

## Formal Work Training Concept Interviews: Interviewer Guide

*Note: Beyond the initial introduction, these are intended to be relatively unscripted interviews which should feel like an informal conversation with the interviewee about their work-related training experience (apprenticeship, externship, internship, or student teaching).*

Hello, [interviewee name]. This is [interviewer name] from the American Institutes for Research in Washington, DC. Thank you for taking the time to speak with me today. As we mentioned in our earlier conversations, we are working with the U.S. Department of Education to develop a survey that will describe adult's education and training experiences. We are interested in speaking with you today because you mentioned earlier that you [brief description of formal work training experience].

We'd like to speak with you about this experience for about an hour today. As a thank you for your help, we will be sending a \$40 gift card to you after the completion of the interview. Because it would be hard to keep track of everything you say today, we would like to audio record this interview. Is that okay with you? [IF SO, START RECORDING] [IF NOT OKAY WITH RECORDING: Okay, that's no problem.]

I'd also like to take notes while we are talking, so you might hear me typing while we are talking.

I want you to know that your participation is voluntary and your responses are protected from disclosure by federal statute [US code title 20, section 9573]. All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. We want you to know that you can speak freely. Also, you do not have to answer any question you don't want to and can stop the interview at any time if you wish.

Okay, let's get started. First, I'd like to know a bit more about your [apprenticeship/externship/internship/residency/student teaching] – can you describe it to me? How was it structured, how long did it last, and why did you participate in it?

[Specific topics to cover, probe as needed]

- What type of occupation was this [apprenticeship/externship/internship/residency/student teaching] for?
- Is this [apprenticeship/externship/internship/residency/student teaching] required to work in that occupation?
  - [IF NOT]: Is it encouraged by employers?
- Do you know who sponsored, ran or supported the [program? Was a state government or the federal government involved? Was a labor union involved?
  - How did you first learn about the program? How did you get into the program? Why did you participate in it?
  - Was participating in this program connected to an education program? If yes, please explain. [What kind of education program? Was it a required part of the education program?]
- Where did you work during this [apprenticeship/externship/internship/residency/student teaching]?
  - What was the name of the place you worked?
  - What kind of company/organization was that?

- Were you working there before you began the [apprenticeship/externship/internship/residency/student teaching] or did you start working there at the beginning of the program?
- When did you start this [apprenticeship/externship/internship/residency/student teaching]?
- How long did it last?
  - Ask about duration (weeks/months/year)
  - Ask about number of hours spent in instruction/training/etc. per week and total
- How were you trained during this [apprenticeship/externship/internship/residency/student teaching]? How did you learn to do your job?
- Did you have a mentor or advisor during this [apprenticeship/externship/internship/residency/student teaching]?
  - What was his or her title? What was his or her day-to-day job at [place/company]?
  - Tell me a bit about the types of support you received from this person.
- Did you take any formal classes as part of this [apprenticeship/externship/internship/residency/student teaching], either on-line or in-person? Who provided these courses? Where did you take them?
- Were there any fees or costs associated with this [apprenticeship/externship/internship/residency/student teaching] that you had to pay?
- Were you paid while you were taking part in the [apprenticeship/externship/internship/residency/student teaching]? What kind of pay did you get—for example, was it the same level of pay as other workers in this field, or a lower level training pay?
  - Did your pay increase as you progressed through the [apprenticeship/externship/internship/residency/student teaching]?
  - Did you receive a raise when you completed the program?
- What was required for you to complete this program?
  - PROBE: Did you need to demonstrate any particular skills or pass a test? Did you need to be in the program for a certain amount of time?
  - [IF YES]: Tell me more about the content and format of the test/who evaluated your performance and how/the time requirements]
- Did completing the program result in a credential that you could use with one or more employers? Tell me about this credential. (name of it, who recognizes it, did it involve other requirements beyond the program, could you have gotten it without completing the program?)
  - [IF YES]: Do you remember who issued this credential?
- What were the main benefits of completing this [apprenticeship/externship/internship/residency/student teaching]?

Thank you very much for providing so much detail about your [apprenticeship/externship/internship/residency/student teaching]. Is there anything else you would like to tell me about that experience that you haven't had a chance to mention?

Okay, thank you again for taking the time to provide us with this useful information.