

# **Attachment F**

## **NTEWS Recruiting Materials**

## **NTEWS RECRUITMENT EMAIL/POSTING TO PANEL MEMBERS**

[Dear NAME,]

We are looking for adults 18 and older to provide input on a survey about different types of education and training people need to gain skills for work. If you have a vocational certificate or diploma for completing a training program or have a currently active professional certification or state or industry license, you may be eligible. Participants will receive \$50 [FILL MODE OF PAYMENT] for an interview lasting up to 75-minutes. If interested, please [answer the qualification questions here: LINK/call XXX-XXX-XXX] to see if you qualify.

We look forward to hearing from you.

[Sincerely,

RECRUITMENT FIRM]]

## **NTEWS RECRUITMENT REMINDER CALL**

Hello, this is \_\_\_\_\_ calling from [RESEARCH FIRM] an independent survey research company, on behalf of [COGNITIVE INTERVIEW VENDOR] and the National Science Foundation. May I please speak with \_\_\_\_\_?

**CIRCLE ONE**

CONTINUE

CALLBACK OR LEAVE VOICEMAIL

**CONTINUE**

[Hello, this is \_\_\_\_\_ calling from [RESEARCH FIRM} an independent survey research company, on behalf of [COGNITIVE INTERVIEW VENDOR] and the National Science Foundation.] I’m calling to remind you about your interview. You are scheduled to participate in an interview to provide feedback on the “National Training, Education, and Workforce Survey.” Your interview is scheduled for:  
[DATE] at [TIME].

**1. Will you still be able to participate?**

**CIRCLE ONE**

**YES (GO TO 2)**

**NO ..... (GO TO 3a/3b)**

**2. IF YES**

Thank you. Do you have any questions about [how to access the interview/how to find our location]? We thank you for your participation in this important study and look forward to seeing you on [DATE] at [TIME].

**END**

**3a. IF NO AND SLOTS AVAILABLE**

We can reschedule your interview if you would like. We have availability on [DATE/TIME].

**3b. IF NO AND SLOTS NOT AVAILABLE**

I’m sorry to hear you cannot make the interview. Unfortunately, we currently do not have availability to reschedule the interviews. Thank you for your interest in this important research study.

**END**

**NTEWS RECRUITMENT REMINDER MESSAGE (NO-ANSWER TELEPHONE OR EMAIL)**

On behalf of [COGNITIVE INTERVIEW VENDOR] and the National Science Foundation, we would like to remind you about your interview to provide feedback on the “National Training, Education, and Workforce Survey.” This feedback will be very useful for an upcoming national survey.

You are scheduled to participate in a 75-minute interview on [DATE] at [TIME]. You will [access the interview by logging into URL. Please ensure your video camera is on.]/[attend this interview in-person at SITE ADDRESS]. You will receive \$50 [FILL MODE OF PAYMENT] upon completion of your participation.

Please contact us immediately at XXX-XXX-XXXX if you are unable to make the interview.  
We look forward to your participation!

## **NTEWS RECRUITMENT FREQUENTLY ASKED QUESTIONS (FAQS)**

### **Q: What is this study about?**

A. This purpose of this study is to test a new survey. The survey is called the “National Training, Education, and Workforce Survey” and the survey will help measure and understand the different types of education and training people need to gain the skills and knowledge they use for their jobs. The survey will ask questions about your education, certifications, licenses, and your work. You will provide feedback on the survey questions to help improve the survey.

### **Q: Who sponsors this study?**

A. This study is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation. [COGNITIVE INTERVIEW VENDOR] is conducting this study on behalf of NCSES.

### **Q: How long will it take?**

A. Taking the survey and providing feedback through an [online video/in-person] interview will take no more than 75 minutes. You will receive \$50 [FILL MODE OF PAYMENT] for your participation.

### **Q: What will I do for this study?**

A. Participation in the study involves a one-time, 75-minute interview. The interview will be conducted through [an online video platform, so you will need a computer or electronic device with a video camera/in-person]. During the interview you will complete the survey and answer questions from a researcher about your experience taking the survey and provide feedback on some of the questions to help improve the survey before the survey is sent to a national sample.

### **Q: Who can I contact for more information about this study?**

A. You may contact [STUDY'S POINT OF CONTACT] to further discuss this study. The email address is NAME@COMPANY.COM or she can be reached by telephone at (XXX) XXX-XXXX.