

**SAMPLE OF JOB CORPS
FOLLOW-UP
SURVEY**

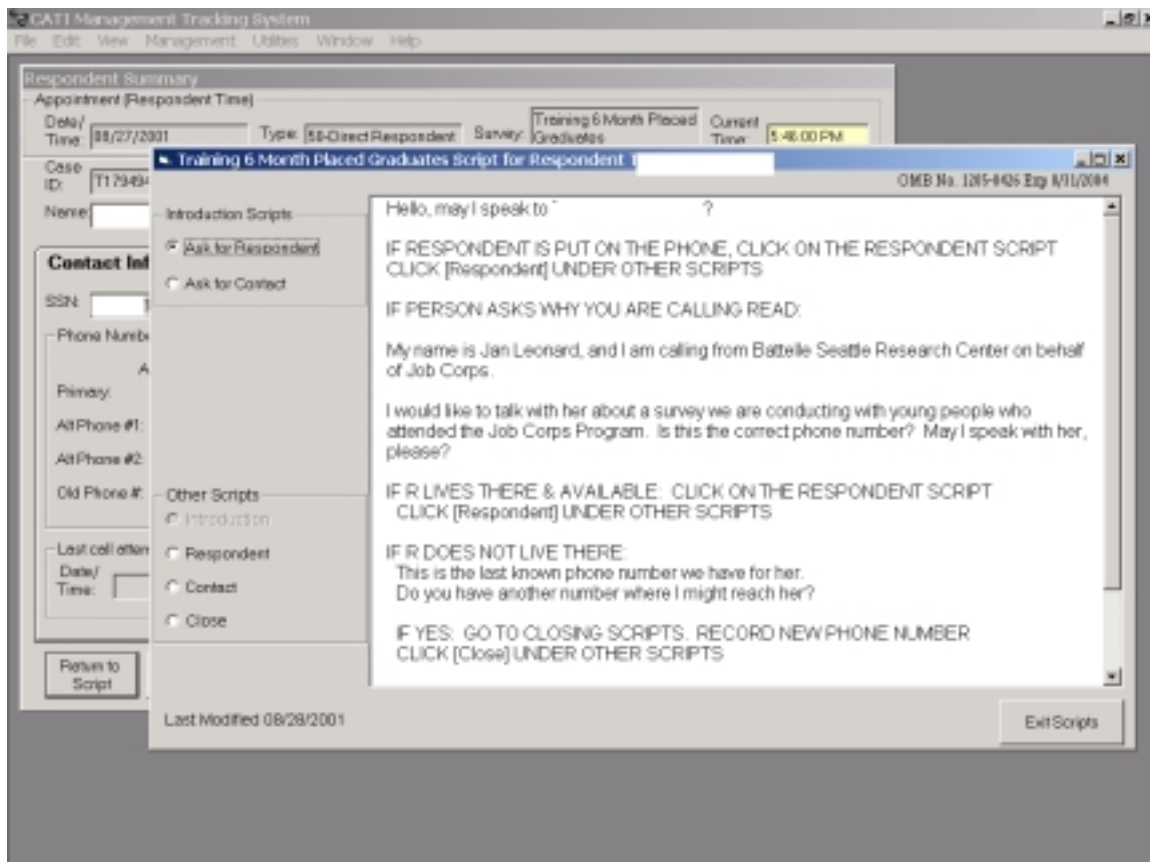
The following example of a typical survey includes questions regarding Job Corps experiences and recent employment and/or school activities. These questions are representative of the surveys conducted at 90-120 day (graduates and former enrollees), 6- and 12-months (graduates only). In addition to these questions, both placed former enrollees and graduates are asked re-verification questions at the 90-120 day survey point. The survey instrument is organized to collect information in five broad areas:

- Placement re-verification (90-120 day surveys for both placed graduates and former enrollees)
- Employment experiences last week, with summary employment experiences over last 3 months
- Education experiences last week, with summary education experiences over last 3 months
- For respondents not working or in school, summary information about whether/how pursuing employment and potential barriers to employment
- Services received from Job Corps, satisfaction with services, and overall satisfaction with program

The sample survey uses a graduate who is either working or in school and is 6 months beyond his/her initial placement.

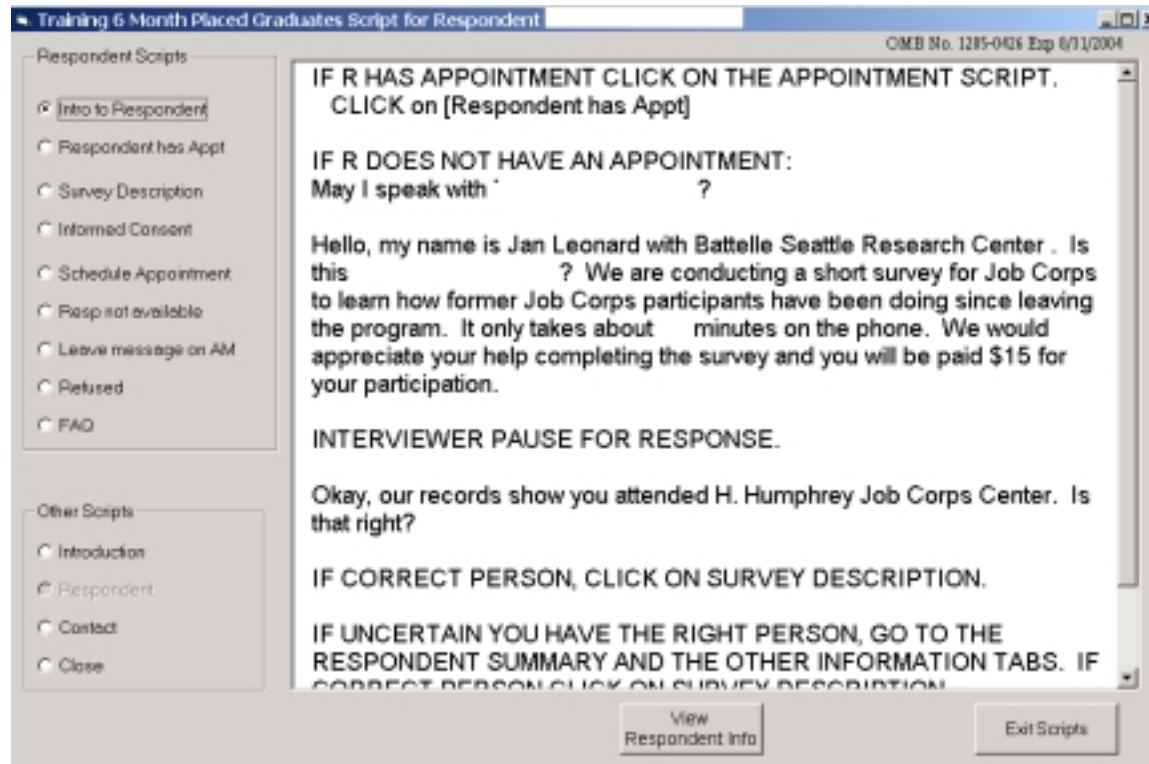
INTRODUCTION TO THE SURVEY:

The interviewer reads this introductory statement before beginning the survey.

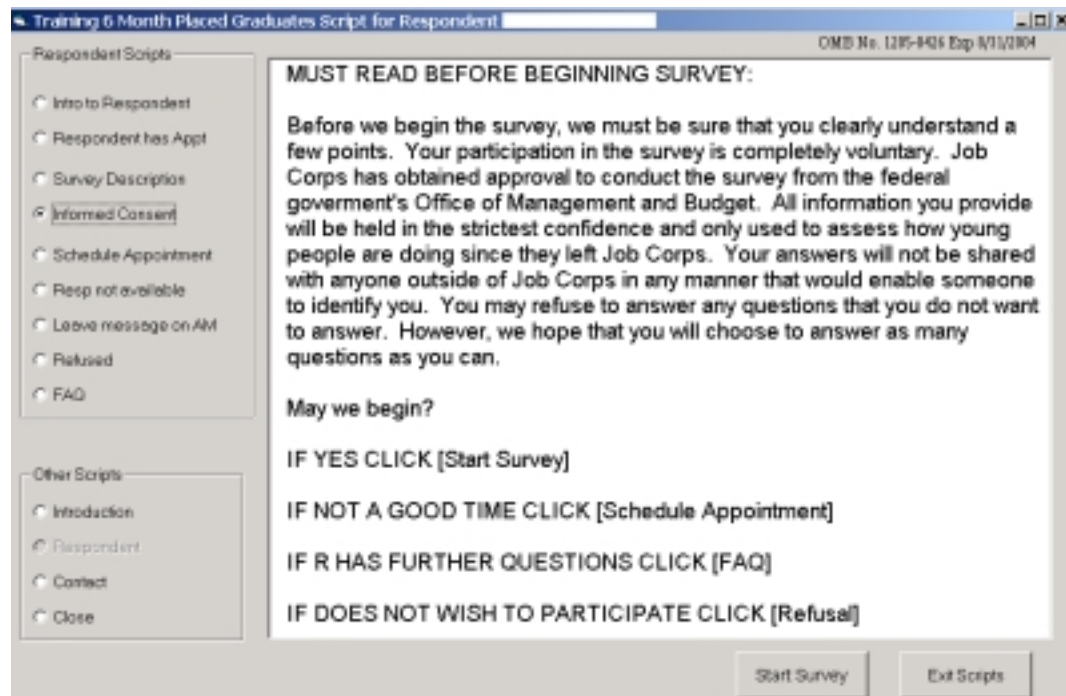


INFORMATION INCENTIVES:

Interviewer will remind the graduate of the incentive payment available.



INFORMED CONSENT:



QUESTIONS FROM A TYPICAL SURVEY:

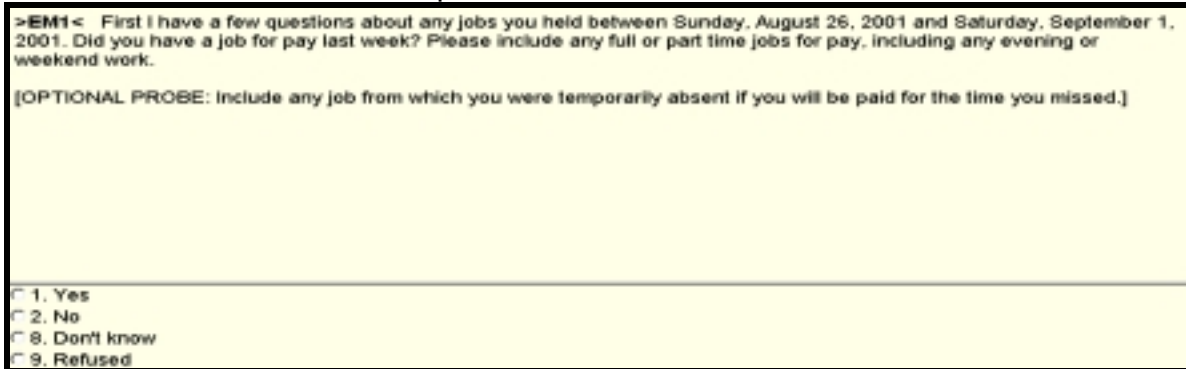
The graphics displayed below are screens from the computer application showing a typical example of a survey with a Job Corps graduate. The questions in the 6- and 12-month surveys are identical.

EMPLOYMENT LAST WEEK

All graduates, regardless of their initial placement date, are asked a series of questions about their employment experiences “last week.” “Last week” is always a 7-day period that begins on a Sunday and ends on a Saturday of the last complete week before the date the survey is conducted. If the graduate held more than one job during this 7-day period, the computer application asks a full set of questions for two different jobs.

Q. EM1: Was the graduate working last week?

Last week is inserted into the question text.



>EM1< First I have a few questions about any jobs you held between Sunday, August 26, 2001 and Saturday, September 1, 2001. Did you have a job for pay last week? Please include any full or part time jobs for pay, including any evening or weekend work.

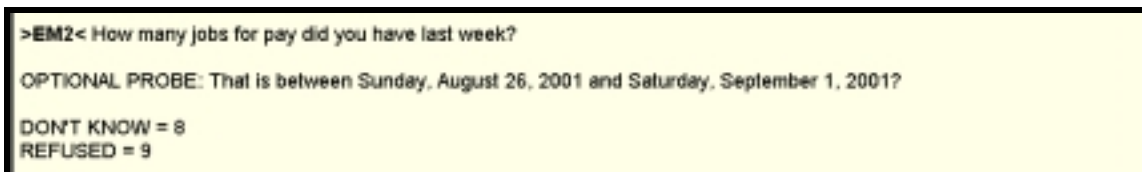
[OPTIONAL PROBE: Include any job from which you were temporarily absent if you will be paid for the time you missed.]

1. Yes
 2. No
 8. Don't know
 9. Refused

If the graduate answers YES here, the application moves to Question EM2. If the graduate answers NO, the application skips to the end of this section and asks about the number of weeks the graduate has worked in the last 3 months (EM 38-EM 39).

Q. EM2: How many jobs?

This question is a screener to determine if the graduate had more than one job last week. Again, the PROBE is only used if needed to help the graduate recall the time period, last week, about which the interviewer is asking. If the student answers YES, a follow-up question (EM3, not shown) asks for the number of jobs held in last week. If the graduate answers NO, the application skips to Q. EM4.



>EM2< How many jobs for pay did you have last week?

OPTIONAL PROBE: That is between Sunday, August 26, 2001 and Saturday, September 1, 2001?

DONT KNOW = 8
REFUSED = 9

Q. EM4: Hours worked last week?

This question picks up the number of hours the graduate worked for pay during the week. The interviewer records the number of hours in the box and the application skips to Question EM6. If the graduate cannot recall the number of hours worked, a follow-up question (not shown) is asked to determine if the graduate worked at least the minimum number of hours to qualify as a valid job placement.

>EM4< How many hours did you work for pay last week at that job? Please include any paid overtime hours you may have worked and any paid leave such as sick leave, vacation or holiday pay.

OPTIONAL PROBE: IF R SAYS NOT PAID PER HOUR STILL ASK: How many hours did you work last week at that job?

DK = 998
RF = 999

Q. EM6: Paid by the hour?

This question determines if the graduate was paid an hourly wage. If he/she is not paid per hour, then a follow-up question, EM 11, (not shown) is asked to determine how the student is paid (i.e., by week, bi-monthly, twice a month, per month, or some other way).

>EM6< Now I have a few questions about your earnings. Are you paid by the hour on that job?

1. Yes
 2. No
 3. Don't know
 4. Refused

Q. EM7: Hourly rate of pay?

This question picks up the graduate's hourly rate of pay.

>EM7< How much are you paid per hour?

DK = 99.98
RF = 99.99

If the graduate does not know his/her hourly rate of pay, the program skips to Q. EM7_MIN (not shown). The graduate is asked if he/she earned at least the Federal minimum wage (currently \$5.15 per hour). Note: If the graduate lives in Puerto Rico or the Trust Territories, the minimum Federal wage question does not apply and it is not asked.

Q. EM8: Overtime pay?

>EM8< Last week, did you earn any overtime pay at this job? [OPTIONAL PROBE: By overtime pay we mean earnings at a higher rate of pay than your regular hourly rate of pay.]

This question determines if the graduate earned any overtime pay last week. If the graduate answers YES, the program includes questions to obtain information on the number of overtime hours and how much per hour the respondent earned in overtime pay.

Q. EM17 and EM18: Other payments in addition to regular pay (bonuses, tips, commissions, and other payments)?

>EM17< In addition to your regular pay, did you earn any other money from this job last week that we haven't talked about such as tips, commissions, bonuses or other types of payments?

EM17 is a screener to determine if the graduate had additional earnings last week.

>EM18< What type of extra payments did you earn last week?

READ IF NECESSARY: Did you earn tips, commissions, bonuses, or any other type of extra payments?
OPTIONAL PROBE: Anything else?

- 1. TIPS
- 2. COMMISSIONS
- 3. BONUSES
- 4. ANY OTHER TYPE OF PAYMENT
- 8. DONT KNOW
- 9. REFUSED

If the graduate answers YES to EM17, then EM18 obtains the types of extra payments that were earned and subsequent questions (not shown) obtain the amount of the payments.

Q. EM20A – EM20E: Employer-sponsored benefits?

These questions are asked to determine if the graduate's employer offers benefits such as: health insurance, paid sick leave, paid vacation, child care assistance, and a retirement or pension plan that are available to the graduate. Question EM20A is shown here; however, questions EM20B-EM20E are in the same format but not shown.

>EM20A< Does your employer offer...
a health insurance plan?

1. Yes
 2. No
 8. Don't know
 9. Refused

Q. EM20F: Is the job an apprenticeship?

This question asks whether the graduate's job is part of a Union apprenticeship training program.

>EM20F< And is this job part of a union sponsored apprenticeship training program?

SUMMARY QUESTIONS FOR EMPLOYMENT IN RECENT 3-MONTH PERIOD

The next part of the survey collects information on the number of weeks that the student worked during the most recent 3-month period. If the graduate did not have a job last week, he/she is first asked about any employment in the most recent 3-month period (not shown). This is followed by a question asking how many weeks all together the graduate worked during the period. In our example, the graduate was working last week, so the application skips the first question in this series and asks only EM39 for the total number of weeks worked.

>EM39< Now I want to ask about your employment during the last three months, that is from June 8, 2001 until today. How many weeks altogether would you say you worked for pay? Please count a week as worked if you worked at all during that week.

PROBE: Your best estimate here is fine.

DONT KNOW = 98
REFUSED = 99

EDUCATIONAL EXPERIENCES LAST WEEK

The next section of the survey asks the graduate about his/her educational experiences last week. As in the Employment Last Week section, all graduates are asked these questions.

Q. ED1: Attend education program last week?

>ED1< Now I have a few questions about last week. Did you attend any school, vocational training, or college between Sunday, August 26, 2001 and Saturday, September 1, 2001?

OPTIONAL PROBE: Please include any school or training program that you attended that was temporarily closed for term breaks.

1. Yes
 2. No
 3. School Break/Summer Vacation
 8. Don't know
 9. Refused

If the graduate answers YES, there are several follow-up questions about this educational experience. If the graduate answers NO, the application skips to the summary questions about whether the graduate had any educational experiences in the last 3 months (ED8 and ED9).

Q. ED2: School or vocational training program?

This example shows a graduate who enrolled in a vocational training program.

>ED2< What type of school, training program or college was that?

0. Middle/Junior High
 1. High School
 2. ABE - Adult Basic Education Program (Pre-GED)
 3. GED Program
 4. ESL (English as a Second Language)
 5. Vocational/Technical/Trade School
 6. Community or Junior College (2 yr)
 7. College (4 yr)
 8. Other
 98. Don't know
 99. Refused

Q. ED4: Number of hours attended last week?

This question is asked for certain types of school/training programs (categories 1-5 and 8 in ED2) and a similar question is asked in terms of credit hours for those enrolled in community college or 4-year college programs.

>ED4< Last week, that is from August 26, 2001 to September 1, 2001, how many hours were you in your training program?

DONT KNOW = 98

REFUSED = 99

Q. ED6_B: Was the training expected to last at least 90 days (3 months)?

>ED6_B< Was this training program scheduled to last at least 90 days, or about 3 months?

[INTERVIEWER NOTE: QUESTION REFERS TO LENGTH OF PROGRAM NOT HOW LONG THE RESPONDENT HAS BEEN OR WILL BE ENROLLED.]

SUMMARY QUESTIONS FOR EDUCATIONAL EXPERIENCES IN RECENT 3-MONTH PERIOD

In addition to asking about educational experiences for last week, the survey also includes a summary question to collect the total number of weeks of educational experiences for the last three months. In this example we have already learned that the student was enrolled in a training program, so the application skips to the second question in the section to pick up the total number of weeks enrolled during the most recent 3-month period.

Q. ED9: Total weeks in education program?

>ED9< Now I want to ask about your education during the last three months, that is from June 8, 2001 until today. How many weeks of this 13-week period did you attend a school or educational program? [OPTIONAL PROBE: Please count weeks between school terms except for summer vacation as attended.]

DONT KNOW = 98

REFUSED = 99

STUDENT SATISFACTION QUESTIONS

The next section of the survey asks the graduate about career transition services he/she received from CTS providers. In this example, the question asks how the student found the job in which he/she was initially placed. For students initially placed in school or training, the question is worded to ask about how the student found the school or training program into which he/she initially enrolled.

Q. SA3_A thru G: This series of questions determines whether the graduates received certain services from Job Corps since departing from the Job Corps Center. If the graduate received the service, a follow-up question asks how satisfied the graduate was with the service received.

>SA3< These next questions are about Career Transition services you may have received from Job Corps.
PRESS <ENTER> TO CONTINUE.

The graduate is asked about each of the following services using the format shown below in SA3_A:

- Services from a one-stop career center
- Training in job search skills
- Information about job openings
- Help scheduling an interview
- Assistance with transportation
- Assistance with housing
- Assistance with child care

>SA3_A< In the last 3 months, has any one connected with Job Corps helped you get services from a one-stop career center?

Q. SA9: The last question focuses on any comments the graduate wishes to make about career services received after leaving Job Corps. The interviewer will enter comments here.

>SA9< Do you have any other comments about the Career Development Services that you would like to make?

THANK YOU SCREEN:

When the last question is answered, the interviewer thanks the graduate and reminds him/her that the information he/she has supplied will remain confidential. The interviewer will verify the graduate's current address (for the survey incentive check) and a phone number where the graduate can be reached for the next survey (if applicable).

The screenshot shows a software window titled "Respondent Summary" with a sub-header "Appointment (Respondent Time)". The window contains several fields: "Date/Time" (08/27/2003), "Type" (60-Direct Respondent), "Survey" (Training 6 Month Placed Graduates), and "Current Time" (5:45:00 PM). A menu is open over the "Survey" field, listing options: "Closing Scripts", "Closing Script - Complete", "Closing Script - Partial", "Review Address", "Review Phone Number", "Review Alt Contacts", "Schedule Appointment", "Refused", and "FAQ". The "Review Address" option is selected. Below the menu, the text reads: "Thank you for your help doing the survey. We appreciate your time." followed by "REVIEW RESPONDENT ADDRESS" and "CLICK ON [Review Address]". At the bottom of the window, a red warning message states: "Do not hang up until you have confirmed / updated respondent contact information." The window also displays "OMB No. 1205-0426 Exp 8/31/2004" in the top right corner.