INSTRUMENT 7

PARTNER NETWORK SURVEY EMAIL 1 – MATHEMATICA INVITATION

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PARTNER NETWORK SURVEY EMAIL 1: MATHEMATICA INVITATION

Dear <AJC partner organization contact>:

Researchers from Mathematica Policy Research recently visited your community's American Job Center (AJC)—<name of local AJC>—as part of the Institutional Analysis of AJCs sponsored by the U.S. Department of Labor. The study's purpose is to provide information that policymakers and administrators can use to accurately describe the full range of institutional features that shape AJCs' day-to-day operations and customer experiences and inform system improvements.

We are contacting you now to request your organization's participation in an important component of the study: a network analysis of the key partners involved in AJC service delivery.

A brief survey is attached that asks about your organization's interactions with other partner organizations in the AJC network. It should take **no more than 10 minutes** of your time.

Please complete this survey at your earliest convenience. You can enter your responses directly into the attached document and return it to <study team email>, or by simply replying to this email message. Your organization is an important part of this effort, and **your participation in the study is crucial to its success.**

If you need assistance with completing the survey, please call 1-xxx-xxx-xxxx.

If you have any additional questions about the Institutional Analysis of AJCs, please contact the study team at <study team email>, or the study's project officer, Erika Liliedahl, Chief Evaluation Office, Department of Labor, at (202) 693-5992 or Liliedahl.Erika@dol.gov. The OMB control number for this project is <OMB control number>; expiration date <date>.

Thank you very much for your cooperation and participation in this important survey.

Sincerely,

Pamela Holcomb
Director, Institutional Analysis of American Job Centers

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