

Guidance Counselor Survey

Hello, my name is _____ and I am calling on behalf of the U.S. Department of Labor Wage and Hour Division. We are conducting a survey today related to youth employment.

Interviewer will screen to speak with the guidance counselor, career counselor, work experience coordinator, or other school employee who is responsible for providing employment information to students under 18 who wish to work. The interviewer should screen to make sure that they are speaking with the “appropriate person” to answer questions about youth employment at the school.

We are conducting a survey today related to federal youth employment laws. Specifically, we are interested in how much counselors use the information provided by the U.S. Department of Labor’s Wage and Hour Division Child Labor program and how useful that information is to counselors and their students. Your participation in the survey is completely voluntary and anonymous. We expect this to take no more than 10-15 minutes of your time today. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

[If respondent asks whom they can contact for more information: Any questions about this survey, please feel free to call the Wage and Hour Division at (202) 693-0051

[If asked about the authority/right to call and ask these questions: This survey has been approved by the U.S. Office of Management and Budget under Control # 1225-0059. According to Office of Management and Budget rules, Federal agencies may not conduct and a person is not required to respond to an information collection request unless it has a valid Office of Management and Budget control number.]

Q1. How in the past have you tended to get information on youth employment laws in your professional role?

*(The following will not be read, but used as coding prompts)
(Choose one or more)*

- Ask a colleague
- Search the internet (i.e. “Google” it)
- Look for information at a library
- Read professional association resources (newsletter, Web site)
- Local Chamber of Commerce
- Watch local or national news programs
- Public service announcement
- Contact state or local government agency
- Call the U.S. Department of Labor Wage and Hour Division hotline
- Visit a U.S. Department of Labor Web site
- Visit the YouthRules! Web site
- Refer to U.S. Department of Labor Wage and Hour Division resource – a poster, bookmark or fact sheet
- Don’t know/ Don’t remember
- Other (please specify) _____

The U.S. Department of Labor Wage and Hour Division has developed a number of resources and materials that are designed to help inform school counselors about U.S. youth employment laws. I'm going to ask you if you are aware of any of these resources and materials and, if so, how useful and understandable you found them.

Q2. The U.S. Department of Labor Wage and Hour Division has developed some posters with information about youth employment laws. Have you ever seen a poster with information about the hours, times or types of jobs that teens may work?

- Yes
- No [If No, go to Q3]
- Not Sure/Don't Remember [If Not Sure, go to Q3]

Q2a. Do you recall if the poster you saw described only youth employment information, or did the poster also describe general employment laws such as minimum wage and overtime rules?

- The poster focused only on youth employment rules
- The poster focused on minimum wage, overtime and youth employment
- I have seen both types of posters
- I don't remember

Q2b. Among the posters you have seen, how useful was the information [on the poster] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn't answer any of my questions [If Not useful, go to Q3]
- Not sure/don't remember the information it contained [If Not Sure, go to Q3]

Q2c. Among the posters you have seen, how clear did you find the information [on the poster]?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure [If Not Sure, go to Q3]

Q2d. In your professional opinion, how useful would most students find the information [on the poster] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful [If Not useful, go to Q3]
- Not Sure [If Not Sure, go to Q3]

Q2e. In your professional opinion, how clear would most students find the information [on the poster] if it were provided to them?

- Very clear
- Somewhat clear

- Somewhat unclear
- Not sure

Q3. In addition to posters, the U.S. Department of Labor Wage and Hour Division has created bookmarks that list information about youth employment rules. Have you ever seen a bookmark with information on the hours, times or types of jobs that teens may work?

- Yes
- No [If No, go to Q4]
- Not Sure/Don't Remember [If Not Sure, go to Q4]

Q3a. How useful was the information [on the bookmark] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn't answer any of my questions [If Not useful, go to Q4]
- Not Sure/Don't remember the information it contained [If Not Sure, go to Q4]

Q3b. How clear did you find the information [on the bookmark]?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure [If Not Sure, go to Q4]

Q3c. In your professional opinion, how useful would most students find the information [on the bookmark] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful [If Not useful, go to Q4]
- Not Sure [If Not Sure, go to Q4]

Q3d. In your professional opinion, how clear would most students find the information [on the bookmark] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q4. The Department of Labor Wage and Hour Division maintains a Web site called YouthRules!, (www.youthrules.gov), where you can access a variety of information about youth employment laws. Have you ever heard about this Web site?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q5]
 [If Not Sure, go to Q5]

Q4a. How did you learn about this Web site?

*(The following will not be read, but used as coding prompts)
 (Choose one or more)*

- Word of mouth
- School newsletter/flyer
- Professional association meetings and newsletters
- U.S. Department of Labor Wage and Hour Division poster, stickers or bookmark
- Public Service Announcement
- Email or Internet Searching
- Federal government information
- State or local government information
- Don't Know / Don't Remember
- Other (please specify) _____

Q4b. Have you ever visited this Web site?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q5]
 [If Not Sure, go to Q5]

Q4c. When did you last visit this Web site?

- Within the last month
- From one to 12 months ago
- More than a year ago
- Not sure/Don't remember

[If Not Sure, go to Q5]

Q4d. How often would you say that you visit the Web site?

- Very frequently, more than 10 times per year
- Somewhat frequently, between 5 and 9 times per year
- Not very often, less than 5 times per year

Q4e. Overall, how useful did you find the Web site?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn't answer any of my questions
- Not Sure/Don't remember the information it contained

[If Not useful, go to Q5]
 [If Not Sure, go to Q5]

Q4f. Overall, how useful would you say the Web site is for your students?

- Very useful
- Somewhat useful

- Not at all useful
- Not Sure

[If Not useful, go to Q5]
[If Not Sure, go to Q5]

Q4g. Would you recommend this Web site to someone else looking for similar types of information you were looking for?

- Yes
- No
- Not Sure

Q5. How comfortable are you using the internet to find information?

- Very comfortable
- Somewhat comfortable
- Not very comfortable
- Not comfortable

Q6. Over the past few years, the U.S. Department of Labor Wage and Hour Division has done radio and print Public Service Announcements immediately before and during the summer period when youth employment tends to increase. Have you ever heard or read these commercials about the number of hours, times, or type of jobs that teens can work?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q7]
[If Not Sure, go to Q7]

Q6a. How useful was the information [in the Public Service Announcements] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn't answer any of my questions
- Not Sure/Don't remember the information it contained

[If Not useful, go to Q7]
[If Not Sure, go to Q7]

Q6b. How clear did you find the information [in the Public Service Announcements]?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure

[If Not Sure, go to Q7]

Q6c. In your professional opinion, how useful would most students find the information [in the Public Service Announcements] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful

[If Not useful, go to Q7]

Not Sure

[If Not Sure, go to Q7]

Q6d. In your professional opinion, how clear would most students find the information [in the Public Service Announcements] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q7. In the past, the U.S. Department of Labor Wage and Hour Division has participated in youth job fairs, employment rallies or other events where working youth may be present. Do you recall attending one of these events in the last three years where the Wage and Hour Division was participating?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q8]

[If Not Sure, go to Q8]

Q7a. Do you recall looking at or reading the information that the U.S. Department of Labor Wage and Hour Division had at that event, or talking with a representative of the Department at the event?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q8]

[If Not Sure, go to Q8]

Q7b. How useful was the information [at the event] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn't answer any of my questions
- Not Sure/Don't remember the information it contained

[If Not useful, go to Q8]

[If Not Sure, go to Q8]

Q7c. How clear did you find the information [at the event] in providing employment information to students?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure

[If Not Sure, go to Q8]

Q7d. In your professional opinion, how useful would most students find the information [at the event] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful

[If Not useful, go to Q8]

Not Sure

[If Not Sure, go to Q8]

Q7e. In your professional opinion, how clear would most students find the information [at the event] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q8. The U.S. Department of Labor Wage and Hour Division also has developed fact sheets about special issues in youth employment. These fact sheets have talked about youth employment in restaurants and grocery stores, as well as the dangers of allowing teens to perform certain on-the-job tasks such as operating trash compactors and teen driving. Have you ever seen a fact sheet with information about youth employment?

- Yes
- No
- Not Sure/Don't Remember

[If No, go to Q9]
[If Not Sure, go to Q9]

Q8a. Do you remember the topics that the fact sheet covered?

*(The following will not be read, but used as coding prompts)
(Choose one or more)*

- General information on youth employment laws
- Teen Driving
- Power driven paper balers and trash compactors
- Roofing and work on or around a roof
- Fast food restaurants
- Full service restaurants
- Supermarkets or grocery stores
- Use of meat slicers, other equipment for baking or cooking
- Other? Specify topics: _____
- Not Sure/Don't remember the topics

[If Not Sure, go to Q9]

Q8b. Do you remember ever seeing a fact sheet called "Youth Employment Provisions for Nonagricultural occupations," also known as Fact Sheet #43?

- Yes
- No
- Not Sure

[If No, go to Q8f]
[If Not Sure, go to Q8f]

Q8c. How useful was the information [in Fact Sheet #43] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not at all useful, it didn't answer any of my questions [If not useful, go to Q8f]

___Not Sure

[If Not Sure, go to Q8f]

Q8d. How clear did you find the information [in Fact Sheet #43]”?

___Very clear, all of the information was clear to me

___Somewhat clear, most but not all of the information was clear to me

___Somewhat unclear, but I was able to find the information I needed

___Not sure

[If Not Sure, go to Q8f]

Q8d. In your professional opinion, how useful would most students find the information [on Fact Sheet #43] if it were provided to them?

___Very useful

___Somewhat useful

___Not useful

___Not Sure

[If Not useful, go to Q8f]

[If Not Sure, go to Q8f]

Q8e. In your professional opinion, how clear would most students find the information [on Fact Sheet #43] if it were provided to them?

___Very clear, all of the information was clear to me

___Somewhat clear, most but not all of the information was clear to me

___Somewhat unclear, but I was able to find the information I needed

___Not sure

[If Not Sure, go to Q8f]

Q8f. Of the fact sheets you have seen, overall, how useful was the information [on the fact sheet] to you in providing information about employment to students?

___Very useful, it answered all of my questions

___Somewhat useful, it answered some of my questions

___Not useful, it didn't answer any of my questions

___Not Sure/Don't remember the information it contained

[If Not useful, go to Q9]

[If Not Sure, go to Q9]

Q8g. Of the fact sheets you have seen, overall, how clear did you find the information [on the fact sheet]?

___Very clear, all of the information was clear to me

___Somewhat clear, most but not all of the information was clear to me

___Somewhat unclear, but I was able to find the information I needed

___Not sure

[If Not Sure, go to Q9]

Q8h. In your professional opinion, how useful would most students find the information [on the fact sheet] if it were provided to them?

___Very useful

___Somewhat useful

___Not useful

___Not Sure

[If Not useful, go to Q9]

[If Not Sure, go to Q9]

Q8i. In your professional opinion, how clear would most students find the information [on the fact sheet] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q9. The U.S. Department of Labor Wage and Hour Division has released a Bulletin, titled “Youth Employment Provisions under the Fair Labor Standards Act,” to help the general public understand the youth employment rules. Have you ever see a bulletin [sometimes referred to as Bulletin 101] explaining youth employment rules?

- Yes
- No [If No, go to Q10]
- Not Sure/Don’t Remember [If Not Sure, go to Q10]

Q9a. How useful was the information [in the bulletin] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn’t answer any of my questions [If Not useful, go to Q10]
- Not Sure/Don’t remember the information it contained [If Not Sure, go to Q10]

Q9b. How clear did you find the information [in the bulletin]?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure [If Not Sure, go to Q10]

Q9c. In your professional opinion, how useful would most students find the information [in the bulletin] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful [If Not useful, go to Q10]
- Not Sure [If Not Sure, go to Q10]

Q9d. In your professional opinion, how clear would most students find the information [in the bulletin] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q10. The U.S. Department of Labor Wage and Hour Division has designed a pamphlet that provides a summary of information about child labor laws. Have you ever seen a small pamphlet with the title “Employer’s Pocket Guide on Youth Employment”? The pamphlet is sometimes yellow or a light cream color and it specifically focuses on youth employment issues.

- Yes
- No [If No, go to Q11]
- Not Sure/Don’t Remember [If Not Sure, go to Q11]

Q10a. How useful was the information [in the employer pocket guide] to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not useful, it didn’t answer any of my questions [If Not useful, go to Q11]
- Not Sure/Don’t remember the information it contained [If Not Sure, go to Q11]

Q10b. How clear did you find the information [in the employer pocket guide]?

- Very clear, all of the information was clear to me
- Somewhat clear, most but not all of the information was clear to me
- Somewhat unclear, but I was able to find the information I needed
- Not sure [If Not Sure, go to Q11]

Q10c. In your professional opinion, how useful would most students find the information [in the employer pocket guide] if it were provided to them?

- Very useful
- Somewhat useful
- Not useful [If Not useful, go to Q11]
- Not Sure [If Not Sure, go to Q11]

Q10d. In your professional opinion, how clear would most students find the information [in the employer pocket guide] if it were provided to them?

- Very clear
- Somewhat clear
- Somewhat unclear
- Not sure

Q11. The U.S. Department of Labor Wage and Hour Division maintains a toll-free hotline, 1-866-4US-WAGE, to answer questions and concerns about major employment rules. Do you recall ever hearing about the Wage and Hour Division toll-free hotline?

- Yes
- No [If No, go to Q12]
- Not Sure/Don’t Remember [If Not Sure, Go to Q12]

Q11a. Did you call the toll-free hotline?

- Yes
- No [If No, Go to Q12]
- Not Sure [If Not Sure, Go to Q12]

Q11b. How useful was the toll-free hotline to you in providing information about employment to students?

- Very useful, it answered all of my questions
- Somewhat useful, it answered some of my questions
- Not at all useful, it didn't answer any of my questions [If Not useful, go to Q12]
- Not Sure [If Not Sure, go to Q12]

Q12. Have any of the materials mentioned above [bookmarks, posters, public services announcements, fact sheets, events and the YouthRules! Web site, or the toll-free hotline] influenced the way you provide employment information to students?

- Yes
- No [If No, go to Q13]
- Not Sure [If Not Sure, go to Q13]

(Skip Q12a if respondent answered "No" or "Not Sure" to Q2, Q3, Q4, Q6, Q7, Q8, Q9, Q10, and Q11)

Q12a. Which materials were the most influential?

(Response options will be determined by responses to previous questions. Possible response options are:)

- Bookmarks
- Posters
- Public service announcements
- Fact sheets
- Employer Pocket Guide
- Child Labor Bulletin 101
- YouthRules! or other outreach event conducted by a DOL official
- YouthRules! Web site
- U.S Department of Labor Wage and Hour Division toll-free hotline

Q12b. What did you do differently after reviewing that information?

(The following will not be read, but used as coding prompts)

(Check all that apply)

- Reviewed work permits more thoroughly
- Encouraged students to report problems
- Distributed more materials to students, parents and other educators
- Encouraged co-workers and others to use materials
- Contacted a state or local government Labor department for more information
- Contacted the U.S. Labor department for more information
- Other? Please describe _____

Q13. Overall, how satisfied are you with the information about youth employment that is provided to the public by the U.S. Department of Labor Wage and Hour Division?

- Very satisfied
- Somewhat satisfied
- Not satisfied
- Not sure/No opinion on satisfaction

Q14. Do you have any suggestions for improving the clarity or helpfulness of the fact sheets on youth employment that you have seen?

Suggestions: _____

Q15. Do you have any additional comments concerning the information about youth employment that is provided to the public by the U.S. Department of Labor Wage and Hour Division?

- Yes. Comment: _____
- No

Now I would like to ask you a few questions about your work experience and where you like to get information about youth employment. Using the information I am about ask for, along with the information that you gave us above, the U.S. Department of Labor Wage and Hour Division will be able to design better and more useful materials. This will only require about 2 more minutes.

Q16. In your professional experience, what is the most reliable source of information on youth employment laws?

*(The following will not be read, but used as coding prompts)
(Choose one or more)*

- Word of mouth
- Professional association meetings and newsletters
- Local or National News programs
- Job fairs
- E-mail or internet searches
- Employer Information
- Federal government Information
- State or local government information
- Don't Know / Don't Remember
- Other (please specify) _____

Q17. How many school counselors or other staff at your school provide employment information for students that will be working under the age of 18?

- One (self)
- 2 to 3
- 4 to 5
- 6 or more

Q18. With respect to the amount of time you are able to devote to providing employment information for students that will be working under the age of 18, would you classify your position as:

- Full-time
- Part-time
- Volunteer or unpaid
- Other? Please explain: _____

Q19. How many students are enrolled in your school this year?
(The following will not be read, but used as coding prompts)

- Less than 200
- 200-499
- 500-799
- 800-1099
- 1100-1499
- 1500-1999
- 2,000 or more
- Not sure

Q20. In your professional opinion, approximately what percent of the students in your school do you think are currently employed?

- Less than 25%
- 25% to 49%
- 50 to 74%
- 75% or more
- Not sure

Q21. In your professional opinion, approximately what percent of the students in your school use the counseling services focused on providing employment information for students that will be working under the age of 18?

- Less than 5%
- 5% to 15%
- 16% to 25%
- 26% to 50%
- More than 50%
- Not sure

Q22. In your opinion, what is the most common reason your students want to work?

- Pay for college tuition
- Pay for a car or car insurance
- To gain experience
- To learn responsibility
- For training course or as student learner
- For personal spending money
- To help support family
- Other (please specify) _____

Q23. In your professional opinion, what would you say has been the trend in the number of students applying for work permits over the past 5 years?

- Increased number of students applying
- Decreased number of students applying
- No change
- Not sure

Finally, I would like to ask you a few questions about yourself.

Q24. Which category most accurately describes your age?

- Under 30
- 30-39
- 40-49
- 50-59
- 60 or older

Q25. Do you personally have any children between the ages of 14 and 18?

- Yes
- No
- Prefer not to answer

Q26. How long have you been employed in this position?

- Less than 1 year
- 1-3 years
- 3-5 years
- More than 5 years

Q27. How long have you been providing employment information to students that will be working under the age of 18?

- Less than 1 year
- 1-3 years
- 3-5 years

More than 5 years

Q28. What is the highest level of education that you have achieved?

- High School, High School Equivalent or GED
- Associate Degree
- Some 4-Year College Undergraduate Experience
- 4-Year College Undergraduate Degree
- Masters or Professional Degree
- Doctorate

Thank you for responding to this survey. We appreciate your time and responses.

Burden Statement

Public reporting burden for this collection of information is estimated to average 10-15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the collection of information, including suggestions for reducing this burden, to Wage and Hour Division, U.S. Department of Labor. All responses to this survey are completely voluntary. The U.S. Department of Labor will not be able to identify respondents for this survey in any manner. Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The Wage and Hour Division are conducting this survey under OMB Control Number 1225-0059.