris		
Maudine		
Mike		
Misty		
Vicki		
Vivienne		

## Supplies and Equipment

Interviewers need their supplies. Some projects need more than others (we're looking at you, HRS). Physical measure bags can contain more than 40 lbs. of equipment, each piece tagged and tracked separately.

In the last year, we:

- Assembled 300 HRS physical measure bags
- Purchased and added 962 new pieces of equipment to inventory
- Assigned over 2,700 pieces of equipment
- Set up over 350 smart phones – we greatly appreciate the collaboration of PDMG/TSG staff to get this accomplished
- Fulfilled more than 800 supply requests
- Shipped out **over 3,000 individual** UPS packages
- Completed 12 bulk mailings comprised of approximately 1,590 boxes to Interviewers

In the first three months of 2016, we are averaging 150 supply requests per month.

## Payments and Processing

Interviewers need to get paid. They also need to have travel advances processed, tracked, and followed up on. Without these, respondent tokens of appreciation can't get paid and Interviewer travel becomes a burden.

We rolled out a new field timekeeping system (Tenrox) in January, which we collaborate on with the Financial Services Group. Barb Ward (PDMG) served as project manager on this effort.

Since January 24, the new Tenrox has processed:

- 853 travel advances
- 3,656 expense reports
- 5,727 time sheets containing 129,916 Interviewer hours