# APPENDIX I. CAREER NAVIGATOR LOG

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**Mathematica**
Progress Together

# Connecting Adults to Success: Evaluation of Career Navigator Training Study (CATS)

# Career Navigator Log

**To be completed by career navigators immediately after each session with an adult learner. This log will be completed in RAPTER® and will be automatically tied to the specific adult learner that the career navigator completed a session with.**

FILL [ADULT LEARNER] WITH NAME FROM DATA IN RAPTER SYSTEM

**Intro.** **Please complete this form that requests some information about your session with [ADULT LEARNER].**

  ❍ CONTINUE...................................................................................................1

**A1.** **Was the meeting held in person or virtually (meeting either by phone or video)?**

  *Virtually includes meeting with the learner by phone or by video.*

  ❍ In person...................................................................................................1
  ❍ Virtually......................................................................................................2

**A2.** **About how long did your meeting last?** *Your best estimate is fine.*

  ☐ _____ *minutes*
  (STRING 3)

**A3.** **What type of service was the <u>main focus</u> of your meeting today? By main focus, we mean the area that you spent the most time on during the meeting.**PROGRAMMER: INCLUDE HOVER DEFINITIONS FOR EACH OF THE RESPONSE OPTIONS LISTED BELOW

*Education and training-related services*: These are services that help the learner further their education or occupational or work training. This could include providing formal referrals to other education or training providers, providing referrals to academic support, helping learners identify and access financial supports for education, or facilitating the postsecondary admissions or registrations process.

*Career-related services:* These are services that help the learner advance in a job, further their career, or obtain a new job. Services can include exploring career options and mapping out career pathways, providing job search assistance, or providing worforce preparation, such as resume preparation and mock interviews.

*Personal skill development for learners:* These are services that help the learner build the necessary personal skills to help them succeed in furthering their education or building their career. Services can include coaching learners on goal-setting, helping learners develop their own planning skills, and coaching learners on executive functioning skills.

*Other supportive services:* This could include assisting learners in identifying and registering for other services such as healthcare, childcare, legal, federal programs such as the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF), transportation services, or providing digital or technology support.

*Select one only*

- ⬚ Education and training-related services..........................................................1
- ⬚ Career-related services..................................................................................2
- ⬚ Personal skill development for learners..........................................................3
- ⬚ Other supportive services..............................................................................4

**A4.** **Did you provide any <u>other services</u> during the meeting today?**

PROGRAMMER: DO NOT SHOW RESPONSE OPTION SELECTED IN PREVIOUS ITEM. INCLUDE HOVER DEFINITIONS FOR EACH OF THE RESPONSE OPTIONS, AS SHOWN IN 1XX.

*Select all that apply*

- ☐ Education and training-related services..........................................................1
- ☐ Career-related services..................................................................................2
- ☐ Skill development for learners........................................................................3
- ☐ Other supportive services (please specify).....................................................4
- ⬚ No other services provided during this meeting.............................................5

**A5.** **Did you use any of the following to <u>help provide services to [ADULT LEARNER] during the meeting today?</u>**

*Select all that apply*

☐ Assessments used for placement or measuring gains (e.g., TABE, CASAS)....................................................................................................1

☐ College or work readiness assessment tools..................................................2

☐ Career planning or exploration tools (e.g., occupation analysis or profile templates, career planning worksheets).............................................3

☐ Forms, templates, or tools to support job search and applications (e.g., sample resumes and cover letters, interviewing or job retention tips)...........4

☐ Forms or templates to support college application and enrollment (e.g., educational planning templates)....................................................................5

☐ Forms or templates to support facilitating on-going interactions with learners (e.g., long-term planning guides, written plans to guide interactions) ...............................................................................................6

☐ Forms or templates to support personal development (e.g., SMART goals setting template) ................................................................................7

☐ Other (please specify).................................................................................8

**A6.** **Which of the following activities did you focus on during your meeting today?**

PROGRAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.

*Select all that apply*

☐ Provided formal referrals to other education or training providers through an in-person or virtual introduction....................................................1

☐ Conducted foreign transcript review to apply education credits earned in other countries............................................................................................2

☐ Helped identify or access financial supports for education............................3

☐ Facilitated the postsecondary admissions or registration process.................4

☐ Tracked learner progress on education-related activities..............................5

☐ Supported development of study skills..........................................................6

☐ Other (please specify)..................................................................................7

**A7.** **Which of the following activities did you focus on during your meeting today?**

PROGRAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.

*Select all that apply*

☐ Explored career options and mapped out career pathways...........................1

☐ Administered career assessments..............................................................2

☐ Helped develop individualized career plans..................................................3

☐ Identified work-based learning opportunities (e.g., internships, pre-apprenticeships)........................................................................................4

☐ Provided job search assistance (e.g., helped learners use digital tools like computers, the Internet, job search tools, and sites)..............................5

☐ Provided workforce preparation (e.g., helped learners prepare for and apply for jobs such as resume preparation and mock interviews) ................6

☐ Assisted with job placement .......................................................................7

☐ Provided support for advancing in current employment (e.g., obtaining needed certifications and skills for higher-paying positions).........................8

☐ Tracked learner progress on career-related activities....................................9

☐ Provided referrals to other service providers, such as American Job Centers...........................................................................................10

☐ Other (please specify).................................................................................11

**A8.** **Which of the following activities did you focus on during your meeting today?**

PROGRAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.

*Select all that apply*

☐ Coached learners to develop their own planning skills...................................1

☐ Coached learners on goal setting, pursuit, and monitoring............................2

☐ Coached learners on executive functioning skills (e.g., self-regulation skills that help learners focus attention, remember instructions, and juggle multiple tasks successfully) ................................................................3

☐ Supported developing employability skills (e.g., communication training, working in teams, problem solving)....................................................4

☐ Tracked learner progress on personal skill development...............................5

☐ Coached learners on digital literacy skills, such as understanding how to locate reliable sources of information and how to create and communicate information ...........................................................................6

☐ Other (please specify).................................................................................7

**A9.** **Which of the following activities did you focus on during your meeting today?**

PROGRAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.

☐ Assisted learners in identifying and registering for other services; for example, healthcare, childcare, legal, or transportation services..................1

☐ Supported learners with obtaining access to Wi-Fi, laptops, tablets, or other tools....................................................................................................2

☐ Some other activity (Please specify) ............................................................3

**A10a.** **These two questions are about <u>all</u> of the interactions you've had with learners this week.**

**About how many <u>individual</u> text messages and emails did you send to learners this week?**

**Your best guess is fine.**

**Text messages: |__|__|__|**

☐ I didn't send any text messages to learners this week...................................1

**Emails: |__|__|__|**

☐ I didn't send any emails to learners this week...............................................2

**A10b.** **About how many <u>group</u> text messages and emails did you send to learners this week? Each group text message or email sent counts as one, regardless of how many learners were included.**

**Your best guess is fine.**

**Text messages: |__|__|__|**

☐ I didn't send any text messages to learners this week...................................1

**Emails: |__|__|__|**

☐ I didn't send any emails to learners this week...............................................2