

APPENDIX G

INTERVIEW PROTOCOL: EMPLOYMENT SERVICES

Public reporting burden for this collection of information is estimated to average 60 minutes per respondent, 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 this burden estimate or any other aspect of this collection of information to Eileen Pederson, U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Evaluation, Room N-5641, 200 Constitution Avenue, NW, Washington, DC 20210. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is xxxx-xxxx. Expiration Date xx/xx/20xx.

VII. Employment Services

Name of site:

Site code:

Name of site visitor:

Date of site visit:

Name of respondent(s) and titles:

Staff Background (*gather from each staff member participating in session*)

Describe your background and role in the organization:

- Title
- # of years at YouthBuild
- Experience working with at-risk youth
- Similarity between own background and youths'
- Degree/credentials/certifications
- Role/s in the organization
- How do you balance responsibilities between these roles?
- Other

Work Readiness Training

1. *Does your program offer work readiness training?*

<input type="checkbox"/>	Yes.
<input type="checkbox"/>	No, explain.

2. *When does that training occur in the program cycle?*

3. *How long does the training last?*

4. Is work readiness training provided in-house or by a partner provider?

<input type="checkbox"/>	In-house.
<input type="checkbox"/>	Provider. <ul style="list-style-type: none"> • Name of provider. • Description of services.

5. What topics are covered in work readiness training? Check all that apply and describe.

<input type="checkbox"/>	Resume development.
<input type="checkbox"/>	Interviewing techniques.
<input type="checkbox"/>	Time management.
<input type="checkbox"/>	Dress for success.
<input type="checkbox"/>	Work ethic.
<input type="checkbox"/>	Other, describe.

6. Do you use a curriculum to deliver work readiness training?

<input type="checkbox"/>	Yes. <ul style="list-style-type: none"> • Describe curriculum.
<input type="checkbox"/>	No.

7. What staff are responsible for providing work readiness training?

Title	Role in work readiness training

8. Other comments

Life Skills Training

9. Do you offer life skills training?

<input type="checkbox"/>	Yes, describe.
<input type="checkbox"/>	No, explain.

10. When does that training occur in the program cycle?

11. How long does the training last?

12. Is it provided in in-house or by a partner provider?

<input type="checkbox"/>	In-house.
<input type="checkbox"/>	Partner provider. <ul style="list-style-type: none">• Name of provider.• Description of services.

13. What topics are covered in life skills training? Check all that apply and describe.

<input type="checkbox"/>	Financial literacy.
<input type="checkbox"/>	Budgeting.
<input type="checkbox"/>	Mental health/counseling.
<input type="checkbox"/>	Drug counseling.
<input type="checkbox"/>	Violence prevention/conflict resolution.
<input type="checkbox"/>	Anger management.
<input type="checkbox"/>	Parenting skills.
<input type="checkbox"/>	Sexual health.
<input type="checkbox"/>	Time management.
<input type="checkbox"/>	Post-secondary preparation.
<input type="checkbox"/>	Other, describe.

14. Do you use a curriculum to deliver life skills training?

<input type="checkbox"/>	Yes. <ul style="list-style-type: none">• Describe curriculum.
<input type="checkbox"/>	No.

15. Is life skills training a separate class or integrated into another class, such as vocational and/or academic classes? Explain.

16. What staff are responsible for providing life skills training?

Title	Role in work readiness training

17. Other comments

Internships

18. Does the program offer internships?

<input type="checkbox"/>	<p>Yes.</p> <ul style="list-style-type: none"> • Type of positions available. • Name of Employers. • Average length of internships. • Average hourly pay internships. • Other, describe.
<input type="checkbox"/>	<p>No.</p>

Job Search Assistance/Job Placement

19. When does the placement process begin?

20. What types of jobs are youth typically placed in?

21. What wage do you target for youth per hour?

22. What types of jobs do you target for youth?

<input type="checkbox"/>	<p>Seasonal.</p>
<input type="checkbox"/>	<p>Temporary.</p>
<input type="checkbox"/>	<p>Permanent.</p>
<input type="checkbox"/>	<p>Other, describe.</p>

23. Are youth placed in construction jobs?

<input type="checkbox"/>	<p>Yes.</p> <p>What types of construction jobs are youth are placed in? Check all that apply.</p>
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<input type="checkbox"/>	Manual labor.
<input type="checkbox"/>	General construction.
<input type="checkbox"/>	Electrical.
<input type="checkbox"/>	Plumbing.
<input type="checkbox"/>	Landscaping.
<input type="checkbox"/>	Other, describe.
<input type="checkbox"/>	No.

24. How do you help participants find jobs?

<input type="checkbox"/>	One-Stop center job listing.
<input type="checkbox"/>	Cold-calls and visits.
<input type="checkbox"/>	Job fairs.
<input type="checkbox"/>	Traditional newspaper ads.
<input type="checkbox"/>	Personal connections and word of mouth.
<input type="checkbox"/>	Temp agencies.
<input type="checkbox"/>	Other, describe.

25. What other resources do youth use to look for jobs?

26. What is the role of the local One-Stop Center in helping youth find jobs?

<input type="checkbox"/>	Youth conduct job search the One-Stop Center.
<input type="checkbox"/>	Youth use resources available at the One-Stop Center.
<input type="checkbox"/>	Other, describe.

27. Which strategies have been most successful in placing participants in jobs?

28. Do you have linkages with local employers that are willing to hire YouthBuild graduates?

29. Do you have dedicated job developers?

<input type="checkbox"/>	Yes. <ul style="list-style-type: none"> • Number of dedicated job developers. • Average caseload:
<input type="checkbox"/>	No.

Do other staff play this role?											
<input type="checkbox"/>	Yes.										
	<table border="1"> <thead> <tr> <th>Title</th> <th>Role in job development</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Title	Role in job development								
Title	Role in job development										
	<ul style="list-style-type: none"> • Average caseload: 										
<input type="checkbox"/>	No.										

30. How much support is given to help participants find jobs?

<input type="checkbox"/>	Staff members provide lots of support and “hand-holding.”
<input type="checkbox"/>	Participants are more independent in their search.

31. How well prepared are youth for work?

32. What employment barriers do youth face?

33. What other major challenges have you encountered in placing youth in jobs?

34. Other comments