Appendix F Program Staff Questionnaire

OMB #: 0970-XXXX Expiration Date: XX/XX/XXXX

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.

Appendix F Program Staff Questionnaire

OMB #: 0970-XXXX Expiration Date: XX/XX/XXXX

Program Staff QuestionnaireSubsidized and Transitional Employment Demonstration (STED)/Enhanced Transitional Jobs Demonstration (ETJD)

	The first set of questions is background questions on your organization and role.		\square_3 Fairly important \square_4 Quite important \square_5 Very important
1.	What is your job title:		d. Participant's interests and career goals. \square_1 Not at all important \square_2 Slightly important
2.	What is the name of the organization you work for:		\square_3 Fairly important \square_4 Quite important \square_5 Very important
	The next set of questions is about job development and job placement in <u>transitional or subsidized jobs</u> . If this is not part of your responsibilities or if all		e. Supports offered by an employer that would benefit the participant. \square_1 Not at all important \square_2 Slightly important \square_3 Fairly important
	participants work at the same employer, please skip to question #5.		\square_4 Quite important \square_5 Very important
3.	How important are the following factors in your decisions about placing participants in transitional or subsidized jobs? •	4.	How important are the following employer characteristics when recruiting employers to work with the program and provide <u>transitional or subsidized jobs</u> ?
	a. Participant's job-specific skills. □₁Not at all important □₂Slightly important □₃Fairly important □₄Quite important □₅Very important		 a. Number of placements offered. □¹Not at all important □²Slightly important □³Fairly important □⁴Quite important □⁵Very important
	 b. Participant's interpersonal skills. □¹Not at all important □²Slightly important □⁴Quite important □⁴Very important 		• b. Level of support offered to participants by the employer. \square_1 Not at all important \square_2 Slightly important \square_3 Fairly important \square_4 Quite important \square_5 Very important
	• c. Participant's prior work or volunteer experience. \square_1 Not at all important \square_2 Slightly important		• c. Interest in hiring participants when placements end. \square_1 Not at all important

Appendix F

Program	Staff	Question	nair

OMB #: 0970-XXXX
Expiration Date: XX/XX/XXXX

<u>_</u>	Expiration Date: XX/XX/XXX
$\square_{\scriptscriptstyle 2}$ Slightly important	\square_3 Once every two weeks
\square_3 Fairly important	\square_4 Once a month or less frequently
\square_4 Quite important	□ ₅ Not applicable
□ ₅ Very important	0 11 11
■5, very important	7. When you communicate with the worksite
4. Opposition for agreemed vengement at	
• d. Opportunities for career advancement at	supervisor during the transitional or subsidized
employer's firm.	job, what are the three most frequently discussed
\square 1Not at all important	issues? (Select up to three responses.)
$\square_{ ext{2}}$ Slightly important	$\square_{\scriptscriptstyle 1}$ Workers' ability to fulfill job
□3Fairly important	duties and meet performance
\square_4 Quite important	expectations
· · · · ·	\square_2 Workers' ability to get along
\square_5 Very important	
	with supervisors and coworkers
 e. Employer's involvement in growth 	\square_3 Challenges or problems at work and how to
industry.	deal with them
\square_1 Not at all important	\square_4 Challenges or problems away
\square_2 Slightly important	from work and how to deal with
\square_3 Fairly important	them
_ ' '	\square_{5} Adequacy of supportive services
\square_4 Quite important	- · · ·
\square_5 Very important	or need for additional supportive
	services
• f. Your prior experience with employer.	$\square_{\scriptscriptstyle 6}$ Other issues with [PROGRAM
\square_1 Not at all important	NAME]
\square_2 Slightly important	\square_7 Other (please describe):
	,
□ ₃ Fairly important	
\square_4 Quite important	\square_{8} Not applicable
\square_5 Very important	□8110t applicable
	The next set of questions is about <u>unsubsidized</u>
	job placement.
	If you do not perform this function, please skip
	to question #11.
The next set of questions is about worksite visits	to question #11.
and communication with employers during the	
transitional or subsidized job.	8. When working to place participants in unsubsidized
	jobs, how often do you do the following?
If you do not perform these functions, please	
skip to question #8.	a. Schedule interviews for participants.
omp to question "o.	\square_1 Never
5. On average, how many visits per worksite do you	\square_2 Seldom
· · ·	\square_3 Sometimes
conduct each month?	
□None	\square_4 Often
	$\square_{\scriptscriptstyle{5}}$ All of the time
6.On average, how often do you communicate with the	
worksite supervisors who are responsible for	b. Discuss specific participants' resumes with a
[PROGRAM NAME] participants during the	potential employer.
transitional or subsidized job?	□ Never
\bigsqcup_{1} More than once a week	□ ₂ Seldom
\square_2 Once a week	\square_3 Sometimes

Appendix F Program Staff Questionnaire OMB #: 0970-XXXX Expiration Date: XX/XX/XXXX

\square_4 Often \square_5 All of the time	10. During the last week, did you refer to a spe	Expiration D how many of yo	
c. Help participants prepare for an interview. $\square_1 Never$ $\square_2 Seldom$ $\square_3 Sometimes$ $\square_4 Often$ $\square_5 All of the time$		-	
d. Take participants to fill out a job application or to an interview. \[\sum_1\text{Never} \] \[\sum_2\text{Seldom} \] \[\sum_4\text{Often} \]			
\square_5 All of the time	The next set of ques work environment a issues. Your respons strictly confidential shared with other points of the circle your answer.	and organizationses will be kept and will not be	onal :
e. Hold group job search meetings with participants.	Do you agree or disa	gree that:	
\square_2 Seldom \square_3 Sometimes \square_4 Often \square_5 All of the time	11. Your organization of professional jud making on your jol	gments that you	
f. Discuss the participant's transitional job experience with employers.	1 2 Strongly Disagree	3 4	5 Strongly Agree
□₁Never □₂Seldom □₃Sometimes	12. You have the infor need to do your jol		esources you
□ ₄ Often □ ₅ All of the time	1 2 Strongly Disagree	3 4	5 Strongly Agree
g. Follow-up with employers after a participant's interview. □₁Never □₂Seldom	13. You have the skills your job well?	and experience	you need to do
□ ₃ Sometimes □ ₄ Often □ ₅ All of the time	1 2 Strongly Disagree	3 4	5 Strongly Agree
How many participants are you currently working with to find an unsubsidized job?	14. You understand th organization?	e policies and ru	iles of your

9.

Appendix F Program Staff Questionnaire OMB #: 0970-XXXX

Expiration Date: XX/XX/XXXX

	Strongly Disagree				Strongly Agree	1
15.	You can	You can relate to your participants?			?	23. How long have you been employed by [PROGRAM NAME]?
	1	2	3	4	5	months oryears
	Strongly				Strongly	
	Disagree				Agree	24. How long have you been in your current position?
16.	For the r	nost par	t, you wo	rk with c	lients on your	months oryears
	caseload independently, without consulting other					05.5
	staff me	mbers?				25. Do you work: \square_1 Full-time \square_2 Part-time
	1	2	3	1	Е	a. If part-time, how many hour per week?
	1 Strongly	2	3	4	5 Strongly	hours/week
	Disagree				Agree	nours/ week
						26. Is your position with [PROGRAM NAME]: \square_1 Permanent \square_2 Temporary
17.	In gener	al, the st	aff at [PR	OGRAM 1	NAME] works	
	well together as a team?			a. If your position is temporary, when will		
						your position end?
	1	2	3	4	5	MonthYear
	Strongly Disagree				Strongly Agree	07 A
	Disagree				Agree	27. Are you Hispanic, Latino/a, or Spanish origin?
18. You get the support or guidance that you need				idance th	at vou need	(Select one or more.) \square_1 No, not of Hispanic, Latino/a,
10.	from you		_	idulice til	at you need	
	irom you	ar ouper	110011			or Spanish origin □₂Yes, Mexican, Mexican
	1	2	3	4	5	American, Chicano/a
	Strongly				Strongly	\square_3 Yes, Puerto Rican
	Disagree				Agree	\square_4 Yes, Cuban
10	77	<u> </u>			.:-1.9	\square_{5} Yes, another Hispanic, Latino/a, or Spanish
19.	You are satisfied with your current job?			ir curreni	r lon;	origin
	1	2	3	4	5	
	Strongly	_	O	•	Strongly	28. What is your race? (Select one or more.)
	Disagree				Agree	\square_1 White
00	. How would you describe worker satisfaction and					$oxedsymbol{\square}_2$ Black or African American
20.		•				$\square_{\scriptscriptstyle 3}$ American Indian or Alaska
	morale among the staff at your organization? □¹Very low □²Below average □³Average □⁴Above average □⁵Very high				anization?	<u>N</u> ative
						□₄Asian Indian
						□₅Chinese
						\square_6 Filipino
						\square ₇ Japanese
□5very mgn						\square_8 Korean
The next set of questions asks about you. Your responses will be kept strictly confidential.			eke ahai	it voii Voiir	\square_9 Vietnamese	
				•	\square_{10} Other Asian	
10	ороносо	WIII DC	acpt still	cay com	iaciitiui.	□ ₁₁ Native Hawaiian
21. What is your age? years old			vear	s old	□ ₁₂ Guamanian or Chamorro	
				<i>j</i> car		□ ₁₃ Samoan
						$\square_{\scriptscriptstyle 14}$ Other Pacific Islander

22. Are you: \square_1 Male \square_2 Female

Appendix F Program Staff Questionnaire OMB #: 0970-XXXX Expiration Date: XX/XX/XXXX

Thank you for completing this questionnaire!