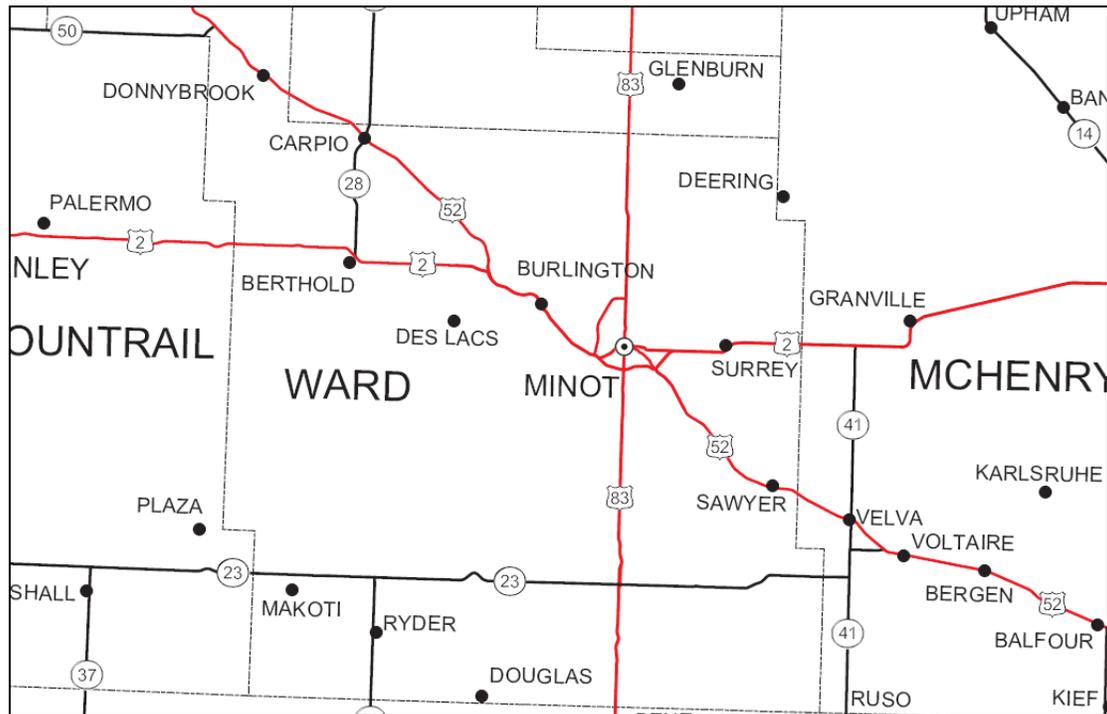


# Labor Availability Study

## The Community of Minot and Surrounding Area

2006



A collaboration of:

North Dakota Department of Commerce  
University of North Dakota – Social Science Research Institute  
Job Service North Dakota

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## **Minot Labor Availability and Surrounding Area**

## Minot Labor Availability and Surrounding Area

### Major Findings

#### Summary of Findings

Site developers, economic planners, and others will often refer to the unemployment rate to determine if there is an available labor force; but while the unemployment rate is a consistent measure across the country, it is incomplete. Being unemployed is defined as not working but actively seeking work. However, some individuals who are working would be interested in changing jobs or occupations, others would want additional hours, and some are planning to find work within the year. These individuals are not normally counted as part of the available labor pool in an area.

In 2006, the state of North Dakota, in cooperation with local partners, funded a study to measure the available labor pool.

In the area including and surrounding the community of Minot, there exists a potential labor force of 39,137 individuals, or approximately 59 percent of the adult population. The majority of these individuals are currently working but would be willing to consider alternative jobs. The labor force (those employed, which includes the self-employed as well as those actively seeking work) is estimated to be 58 percent of the adult population, or 37,619 individuals.

#### Characteristics of the Potential Job Seekers

	<u>Number*</u>	<u>Percentage of 18+</u>
<b>Potential Job Seekers</b>	18,157	27.6%
<b>Actively Seeking Work</b>	2,106	3.2%
<b>Planning to Look Within the Year</b>	1,180	1.8%
<b>Interested in Changing Jobs</b>	13,144	19.9%
<b>Interested in Additional Jobs</b>	6,488	9.8%
<b>Those Discouraged From Looking</b>	42	0.1%

\*The numbers will not total to the Potential Job Seekers, as duplication is possible.

## Minot Labor Availability and Surrounding Area

### Scope of Study

The purpose of this study was to explore the size and characteristics of the potential labor pool in and around Minot, North Dakota. A telephone survey was conducted by the University of North Dakota – Social Science Research Institute (SSRI), who contacted 1,502 respondents in Ward, McHenry, Bottineau, Renville as well as select areas of Mountrail and McLean Counties. This area was determined by the developer and was based on community and business trade patterns.<sup>1</sup> According to 2000 Census estimates, there are approximately 65,889 people age 18 and older living in these areas.

Area/Counties	Census 2000	Adult 18+
Ward County	58,795	43,391
McHenry County	5,987	4,553
Bottineau County	7,149	5,562
Renville County	2,610	2,001
Select Areas of Mountrail County	6,523	4,692
Select Areas of McLean County	7,357	5,690
Total	88,421	65,889

### The Population

Approximately 66 percent of the survey respondents live in Ward County, another 7 percent live in McHenry County – closest to Minot. Slightly more women (52 percent) than men (48 percent) completed the survey. The typical respondent is 52 years old. Fifty four percent are currently working and travels approximately 11 minutes or 11 miles to get to work. The largest occupations in the Minot area are Sales and Related (19 percent), Healthcare Support (13 percent) and Office and Administrative Support (11 percent). In general, respondents are well-educated with 92 percent having received a high school diploma and 33 percent having received a college degree.

These results differ somewhat to the 2000 Census data for the region.<sup>2</sup> According to the Census Bureau, 51 percent of the population is female while 49 percent is male, and the median age is 32.4. The Census Bureau also found that 87 percent of the population has a high school diploma and 22 percent has a college degree.

The median age of respondents (52) is older than the population of the 2000 Census. In comparison, the median age of the nation was 35.3 in 2000. Among survey respondents, 22 percent were between the ages of 18 and 34.

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<sup>1</sup> The area defined by the developer does not reflect a labor-shed area as defined by Job Service North Dakota.

<sup>2</sup> Census figures shown are for Ward County.

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Education Level	Percentage that Attained This Level
Less Than HS Diploma	8.1%
HS GED Graduate	28.7%
Some College and Vo-tech	23.2%
Vo-tech Graduate	7.2%
College Grad and Advanced Degree	32.8%
<b>Total</b>	<b>100.0</b>

At the time of this study the unemployment rate in the Minot area was 4.6 percent<sup>3</sup>. Among the respondents, 54 percent are currently working, 2 percent are actively seeking work, and 2 percent are not actively seeking work. Also, an additional 15 percent are considered potential job seekers (PJSs), who are people willing to change jobs or take an additional job if the circumstances are right. These PJSs will be covered later in the paper. The remainder of the population over age 18 is not in the workforce.

### The Current Workforce

A typical employed respondent works 41.7 hours per week and makes \$14.30 per hour. A majority of these respondents had only one job and work full-time, which is defined in this study as 30 hours per week or more. Twelve percent held more than one job. Generally, if a respondent works more than one job, the additional job is part-time. Thirty eight percent of employed respondents have shift-oriented schedules, but an additional 26 percent of working respondents who do not currently work shifts said they would be willing to consider shift work. The following table shows the most recent occupations of the current employees in the Minot area.

Occupational Group	Numbers <sup>4</sup>		Percentage of Workforce	
Managerial, Professional and Related Occupations	12,739		35.6%	
Managerial		788		2.2%
Business and Financial Operations		556		1.6%
Computer and Mathematical Science		93		0.3%
Architecture and Engineering		417		1.2%

<sup>3</sup> This figure reflects Ward County as of March, 2006. Regional data is not available to the specific geographical region defined by this study.

<sup>4</sup> Estimates are rounded to the nearest whole number and may not sum.

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Occupational Group	Numbers		Percentage of Workforce	
Life, Physical and Social Services		46		< 1%
Community and Social Services		1,019		2.8%
Legal Occupation		417		1.2%
Education, Training and Library		3,660		10.2%
Arts, Design, Entertainment, Sports and Media		463		1.3%
Healthcare Practitioner and Technicians		556		1.6%
Healthcare Support		4,725		13.2%
Service Occupations	3,521		9.8%	
Protective Services		649		1.8%
Food Preparation and Serving		973		2.7%
Building and Grounds, Cleaning, Maintenance		1,065		3.0%
Personal Care		834		2.3%
Sales and Office Occupations	10,840		30.3%	
Sales		6,949		19.4%
Office and Administrative Support		3,891		10.9%
Farming and Related Occupations	649		1.8%	
Farming and Related Occupations		649		1.8%
Construction, Extraction, Installation and Repair	1,760		4.9%	
Construction and Extraction		741		2.1%
Installation and Repair		1,019		2.8%
Production, Transportation and Material Moving	3,474		9.7%	
Production		741		2.1%
Transportation and Material Moving		2,733		7.6%
Other Occupations not Classified Elsewhere	2,826 <sup>5</sup>		7.9%	
Other Occupations not Classified Elsewhere		2,826		7.9%

<sup>5</sup> Includes a significant number of military personnel

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The demographics of the workforce in the area are different from those of the general population. Current employees have a median age of 43.2. As shown in the chart, 29 percent of these current employees are between the ages of 18 and 34. Also, 42 percent are male, 40 percent have a college degree, and the average wage of current employees is \$14.30 per hour.

Age Group	Percentage
18 – 24	8.4%
25 – 34	21.0%
35 – 44	22.5%
45 – 54	27.2%
55 – 64	16.3%
65 Plus	4.6%

Typically, current employees travel 11 minutes or 12 miles to get to work. This, however, depends on the occupation of the employee. For instance, the majority of those in Food Preparation and Serving Related occupations travel, on average, 5 miles to get to work while those in Construction occupations travel 19 miles to get to work.

The average length of tenure for employees in the Minot area is 8.2 years. Of the currently employed respondents, 89 percent work full-time--defined here as more than 30 hours a week--and most (93 percent) work year round jobs. The following table shows the benefits that currently employed respondents receive at their jobs.

Benefit	Percentage Provided
Healthcare	73%
Retirement Plan	65%
Life Insurance	45%
Disability Insurance	32%
Child Care	5%
Other	23%
Provided No Fringe Benefits	20%

The following table shows various occupations in the area by number of employed respondents as well as by tenure with employer, hours worked and hourly wages. In the Minot area, the highest percentage of employees is in Sales and Related, Healthcare Support, and Office and Administrative Support Occupations. The occupation with the oldest employees is Food Preparation and Serving Related Occupations at 51, while Military Occupations has the youngest employees at 32. Architecture and Engineering pays the highest with an average wage of \$38.43 per hour. On average, those employed in Farming work the most hours (56).

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Occupational Group	Estimated Number	Percent -age	Years with current employer	Hours worked in average week	Hourly wage
Management	788	2%	11	46.90	\$24.71
Business and Financial Operations	556	2%	11	42.10	\$19.20
Computer and Mathematical Science	93	< 1%	9	42.33	\$11.00
Architecture and Engineering	417	1%	6	41.16	\$38.43
Life, Physical, and Social Science	46	< 1%	8	40.00	\$19.00
Community and Social Services	1,019	3%	6	47.39	\$13.09
Legal Occupations	417	1%	6	39.30	\$13.67
Education, Training, and Library	3,660	10%	11	39.36	\$15.62
Arts, Design, Entertainment, Sports, and Media	463	1%	4	41.04	\$10.29
Healthcare Practitioner and Technical	556	2%	4	41.64	\$12.00
Healthcare Support	4,725	13%	6	40.54	\$17.48
Protective Service	649	2%	9	41.34	\$13.13
Food Preparation and Serving Related	973	3%	7	34.77	\$8.98
Building and Grounds Cleaning and Maintenance	1,065	3%	10	40.40	\$8.97
Personal Care and Service	834	2%	5	40.33	\$7.10
Sales and Related	6,949	19%	6	39.62	\$11.41
Office and Administrative Support	3,891	11%	10	37.92	\$10.95
Farming, Fishing, and Forestry	649	2%	8	56.02	\$11.90
Construction and Extraction	741	2%	4	46.03	\$17.23
Installation, Maintenance, and Repair	1,019	3%	6	40.01	\$20.46
Production	741	2%	7	44.47	\$16.13
Transportation and Material Moving	2,733	8%	8	47.99	\$20.40
Military	2,780	8%	12	46.21	\$8.15
Miscellaneous	46	< 1%	11	38.16	\$14.58

### Potential Job Seekers

Potential job seekers (PJSs) may either be employed or unemployed and are interested in either taking an additional job or changing jobs if the circumstances are right. In the Minot area, 28 percent or approximately 18,157 people age 18 or over fall into this category. The five types of potential job seekers are listed in detail below.

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1. The unemployed:  
Those who are 18 and older, unemployed, and actively seeking work.
2. Individuals who plan to seek a job within the next year:  
Those who are not working, not seeking work, but plan to be looking for work within the year would be included in this category.
3. People who are working, but would be willing to change jobs:  
Using Bureau of Labor Statistics definitions, these people would be classified as employed. This group includes those individuals who are presently working who may or may not be actively seeking work, but would consider changing employers.
4. People who are currently working and are willing to take an additional job:  
Like the previous group, these individuals would be defined as employed. However, they would be willing to work an additional job and, as such, are part of the possible labor pool for different businesses.
5. Individuals who are discouraged and do not look for work:  
For the purpose of this study, the discouraged worker is defined as someone who is not working, is not actively seeking work nor planning to find a job within the next year, but would accept a job if it met their minimum acceptable wage requirements.

<b>Characteristics of the Potential Job Seekers</b>		
	<b>Number</b>	<b>Percentage of Population 18 Years of Age and over</b>
Potential Job Seekers <sup>6</sup>	18,157	27.6%
Actively Seeking Work	2,106	3.2%
Planning to Look Within the Year	1,180	1.8%
Interested in Changing Jobs but No Additional Jobs	8,341	12.7%
Interested in Both Changing Jobs and Additional Jobs	4,803	7.3%
Interested in Additional Jobs -but not changing jobs	1,685	2.6%
Those Discouraged From Looking	42	0.1%

The demographics of PJSs are different from those of the sample population. In general, the median age of a PJS is 42.3, making them younger than the rest of the sample. In addition, PJSs are more likely to be male (54.8 percent), have more likely to have completed high school but less likely to have completed college, have shorter tenure at their jobs (7.5

<sup>6</sup> Will not sum as PJSs can be in multiple categories.

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years), have slightly more years of management experience (11.8 years), and have less (8.2 years) experience with computers.

The typical PJS travels 19 minutes or 14 miles one-way to get to his or her job. This varies by occupation. PJSs in Construction and Extraction occupations travel an average, of 46 minutes to get to work while PJSs work in Education, Training, and Library only travel 13 minutes. The typical PJS would be willing to travel 43 minutes or 40 miles to go to work, but this also depends on their occupation. A PJS employed in Personal Care and Services is willing to travel 30 minutes, while a PJS in Transportation is willing to travel 45 minutes.

On average, 33 percent of PJSs work shifts. Of those who do not currently work shifts, 28 percent would be willing to work shifts. Specifically, many PJSs (66 percent) say they would work shifts if it resulted in better pay. The most popular choice of shift for this group is day time (46 percent). Currently, 62 percent of PJSs work year round while 14 percent work seasonal jobs. Generally, in the Minot area, year round jobs are preferred (75 percent). On average, 70 percent of PJSs are interested in flexible work schedules in which their work hours are arranged around their personal schedules. On average, those who preferred to work flexible work schedules wanted to work 35 hour per week. Those interested in full-time employment are currently working an average of 21 hours per week.

The reasons why PJSs would consider alternative employment vary. As shown in the following table, the most common reason to choose alternative employment is an increase in pay (52 percent). However, 16 percent would seek alternative employment for an improvement in working conditions.

Reason	Percentage
Increase in pay	52%
Increase in benefits	7%
Improvement in working conditions	16%
More career advancement opportunities	12%
Feel you are underutilized	1%
Gain more job status/prestige	< 1%
Something else <sup>7</sup>	11%

The next table shows that currently employed PJSs would generally accept a lower wage to work at an additional job. Similarly, many of those who would consider changing jobs would also be willing to accept a lower wage. The previous table indicates that 52 percent of PJSs would consider taking a different job for an increase in pay, but 7 percent would consider different employment if it meant an increase in benefits. The most desirable benefit, to PJSs is healthcare – overwhelmingly desired by 69 percent of those responding—distantly followed by flexible work hours (6 percent) and a retirement plan (5 percent).

<sup>7</sup> Of those who selected “Something else” the most common cited reasons dealt with variety of work experienced, quality of management and desire to reduce stress.

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<b>Current Occupation:</b>	<b>Current Pay</b>	<b>Minimum Pay to Accept New Job</b>
Management	\$21.63	\$12.83
Life, Physical, and Social Science	\$19.00	\$19.00
Legal Occupations	\$8.70	\$8.70
Education, Training, and Library	\$15.04	\$12.12
Arts, Design, Entertainment, Sports, and Media	\$12.50	\$7.25
Healthcare Support	\$15.84	\$10.92
Protective Service	\$10.00	\$8.00
Food Preparation and Serving Related	\$13.20	\$8.40
Building and Grounds Cleaning and Maintenance	\$7.57	\$19.12
Personal Care and Service	\$8.36	\$7.34
Sales and Related	\$9.23	\$8.53
Office and Administrative Support	\$11.78	\$9.88
Farming, Fishing, and Forestry	\$11.00	\$9.58
Construction and Extraction	\$15.27	\$10.50
Installation, Maintenance, and Repair	\$15.16	\$16.13
Production	\$23.00	\$20.00
Transportation and Material Moving	\$14.00	\$10.00
<b>Average of Above</b>	<b>\$14.00</b>	<b>\$11.43</b>

Approximately 93 percent of PJSs in the area have at least a high school education, and 26 percent have a college degree. Among the PJSs, 61 percent have some management experience. The median length of time for this experience is 12 years.

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Education Level	Percent Attainment
Less than High School	7.5%
High School	30.2%
Some College	26.4%
Vo-tech Graduate	9.4%
College and Advanced Degree	26.4%

A majority of PJS respondents have experience using computers (80 percent), and 77 percent report experience using office suite productivity software. However, there were differences in levels of proficiency with different types of applications. Many respondents (36 percent) have high levels of proficiency<sup>8</sup> with word processing, but fewer are proficient at databases (12 percent).

Technical Skill	Not Skilled	Some Skills	Average	Above Average	Very Skilled	No Answer
Word Processing	6%	24%	33%	21%	15%	0%
Spreadsheets	25%	22%	31%	13%	9%	0%
Databases	31%	19%	38%	6%	6%	0%
Desktop Publishing	25%	19%	31%	19%	3%	3%

Ten percent or the equivalent of 1,335 PJSs indicated they have specialized computer technology training. They identified their level of proficiency as follows:<sup>9</sup>

Technical Skill	Not Skilled	Some Skills	Average	Above Average	Very Skilled	No Answer
Installing Computer Hardware	20%	0%	20%	20%	40%	0%
Writing Computer Program	50%	0%	25%	25%	0%	0%
HTML Programming	60%	0%	0%	40%	0%	0%

Although PJSs in the Minot area have impressive education and skill levels, there is still the acknowledgement by the group that more training may be necessary in certain professions. There are, however, some differences in the type of training these people would be willing to consider. As shown in the table below, the industry that PJSs were most interested in

<sup>8</sup> High levels of skill is interpreted as meaning that the respondent selected either 4 or 5 on a 5 point scale with the higher number indicating a higher level of skill.

<sup>9</sup> Small sample size results in a high degree of variance.

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receiving training in is Computer related fields (72 percent) while the industry with the least amount of interest is Engineering Fields (45 percent).

Industry	Percent Interested
Information Computer Technology	72%
Business Services	64%
Production	59%
Healthcare Service Fields	51%
Engineering Fields	45%
Construction Trades	47%

Respondents were asked “what type of training would they be most likely to consider, such as 2 – 4 years of training including apprenticeships, associate or bachelor’s degrees, licenses and/or certification.” Overall, the most desirable type of training was “on-the-job” according to 65 percent of PJSs.

Training Desired	Percent Interested
On-the-job	65%
Eighteen months or less of training	11%
Nineteen to twenty three months of Training	5%
Two to four years of training	16%
Over four years of training	5%

Many PJSs have received Job Skills training in the past three years. Fifty percent indicated they have received some Job Skill training. The most common training received was Technical Training followed by Interpersonal Skills Training. The majority of these individuals are PJS who currently hold jobs but are interested in a new job or an additional job.

Job Skills Training	
Basic Skills	1%
Product Sales	6%
Interpersonal Skills	17%
Thinking and Organizing	9%
Quality Improvement	13%
Technical Training	26%
Safety Training	15%
Did not know /Refused	4%

### Discouraged Workers

In this particular study in the Minot area only one respondent was categorized as a discouraged worker. On a proportional basis this would indicate that there are

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approximately 42 discouraged workers in the Minot area. The typical discouraged worker has been out of the labor force for one year. In general, these workers are older than the average PJSs. These individuals tend to be fairly well educated with most holding at least a high school diploma and about 25 percent holding a college degree. Discouraged workers are not in the labor force for a number of reasons. The most common reasons a person may be a discouraged worker are childcare, care for ill or disabled adult members of the family, or lack of interest in work.

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### How the Study was Done

The Workforce Development Division of the Department of Commerce selected the Social Science Research Institute (SSRI) to conduct Labor Availability and Underemployment Studies for several North Dakota communities, including designated counties in Minnesota and South Dakota. The goal of the studies are to provide the “core” data elements which have been identified as being needed to support businesses attraction, expansion and retention by a workgroup consisting of representatives from local development organizations, Job Service North Dakota, and the Department of Commerce.

SSRI uses a proven research methodology that has been adopted by the Bureau of Labor Statistics which establishes standards for collection of the core data. The following is a detailed description of SSRI’s research methodology utilized in these studies.

### Methodology

**Target Population.** The target population was defined as adults 18 years of age or older who had the most recent birthday residing in telephone households in the selected labor market county areas.

**Target Labor Market Areas.** As defined by the Department of Commerce, the 2006 study included 40 North Dakota counties, 8 Minnesota counties and 4 South Dakota counties.

**Target Labor Market County Area Sample Sizes.** County sample sizes provide accuracy at plus or minus five percent<sup>10</sup> with a 90 percent confidence level. The samples are distributed in proportion to the total adult population age 18 or older in each of the target labor market county areas.

**Field Period.** The survey was pre-tested January 3 and 4 and the data were collected February 1 through June 21, 2006.

**Sample Design.** Information about how survey samples are developed is important in assessing the validity and reliability of the results of the survey. While a fully random design is the most desirable approach in developing a representative sample of the population, this approach often results in under-sampling demographic groups with low rates of telephone ownership. These groups most often include young adults, minorities and individuals with low education and income. Increasingly, researchers use stratified random designs to guard against under-sampling. To determine whether a representative sample was obtained, it is helpful to calculate the response rate for the sample as a whole as well as to examine how closely the sample matches the known demographic characteristics of the population. If substantial differences are detected, post-stratification weights can be applied during analysis to ensure that the results of the survey can be generalized to the larger population.

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<sup>10</sup> This means that one can be 90 percent confident that the mean response for any question in the survey will not vary any more than 5.0% in either direction from the actual mean for that response if all persons age 18 or older in the target county area were surveyed.

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To obtain a representative sample for the labor market survey, random selection of households and random selection of respondents within households by county were used during the data collection process. The survey of adults (18 or older) performed by SSRI was conducted by telephone. A random sample of 10-digit telephone numbers were generated for each county labor market area utilizing Genesys Sampling Systems Random Digit Dialing (RDD) in-house software. The list from which the numbers were drawn included only selected North Dakota, Minnesota and South Dakota area codes and telephone banks (that is, blocks of 1,000 consecutive numbers) that had been determined to contain a threshold number of active residential numbers.

Overall, SSRI called 9,552 numbers in the selected labor market counties to determine whether it was a working residential number in contrast to a non-working number, a commercial/business line, a cell phone, data or fax line, or a non-primary household telephone. SSRI staff classified 2,679 of these numbers as working residential numbers eligible for interview and successfully interviewed 1,558 of these households. Throughout the study, completed interviews were monitored to determine whether the county samples matched population estimates in terms of gender and the age distribution of North Dakota and Minnesota residents' age 18 or older.

**Response Rates.** Survey professionals in general have found that response rates for telephone surveys have declined in recent years. These declines are related to the proliferation of fax machines, answering machines, blocking devices and other telecommunications technology that make it more difficult to identify and recruit eligible individuals. These declines are also related to the amount of political polling and market research that is now done by telephone and to the higher likelihood that eligible households will refuse to participate in any surveys. The consequence has been that response rates for telephone surveys are now calculated in several different ways although all of these approaches involve dividing the number of respondents by the number of contacts believed to be eligible. Differences in response rates result from different ways of calculating the denominator, i.e. the number of individuals eligible to respond. The most liberal approach is called the Upper Bound method and takes into account only those individuals who refuse to participate or who terminate an interview. This approach is used by the federal government because of controversies about the eligibility of numbers that could not be reached. The Upper Bound method of calculating the response rate for the overall project yields an average rate of 59%. The most conservative approach is the method adopted by the Council of American Survey Research Organizations (CASRO). The CASRO method uses the known status of portions of the sample that are contacted to impute characteristics of portions of the sample that were not reached. The CASRO method of calculating the response rates for the overall project yields an average completion rate of 68.5% if over-quota eligible are assumed to qualify as "good numbers." Table 1 shows the dispositions and the Upper Bound and CASRO response rates by county for the sample numbers classified.

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### County Area Labor Market Sample Dispositions

County	Dates	C	NW	NP	B	R	T	HCNI	U-Bound	CASRO	Total
<b>Minot</b>											
Ward	5-23 to 5-25	269	893	88	8	106	19	69	68.3%	58.1%	1,452
McHenry	6-9 to 6-12	260	662	46	7	41	9	101	83.9%	63.3%	1,126
Bottineau	6-6 to 6-7	261	1,125	71	1	65	15	125	76.5%	56.0%	1,663
Renville	5-24 to 5-26	245	995	54	3	75	21	84	71.8%	57.6%	1,477
Mountrail	2-26 to 3-3	260	1,745	77	9	99	36	56	65.8%	57.6%	2,282
Select areas of Oliver, Morton and McLean	5-9 to 5-12	263	1,029	51	9	105	19	76	68.0%	56.8%	1,552
<b>Area 24 Totals</b>	Succ. Interviewed	1,558	6,449	387	37	491	119	511	71.9%	58.2%	9,552

<b>C</b>	Completed Interviews	<b>R</b>	Refused
<b>NW</b>	Non-working	<b>T</b>	Terminated Interview
<b>NP</b>	Non-Primary Household	<b>HCNI</b>	Household Contacted Not Interviewed
<b>B</b>	Language Barrier		

**Interviewing Procedures.** Telephone interviews were conducted from SSRI and the Department of Sociology at the University of North Dakota by trained interviewers with supervision and random monitoring for technique and adherence to established procedures. Production interviewing began after a pre-test of the survey in a series of actual telephone interviews. The majority of interviews were conducted on weekday and Sunday evenings. Throughout the study, completed interviews were monitored to determine whether the samples match U.S. Census 2000 North Dakota County population figures in terms of gender and the age distribution of respondents age 18 or older. Efforts to complete interviews with selected respondents were extensive. The number of callbacks to complete an interview with an eligible respondent ranged from 1 to 12.

**Computerized Assisted Telephone Interviewing (CATI).** To ease telephone interviewing, all telephone interviews were conducted with a computer assisted telephone interview (CATI) system. The SSRI version of CATI is implemented with microcomputers, which display survey questions on interview terminals and collect telephone interview data as the interview is being conducted. For CATI telephone interviews, all coding of numeric and categorical responses is done by microcomputer software, with error checking to catch out-of-range values at the time of the interview.

The use of CATI increases both the speed of data collection and the accuracy of data collected. All CATI questionnaires are tested prior to conducting telephone interviews to ensure accurate encoding of survey responses and accurate branching and skip patterns in the questionnaire. The system prompts interviewers for a valid response to every question in the survey. For numeric questions, legitimate ranges of responses are entered into the computer so that the computer can detect out-of-range values. When these are detected during the interview, the computer warns the interviewer that the entered value is out of range and prompts the interviewer for a legitimate response.

## **Minot Labor Availability and Surrounding Area**

Data validation at the data management step consists of accounting for all cases in the survey, and ensuring that data record exists for every completed interview in the sample. Data records were passed through a SPSS program to ensure that all data fields are readable, and that all fields are reading the format specified for that variable. A separate data-cleaning step will also be reviewed and spell-checked for readability. The final validation step consists of checking the consistency of respondents' answers to objective and verifiable survey questions. All survey data will be backed up and stored on micro- computer diskettes for immediate access and corrections, should data corrections be needed.