

# **Attachment G**

## **NTEWS Eligibility Screening: Pre-screening Questions and Detailed Screener**

**PRE-SCREENING QUESTIONS (SELF-ADMINSTERED VIA WEB LINK)**

We are conducting interviews to collect feedback on a survey about different types of education and training that people need to gain skills and knowledge for their jobs. To make sure we have variation across different groups of people, please answer the following questions to see if you are eligible for the study. This is strictly research and absolutely no sales or fundraising effort is involved.

1. Are you age 18 or older?

YES .....1 (GO TO Q2)

NO .....2 (INELIGIBLE: END1)

**END1: I'm sorry, this study is only for those age 18 or older. Thank you for your interest in this study.**

2. [IF CONDUCTING INTERVIEW VIRTUALLY] Do you have access to a computer (not a phone or tablet) with both internet access and a video camera?

YES .....1 (GO TO Q3)

NO .....2 (INELIGIBLE: END2)

**END2: I'm sorry, this study requires that you have the technology to participate virtually, with the use of video camera. Thank you for your interest in this study.**

3. Do you have the ability to download videoconference software so that you could participate in the study virtually?

YES .....1 (GO TO Q4)

NO .....2 (INELIGIBLE: END3)

**END3: I'm sorry, this study requires that you have the technology to participate virtually, with the use of video camera. Thank you for your interest in this study.**

4. Have you earned a vocational certificate or diploma for completing a training program from a community college, technical or trade school, or some other school?

YES .....1 (GO TO Q5)

NO .....2 (GO TO Q5)

5. Do you have any CURRENTLY ACTIVE professional certifications or state industry licenses?

YES .....1

NO .....2

If YES to Q4 and/or Q5, instrument will skip to ELIGIBLE

If NO to BOTH questions, instrument will skip to END4

**END4: I'm sorry, this study is seeking people with a vocational certificate or diploma or with a currently active professional certification or state industry license. Thank you for your interest in this study.**

**ELIGIBLE: Thank you. Your responses indicate that you may be eligible for this study. We will contact you by telephone to ask additional questions to ensure your eligibility. Look for a call from [Insert vendor information].**

**DETAILED SCREENING QUESTIONNAIRE**

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 \_\_\_\_\_? (CONTINUE WHEN REACH NAME ON LIST).

We are conducting interviews to develop a questionnaire that will be used to learn about the different types of education and training that people need to gain the skills and knowledge they use for their jobs. I would like to ask you several questions to see if you are eligible for the study. This is strictly research and absolutely no sales or fundraising effort is involved.

1. First, what is your age? I'm going to read a list and you can stop me when I've gotten to the correct response.

- 17 or younger,.....1 (INELIGIBLE: END1)
- 18-24, .....2 (GO TO Q2)
- 25-34, .....3 (GO TO Q2)
- 35-44, .....4 (GO TO Q2)
- 45-54, .....5 (GO TO Q2)
- 55-64, or .....6 (GO TO Q2)
- 65-75 .....7 (GO TO Q2)
- 76 or older .....8 (INELIGIBLE: END1)

**END1: I'm sorry, this study is only for those aged 18-75. Thank you for your interest in this study.**

2. [IF CONDUCTING INTERVIEW VIRTUALLY] Do you have access to a computer, not a phone or tablet, with both internet access and a video camera?

- YES .....1 (GO TO Q3)
- NO .....2 (INELIGIBLE: END2)

**END2: I'm sorry, this study requires that you have the technology to participate virtually, with the use of video camera. Thank you for your interest in this study.**

3. Do you have the ability to download videoconference software so that you could participate in the study virtually?

YES .....1 (GO TO Q4)

NO .....2 (INELIGIBLE: END3)

**END3: I'm sorry, this study requires that you have the technology to participate virtually, with the use of video camera. Thank you for your interest in this study.**

4. Are you currently working for pay or profit?

*This may include full-time or part-time work. If you are temporarily absent from a job because you are on vacation, out sick, on maternity leave, etc., please answer "Yes".*

YES .....1 (GO TO Q5)

NO .....2 (GO TO Q6)

5. What is the name of your job?

*If you have more than one job, tell me all of your jobs.*

For example: 4th grade teacher, entry-level plumber, web developer.

---

---

---

---

6. What is the highest degree or level of school that you have COMPLETED? I'm going to read a list and you can stop me when I've gotten to the correct response.

**Elementary, middle, or high school, but no high school diploma or alternative**

- high school credential (e.g., GED).....1 (GO TO Q7)**
- High school diploma.....2 (GO TO Q7)**
- Alternative high school credential (e.g., GED).....3 (GO TO Q7)**
- Some college credit, no degree.....4 (GO TO Q7)**
- Associate's degree (e.g., AA, AS).....5 (GO TO Q7)**
- Bachelor's degree (e.g., BA, BS).....6 (GO TO Q7)**
- Master's degree (e.g., MA, MS, MEng, Med, MSW, MBA).....7 (GO TO Q7)**
- Professional degree beyond a Bachelor's degree  
(e.g., MD, DDS, DVM, LLB, JD).....8 (GO TO Q7)**
- Doctorate degree (e.g., PhD, EdD).....9 (GO TO Q7)**

7. Have you ever earned a vocational certificate or diploma for completing a training program from a community college, technical or trade school, or some other school?

*This educational certificate is sometimes called a diploma, for example a cosmetology diploma. It is not a college degree or a professional certification. An educational certificate is awarded only by schools.*

- YES .....1 (GO TO Q8)**
- NO .....2 (GO TO Q8)**

8. What is the name of the vocational certificate or diploma you earned?

\_\_\_\_\_ **(GO TO Q9)**

9. Do you have any CURRENTLY ACTIVE professional certifications or a state or industry licenses?

*A professional certification or license shows you are qualified to perform a specific job. Only include certifications or licenses obtained by an individual. Examples include Certified Teacher, Registered Nurse, Licensed Professional Engineer, a Project Management certification, or an IT certification.*

*Do not include licenses needed by a business to operate.*

- YES .....1 (GO TO Q10)
- NO .....2 (GO TO Q10)

10. Are you...

- MALE or.....1 (GO TO Q11)
- FEMALE?.....2 (GO TO Q11)

11. Are you of Hispanic, Latino, or Spanish origin?

- YES .....1 (GO TO Q12)
- NO .....2 (GO TO Q12)

12. What is your race?

- White .....1
- Black or African American.....2
- Asian .....3
- Native Hawaiian or other Pacific Islander.....4
- American Indian or Alaska Native.....5
- Other .....6

DETERMINE SELECTION CRITERIA FOR ELIGIBILITY AND TARGETS. IF ELIGIBLE, GO TO INVITATION. IF NOT, END4.

**END4: I'm sorry, you do not fit the eligibility criteria for this study. Thank you for your interest.**

**INVITATION**

Thank you. You are eligible to participate in this study. [COGNITIVE INTERVIEW VENDOR] will be testing survey questions to make sure that the questions are clear and understandable. We would like for you to help us by attending an interview session where you will complete the survey and provide feedback on the survey questions to a researcher. This will occur on (DATE) at (TIME) [IF IN-PERSON: at (LOCATION)]. The discussion will last no more than 75 minutes and you will receive \$50. Again, this is strictly research; no sales or fund-raising effort is involved. Are you available to attend the interview session?

**YES** .....1 (GIVE INSTRUCTIONS FOR VIRTUAL MTG/DIRECTIONS FOR IN-PERSON INT)

**NO** .....2 (THANK AND TERMINATE)

Thank you! We look forward to talking with you on [DATE] at [TIME]. We will remind you about this interview one day before the interview [and will provide log instructions to access the virtual interview session via email]. Let me make sure I have your updated and correct contact information:

**CONFIRM AND UPDATE:**

RESPONDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE RECRUITED: \_\_\_\_\_

RECRUITED BY: \_\_\_\_\_

DATE CONFIRMED: \_\_\_\_\_

CONFIRMED BY: \_\_\_\_\_