

Attachment V
Eligibility Screening Questions

Script

Hello, this is [INTERVIEWER NAME] from RTI International. (Are you calling about the ad?)

Let me tell you a little about the study. RTI is helping the National Center for Education Statistics, within the U.S. Department of Education, to develop survey items that will be administered as part of the National Household Education Survey in 2016. We are testing the survey to be sure the questions on the survey make sense to different people across the country, and to refine the questions, if necessary, to ensure the survey collects the highest quality data. We are looking for people who will be willing to provide their opinions about the survey and tell us about how easy or difficult it was to answer the questions. If you are interested, and we determine you completed the kind of program we need, we will schedule a time for you to test the survey. Testing will take no more than 40 minutes to complete, and at the end of the interview you will receive \$40 in cash as compensation for your time.

Does this sound like something you'd be interested in helping with?

To make sure you are eligible for the study, I need to ask you some screening questions. This will only take about 5 minutes. Is now a good time?

1) Are you an RTI employee or a family member of an RTI employee?

- a) Yes (Ineligible)
- b) No

2) What is your full name?

3) What is the best telephone number and email address at which to reach you?

4) Did you complete a degree, certificate, or vocational credential sometime on or after January 1, 2011?

- a) Yes
- b) No (Ineligible)

5) What degree, certificate, or vocational credential have you earned since January 1, 2011?

6) From which college, university, or trade school did you receive your degree, certificate, or vocational credential?

7) In what city and state is [INSTITUTION NAME] located?

[LOOK UP LEVEL AND CONTROL INSTITUTION ON THE COLLEGE NAVIGATOR.]

IF NOT FOUND IN THE NAVIGATOR:

8) Is [INSTITUTION NAME] a for-profit school?

- a) Yes
- b) No

9) What was the field of study for the credential you received from [INSTITUTION NAME] (e.g. cosmetology, accounting, and engineering technology)?

10) What days of the week and times of day would you be available to attend an interview?

11) Were you working for pay, in one or more jobs, at any time in 2013?

- a) Yes
- b) No

12) Where are you located?

- a) Raleigh/Durham/Chapel Hill, NC area
- b) Virginia/Maryland/Washington, DC area
- c) Chicago, Illinois area

13) On a scale of “1” to “10,” where a score of “10” means “extremely comfortable” and “1” means “not at all comfortable,” how comfortable do you feel expressing your opinion in a group or interview? _____

14) How did you hear about the study?

- a) Craigslist posting
- b) Facebook posting
- c) Flyer
- d) From a friend or family member
- e) Other: _____

END

Thank you for answering these screening questions. I'll pass your information on to the study recruiter. If you are eligible, (s)he will give you a call to schedule a time that is convenient for you to participate in the study. At that point, you must RSVP to the invitation to guarantee an interview time. As I said before, the interview will take about 40 minutes and will be conducted in-person. The interview will be done at RTI International's offices in [Research Triangle Park/Washington, DC/Chicago] and you will receive \$40 as thank you for your participation. Also, if you agree, we'd like to record the interview. (This is just to help us take good notes about any feedback you may have about the questions. Your name won't be associated with the responses on the tape. We will ask your permission to record the interview before we begin.)

If Eligible: Invitation Script

We are conducting one-on-one interviews in our office with people like you to evaluate some questions that will be used for refining an employment and earnings survey we are developing for the National Center for Education Statistics.

The interview is scheduled for [DATE] at [TIME]. The interview will take about 40 minutes to complete and will be recorded. After completing the interview, participants will receive \$40. Are you available to participate?

- 1. Yes
- 2. No

NOTE TO RECRUITER:

Valid proof of identification for all participants is required.

Emphasize the amount of time (40 minutes) the discussion will take, the beginning and end times, and the location where the discussion will take place.

Do not schedule anyone who is at all reluctant about the time, is hesitant about participating in a discussion, talks too softly, or speaks unclearly.