

Attachment 2

NHES 2016 ATES Cognitive Interviews Recruitment Screener

Hello. My name is [XXXXXX] and I work for [recruitment firm]. The U.S. Department of Education is conducting a brief but important study about adults' education and work credentials. [Recruitment firm] and American Institutes for Research (AIR) are assisting with the research. Your participation is voluntary, and you will receive no sales pitch or follow-up calls based on your participation.

We are looking for adults to help us understand how they interpret survey questions about adults' education and work credentials. These questions are part of a survey that is being developed by the U.S. Department of Education. The objective of the current study is to make sure the survey materials are clear and easy to understand, and we need help from people like you to do that. The information gained from the study will be used to revise the survey instrument. I'd like to ask you a few questions to see if you qualify for the study.

The next few questions are for classification purposes only.

1. What is your name? (write in)

2. What is your phone number? (write in)

3. What is your email address? (write in)

[Interviewer to circle:]

4. First, which of the following describes your age? (READ LIST)

- a. under 18 (Thank and terminate)
- b. 65 or older (Thank and terminate)
- c. 18 to 24 (Continue; recruit a mix of ages)
- d. 25 to 34 (Continue; recruit a mix of ages)
- e. 35 to 44 (Continue; recruit a mix of ages)
- f. 45 to 64 (Continue; recruit a mix of ages)
- g. (Do not read) Refused (Thank and terminate)

5. What is YOUR EDUCATION level?

- a. Less than High School (Continue)
- b. High School Graduate (Continue)
- c. Some College, trade, technical or vocational school (Continue)
- d. College degree (Continue)
- e. Graduate education (Continue)

6. Which of the following best describes your employment status? (READ LIST)
 - a. Working full time (Continue)
 - b. Working part time (Continue)
 - c. Full time student (Thank and terminate)
 - d. Retired (Thank and terminate)
 - e. Not currently employed but looking for work (Recruit 5; go to Q7) [Do we need?]
 - f. (Do not read) Don't know / refused (Thank and terminate)

7. Have you ever completed one of these types of work experience programs - an internship, student teaching, co-op, practicum, clerkship, externship, residency, clinical experience, or apprenticeship?
 - a. Yes (Recruit at least 21) (Continue)
 - b. No

8. Have you ever earned any of the following types of certificates? (Recruit at least 14 that respond to "b" and at least 5 of whom have less than a bachelor's degree) (Circle all that apply.)
 - a. A certificate for completing a training program from an employer, employment agency, union, software or equipment manufacturer, or other training provider, but NOT from a school.
 - b. A certificate (sometimes called a diploma) for completing a program of study at a community college, technical college, or other school after high school. Do NOT include college degrees.

9. About how many hours of instruction did you complete in order to earn your educational certificate?
 - a. I do not have a certificate
 - b. 480 or more hours (12 or more full-time weeks)
 - c. 160 to 479 hours (4 full-time weeks to less than 12 full-time weeks)
 - d. 40-159 hours (1 full-time week to less than 4 full-time weeks)
 - e. Less than 40 hours (less than 1 full-time week)

10. Do you have a currently active professional certification or a state or industry license? A professional certification or license shows you are qualified to perform a specific job and includes things like Licensed Realtor, Certified Medical Assistant, Certified Teachers, or an IT certification. Do not include business licenses, such as a liquor license or vending license.
 - a. Yes (Continue) (Recruit at least 14 (Round 1 – Recruit 7; Round 2 – Recruit 7)
 - b. No (Go to Q12)

11. How many certifications or licenses do you have?
 - a. One (Continue)
 - b. More than one (Continue) (Recruit at least 7)
 - c. Don't know / refused (Continue)

12. Have you participated in a research study or focus group in the past 6 months? (Recruit none.)
 - a. Yes (Thank and terminate.)
 - b. No (Continue)

13. Do you work for Shugoll, the American Institutes for Research, or the U. S. Department of Education?
- Yes (Thank and Terminate)
 - No (Continue)
 - Don't know / Refused (Thank and Terminate)
14. RECRUITER: INDICATE GENDER (Recruit a mix of males and females.)
- Male
 - Female

Based on your answers, we would like to invite you to participate in an interview (to discuss your work credentials). You will receive \$40 to thank you for completing the interview. The interview is about 1 hour in length and will be conducted at XXXXX. If you drive, please park in our garage and bring your ticket with you for validation. We will pay for your parking.

We are conducting interviews on _____ and _____. Are you available to participate in this research study?

CIRCLE

- Yes 1 → (CONTINUE AND GIVE DIRECTIONS)
 No 2 → (THANK AND TERMINATE)

RECRUITER: Check off the criteria that this adult fits in order to categorize the cognitive interviews we will conduct.

Interview Criteria:

| Work experience | Certificate | Certification / License |
|-----------------|-------------|-------------------------|
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