

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.

Program Staff Questionnaire

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

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.

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very important

•
• b. Participant's interpersonal skills.

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very important

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

- ₁Not at all important
₂Slightly important

- ₃Fairly important
₄Quite important
₅Very important

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

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very important

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

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very 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.

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very important

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

- ₁Not at all important
₂Slightly important
₃Fairly important
₄Quite important
₅Very important

• c. Interest in hiring participants when placements end.

- ₁Not at all important

- ₂Slightly important
- ₃Fairly important
- ₄Quite important
- ₅Very important

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

- ₁Not at all important
- ₂Slightly important
- ₃Fairly important
- ₄Quite important
- ₅Very important

• e. Employer's involvement in growth industry.

- ₁Not at all important
- ₂Slightly important
- ₃Fairly important
- ₄Quite important
- ₅Very important

• f. Your prior experience with employer.

- ₁Not at all important
- ₂Slightly important
- ₃Fairly important
- ₄Quite important
- ₅Very 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?

- ₁More than once a week
- ₂Once a week

- ₃Once every two weeks
- ₄Once a month or less frequently
- ₅Not 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.)

- ₁Workers' ability to fulfill job duties and meet performance expectations
- ₂Workers' ability to get along with supervisors and coworkers
- ₃Challenges or problems **at work** and how to deal with them
- ₄Challenges or problems **away from work** and how to deal with them
- ₅Adequacy of supportive services or need for additional supportive services
- ₆Other issues with [PROGRAM NAME]
- ₇Other (please describe):

- ₈Not 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.

- ₁Never
- ₂Seldom
- ₃Sometimes
- ₄Often
- ₅All of the time

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

- ₁Never
- ₂Seldom
- ₃Sometimes

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

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

**Thank you for completing this
questionnaire!**