Appendix D - 1: Employer Verification/Satisfaction Questionnaire

May I speak with <NAME OF CONTACT PERSON>? My name is (INTERVIEWER'S NAME) with IMPAQ International. We work with Job Corps, a national training program for youth and Job Corps is interested in learning about how well the program serves the employment needs of employers. I am calling to verify the employment of <STUDENT'S NAME> at your institution

The collection of this information has been approved under OMB approval number 1205- XXXX, Expiration Date xx/xx/xx. On average, it takes about 10 minutes to complete this survey.

Q1. Our records indicate you hired former Job Corps students last year. It that correct?

    1   Yes>>Go to Q3
    2   No >>Go to Q2

        8   Don't know>> Go to Q2
        9   Refused>>Go to Q2

Q2. For example, our records show <Student Name> was employed at <Company_name> as <Conf_title>. Is that correct?

    1   Yes >> Go to Q3
    2   No >>Go to ALT
        8   Don't know>>Go to ALT
        9   Refused>>Go to ALT

ALT. Is there anyone else who could answer questions about how well Job Corps has served this employer's needs?

    1   Yes >> Request transfer or record contact information for alternate person if call back is needed
    2   No>>Go to THANKS

        8 Don't know>>Go to THANKS

        9 Refused >> Go to THANKS

Q3. Please rate your satisfaction with your Job Corps hires. Would you say you are….

    1   Very satisfied,
    2   Satisfied
    3   Neither satisfied or dissatisfied

4	Dissatisfied,

5	Or, Very dissatisfied with your Job Corps hires?

8	Don't know>>Go to THANKS

9	Refused>>Go to THANKS

Q4. On a scale of 0 to 10, where 0 is the **least** **satisfied** and 10 is the **most** **satisfied**, how would you rate your satisfaction with the quality of staff provided by Job Corps?

Interviewer: Record number _____

Q5. On a scale of 0 to 10, where 0 is the **least** **prepared**, and 10 is the **most** **prepared**, how well do you think Job Corps prepared the student for the position?

Interviewer: Record number _____

Q6. How would you rate the student's problem solving skills? Would you say they …

1	Do not meet expectations,

2	Meet expectations

3	Or, Exceed expectations?

8	Don't know

9	Refused

Q7. Would you consider hiring Job Corps students in the future?

1	Yes

2	No

8	Don't know

9	Refused

Q8. Do you have additional comments or suggestions for Job Corps?

1	Yes>>Go to Q8a

2	No>>Go To THANKS

Q8a. Record comments: _____

THANKS   That is all the information I need. Thank you for your help.

Appendix D - 2: School/Training Verification/Satisfaction Questionnaire

May I speak with <NAME OF CONTACT PERSON>?   My name is (INTERVIEWER'S NAME) with IMPAQ International. We work with Job Corps, a national training program for youth. I am calling to verify the participation of <STUDENT'S NAME> at your institution

The collection of this information has been approved under OMB approval number 1205- XXXX, Expiration Date xx/xx/xx. On average, it takes about 10 minutes to complete this survey, including time for reviewing instructions, searching data sources, and completing and reviewing the information.

> INTERVIEWER: SOME SCHOOLS HAVE A POLICY NOT TO VERIFY ENROLLMENT. OTHERS WILL ONLY VERIFY THAT A PERSON WAS ENROLLED AND WILL GIVE NO OTHER INFORMATION. IF YOU FIND THAT THIS IS THE CASE, MARK APPROPRIATE ANSWER IN SV1 AND GO TO THE END.

SV1.   Our records show that (he/she/ <STUDENT'S NAME>) enrolled in <NAME OF SCHOOL/TRAINING PROGRAM> around <DT_REPORTED FOR SCHOOL>. Is that correct?

1	Yes	SET SCHOOL TO YES AND GO TO SV2
2	No	GO TO PROGRAM CHECK 1
3	Will Not Verify	GO TO END OF INTERVIEW SCRIPT
4	Will Verify Enrollment Only, No Other information	GO TO END OF INTERVIEW SCRIPT
	8 Don't know	GO TO END OF INTERVIEW SCRIPT
	9 Refused	GO TO END OF INTERVIEW SCRIPT

> PROGRAM CHECK1: SET QP REASON CODE TO QP_ SCH = 1 GO TO END OF INTERVIEW SCRIPT

SV2.   And did (he/she) enroll around <DT_REPORTED FOR SCHOOL>?

INTERVIEWER: IF RESPONDENT ALREADY TOLD YOU STUDENT WAS ENROLLED AROUND THIS DATE, MARK "YES."

1	Yes	SET SCHOOL TO YES AND GO PROGRAM CHECK 2
2	No	
	8 Don't know	

SV3.   On what date did (he/she) enroll there? Your best estimate is fine here.

ENTER DATE [DATE]

8   Don't know

PROGRAM CHECK 2: IF PLACE_ST IN (08, 09, 12) ASK Q. SV4, ELSE GO TO SV5.

SV4. And was (he/she) expected to attend school/this program **at least 20 hours per week?**

1	Yes	GO TO SCHOOL SAT
2	No	GO TO PROGRAM CHECK 3
8	Don't know	
9	Refused	

PROGRAM CHECK 3: SET QUESTIONABLE PLACEMENT REASON CODE. QP_SCH = 4. DISPLAY QP MSG SCREEN AND THEN GO TO END OF INTERVIEW SCRIPT.

PROGRAMMING NOTE: THIS QUESTION FOR PLACE_ST CODE = 06, 07 COLLEGE COMBINATION OR 10 COLLEGE ONLY.

SV5.   And our records show (he/she) registered at least (6/9) credit hours around <DT_REPORTTED>. Is that correct?

1	Yes	GO TO SCHOOL SAT
2	No	ASK Q. SV6
8	Don't know	ASK Q. SV6

SV6.   Was there any time when (he/she) was registered for at least (6/9) credit hours?

1	Yes	GO TO SCHOOL SAT
2	No	GO TO PROGRAM CHECK
8	Don't know	GO TO PROGRAM CHECK

SCHOOL SAT

SV7. How would you rate the students' academic preparation for this education/training program? Would you say they …

    1   Do not meet expectations,
    2   Meet expectations
    3   Or, Exceed expectations?
    8   Don't know

    9 Refused

SV8. How would you rate the students' employability and professionalism in the school/training setting? Would you say they …

    1   Do not meet expectations,
    2   Meet expectations
    3   Or, Exceed expectations?

    8   Don't know

    9   Refused

PROGRAM CHECK: IF PLACED_ST = 10 SET QP REASON CODE TO QP_SCH = 5. IF PLACED_ST = 06 OR 07 SET QP REASON CODE TO QP_SCH = 7. SHOW QP MSG SCREEN THEN DISPLAY END OF INTERVIEW SCRIPT.

END OF INTERVIEW:

That's all the information I need. Thank you for your time today.