

## **Appendix F**

### **Program Staff Questionnaire**

### **Updated 10.3.12**

The U.S. Department of Health and Human Services and the U.S. Department of Labor have contracted with MDRC to evaluate innovative subsidized and transitional employment models targeting TANF recipients, noncustodial parents, former prisoners, and other low-income parents. The goal is to better understand what kinds of employment programs are most effective at helping people with these kinds of disadvantages gain and hold regular employment.

As part of our research, we are speaking with program staff members to learn about their experiences with the program and how they are serving or interacting with program participants. The document we have attached here is a short questionnaire. It should take about 10 minutes to complete. All of your responses on this questionnaire will be kept private; the research staff has been trained in protecting private information and your name will not appear in any written reports we produce. Your responses to these questions are also completely voluntary; you are not required to answer any questions you do not wish to answer. All of the study results will be reported for groups of individuals; no results will be analyzed or reported for individuals.

According to the Paperwork Reduction Act (PRA), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-XXXX and it expires XX/XX/XXXX.

Thanks in advance for your time helping us with this valuable research. If you have any questions or would like any more information about the project, please contact Dan Bloom, the project director, at 212-340-8611 or at [dan.bloom@mdrc.org](mailto:dan.bloom@mdrc.org).

# Program Staff Questionnaire

Subsidized and Transitional Employment Demonstration (STED)/Enhanced Transitional Jobs Demonstration (ETJD)

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**The first set of questions is background questions on your organization and role.**

1. What is your job title:

\_\_\_\_\_

2. What is the name of the organization you work for:

\_\_\_\_\_

**The next set of questions is about job development and job placement in transitional or subsidized jobs.**

**If this is not part of your responsibilities or if all participants work at the same employer, please skip to question #5.**

3. How important are the following factors in your decisions about placing participants in transitional or subsidized jobs?

•  
• a. Participant's job-specific skills.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

•  
• b. Participant's interpersonal skills.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

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• c. Participant's prior work or volunteer experience.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important

- <sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

•  
• d. Participant's interests and career goals.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

•  
• e. Supports offered by an employer that would benefit the participant.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

4. How important are the following employer characteristics when recruiting employers to work with the program and provide transitional or subsidized jobs?

• a. Number of placements offered.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

• b. Level of support offered to participants by the employer.

- <sub>1</sub>Not at all important  
<sub>2</sub>Slightly important  
<sub>3</sub>Fairly important  
<sub>4</sub>Quite important  
<sub>5</sub>Very important

• c. Interest in hiring participants when placements end.

- <sub>1</sub>Not at all important

- <sub>2</sub>Slightly important
- <sub>3</sub>Fairly important
- <sub>4</sub>Quite important
- <sub>5</sub>Very important

• d. Opportunities for career advancement at employer's firm.

- <sub>1</sub>Not at all important
- <sub>2</sub>Slightly important
- <sub>3</sub>Fairly important
- <sub>4</sub>Quite important
- <sub>5</sub>Very important

• e. Employer's involvement in growth industry.

- <sub>1</sub>Not at all important
- <sub>2</sub>Slightly important
- <sub>3</sub>Fairly important
- <sub>4</sub>Quite important
- <sub>5</sub>Very important

• f. Your prior experience with employer.

- <sub>1</sub>Not at all important
- <sub>2</sub>Slightly important
- <sub>3</sub>Fairly important
- <sub>4</sub>Quite important
- <sub>5</sub>Very important

**The next set of questions is about worksite visits and communication with employers during the transitional or subsidized job.**

**If you do not perform these functions, please skip to question #8.**

5. On average, how many visits per worksite do you conduct each month? \_\_\_\_\_

None

6. On average, how often do you communicate with the worksite supervisors who are responsible for [PROGRAM NAME] participants during the transitional or subsidized job?

- <sub>1</sub>More than once a week
- <sub>2</sub>Once a week

- <sub>3</sub>Once every two weeks
- <sub>4</sub>Once a month or less frequently
- <sub>5</sub>Not applicable

7. When you communicate with the worksite supervisor during the transitional or subsidized job, what are the three most frequently discussed issues? (Select up to three responses.)

- <sub>1</sub>Workers' ability to fulfill job duties and meet performance expectations
- <sub>2</sub>Workers' ability to get along with supervisors and coworkers
- <sub>3</sub>Challenges or problems **at work** and how to deal with them
- <sub>4</sub>Challenges or problems **away from work** and how to deal with them
- <sub>5</sub>Adequacy of supportive services or need for additional supportive services
- <sub>6</sub>Other issues with [PROGRAM NAME]
- <sub>7</sub>Other (please describe):  
\_\_\_\_\_
- <sub>8</sub>Not applicable

**The next set of questions is about unsubsidized job placement.**

**If you do not perform this function, please skip to question #11.**

8. When working to place participants in unsubsidized jobs, how often do you do the following?

a. Schedule interviews for participants.

- <sub>1</sub>Never
- <sub>2</sub>Seldom
- <sub>3</sub>Sometimes
- <sub>4</sub>Often
- <sub>5</sub>All of the time

b. Discuss specific participants' resumes with a potential employer.

- <sub>1</sub>Never
- <sub>2</sub>Seldom
- <sub>3</sub>Sometimes





29. What is your educational background? (Select one.)

- <sub>1</sub>Did not finish high school
- <sub>2</sub>GED
- <sub>3</sub>High school diploma
- <sub>4</sub>Associate's degree
- <sub>5</sub>Some college
- <sub>6</sub>Bachelor's degree
- <sub>7</sub>Some graduate work
- <sub>8</sub>Master of Social Work
- <sub>9</sub>Other Master's Degree
- <sub>10</sub>Other Graduate Degree

**Thank you for completing this  
questionnaire!**