

## PD Study Interview Instruction Emails

### **Interview Invitation**

Dear Colleague,

Thank you again for completing all of the steps in the Group Concept Mapping (GCM) as part of the Professional Development Study coordinated by [The Center for Advancing Policy on Employment for Youth \(CAPE-Youth\)](#).

We would like to invite you to participate in an interview where we will investigate more deeply any gaps identified and generate strategies for filling those gaps. The interview will last 1 hour and 30 minutes using a virtual meeting. All information will be private. We will be recording merely to ensure we accurately capture discussions. We will not use personal information in the results. Each interview participant will receive a \$25 gift card upon completion of their group meeting as a token of our sincere appreciation for everything you have contributed to the process and your field. If you would like to participate in the interview, please read the attached consent to participate form, sign the form, and email the form to [kosmani@cornell.edu](mailto:kosmani@cornell.edu). Interviews will take place on the following dates/times. In your email response, please indicate the best date/time for your schedule.

- Interview Option 1 (date/time TBD) (virtual link to be added)
- Interview Option 2 (date/time TBD) (virtual link to be added)
- Interview Option 3 (date/time TBD) (virtual link to be added)
- Interview Option 4 (date/time TBD) (virtual link to be added)
- Interview Option 5 (date/time TBD) (virtual link to be added)
- Interview Option 6 (date/time TBD) (virtual link to be added)
- Interview Option 7 (date/time TBD) (virtual link to be added)
- Interview Option 8 (date/time TBD) (virtual link to be added)
- Interview Option 9 (date/time TBD) (virtual link to be added)
- Interview Option 10 (date/time TBD) (virtual link to be added)

If you have any questions about the interviews, please contact Kim Osmani ([kosmani@cornell.edu](mailto:kosmani@cornell.edu)) or Wendy Quarles ([wq45@cornell.edu](mailto:wq45@cornell.edu)).

Sincerely,

Kimberly J. Osmani, Ph.D.  
Extension Associate  
Cornell University, ILR School  
Yang-Tan Institute on Employment and Disability

OMB Control No: 1230-0NEW

Expiration Date: XX/XX/20XX

**Interview Reminder Email (will be sent 1 time)**

Dear Colleague,

Thank you for agreeing to participate in an interview for the Professional Development Study coordinated by [The Center for Advancing Policy on Employment for Youth \(CAPE-Youth\)](#).

This is confirmation of your agreement to participate in an interview. A meeting invitation will be sent to you with the information necessary to hold a spot on your calendar for the date/time below. If, for some reason, there is now a conflict and you need to choose a different date/time, please respond to this email to let us know so we can identify another available slot for you.

- The date and time in which you chose was [date/time TBD]
- Please use this link to join the meeting [link to be added]. You will need audio and video capabilities (i.e., microphone, speaker, and camera preferred). If you do not have these devices, please let us know.

If you have any questions, please contact Kim Osmani ([kosmani@cornell.edu](mailto:kosmani@cornell.edu)) or Wendy Quarles ([wq45@cornell.edu](mailto:wq45@cornell.edu)).

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**Thank You Email After Interviews are Complete**

Dear Colleague,

Thank you so much for the time and robust feedback you provided in the Interviews for the Professional Development Study coordinated by [The Center for Advancing Policy on Employment for Youth \(CAPE-Youth\)](#). We appreciate the extensive time and thought processes you shared in the groups, as it will significantly assist with aligning professional development for youth serving professionals.

Now that we have completed phase 2 of the study, we will analyze the data, generate additional reports combining with the GCM results, and begin to formulate a way to share the information in a way that will be easy to understand, interpret, and use. We will begin disseminating the gift cards [date TBD] and are scheduling dates to present all of the findings to a large audience. Keep a lookout in your email for those announcements.

If you have any questions, please contact Kim Osmani ([kosmani@cornell.edu](mailto:kosmani@cornell.edu)) or Wendy Quarles ([wq45@cornell.edu](mailto:wq45@cornell.edu)).

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**Sharing of Comprehensive Findings to those who participated in Only GCM**

Dear Colleague,

We are excited to announce that we have completed the GCM and interviews for the Professional Development Study coordinated by [The Center for Advancing Policy on Employment for Youth \(CAPE-Youth\)](#). We would like to invite you to learn about the findings and tools available to assist with aligning professional development for youth serving professionals.

Please mark your calendars for **[date/time TBD]** to join us and see the outcomes of your contributions.

- **The link to join the virtual webinar is [date/time TBD]**

If you have any questions, please contact Kim Osmani ([kosmani@cornell.edu](mailto:kosmani@cornell.edu)) or Wendy Quarles ([wq45@cornell.edu](mailto:wq45@cornell.edu)).

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