APPENDIX D.   CAREER NAVIGATOR BASELINE SURVEY

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Connecting Adults to Success: Evaluation of Career Navigator Training

Career Navigator Baseline Survey

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Career Navigator Baseline Survey

Welcome to the Connecting Adults to Success: Evaluation of Career Navigator Training Career Navigator Baseline Survey.

To begin the survey, click the "Enter" button below.

ENTER

Connecting Adults to Success: Evaluation of Career Navigator Training is sponsored by the United States Department of Education and is being conducted by Mathematica.

Mathematica

This survey has been optimized for desktop computers, and works best in current versions of Internet Explorer, Chrome, and Firefox.

INSTRUCTIONS SCREEN

Before you get started, here are a few helpful tips:

- To answer a question, click the box to choose your response or type your answer.

- To continue to the next webpage, click the **"Next"** button.

- To go back to the previous webpage, click the **"Back"** button. Please note that this command is only available in certain sections.

- For security purposes, you will be timed out if you are idle for longer than 30 minutes.

Please click the "Next" button below to begin or close this webpage to exit.

ALL
[ADULT EDUCATION PROVIDER SITE]

The U.S. Department of Education is sponsoring a study of career navigation training called *Connecting Adults to Success: Evaluation of Career Navigator Training*. **Mathematica is conducting this study for the Department in partnership with Manhattan Strategy Group and Social Policy Research. As a reminder, [ADULT EDUCATION PROVIDER SITE] agreed to participate in this study.**

The purpose of the study is to understand the effects of training for career navigators on learners' education and employment outcomes.

- **Career navigators may also be referred to as career coaches, career advisors, career consultants, career counselors, college navigators, transition coordinators, or case managers.**
- **Learners may also be referred to as clients or customers.**

The study will compare learners enrolled in adult education services in two different groups of providers, one where career navigators receive training in the fall of 2022, and one where career navigators receive training two years later. Your provider was assigned to a group based on a random process, like a coin flip. All career navigators at your site are in the same group.

Today, you are being asked to take a short survey about your background and training as well as your experience as a career navigator. Your participation in this survey is important and will help us learn about the different experiences of career navigators. This survey will take about 30 minutes to complete, depending on your responses. Participation in the survey is completely voluntary and you may choose to skip any question you prefer not to answer. If you are unsure of how to answer a question, please give the best answer you can rather than leaving it blank.

The researchers conducting this study follow the confidentiality and data protection requirements of the U.S. Department of Education's IES (The Education Sciences Reform Act of 2022, Title I, Part E, Section 183). All your responses will be kept private and used only for research purposes. Your responses will be combined with the responses of other respondents and no individual names will be reported. While there are no direct benefits to participants, your participation will help us learn about career navigators and how career navigation training relates to student outcomes. There are no known risks associated with your participation.

If you have any questions about the study, please contact Mathematica's survey director, Lisbeth Goble, at XXX-XXX-XXXX or email her at XXX@mathematica-mpr.com.

☐ **By clicking this box, you are confirming that you understand that the information you provide will be kept private and used only for research purposes. You further understand that your answers will be combined with the responses of other navigators so that no individuals will be identified.**

A. EMPLOYMENT

The first questions are about your work at [ADULT EDUCATION PROVIDER SITE], including your role as a career navigator.

- **Career navigators are typically staff whose role is to advise adult learners in career and college planning. These staff assist learners with selecting and applying for appropriate course work to progress on a career path, developing work and education plans, and transitioning to next steps. Career navigators provide counseling to learners and develop partnerships with education, workforce, and other service systems to help facilitate learner transitions.**

- **Career navigators may also be referred to as career coaches, career advisors, career consultants, career counselors, college navigators, transition coordinators, or case managers.**

ALL
[ADULT EDUCATION PROVIDER SITE]

A1. **Do you work full-time or part-time at [ADULT EDUCATION PROVIDER SITE]?**

❍ Full-time...1
❍ Part-time..0

ALL
[ADULT EDUCATION PROVIDER SITE]

A2. **How many hours per week do you work at [ADULT EDUCATION PROVIDER SITE]? Please include the hours you work as a career navigator plus any hours you work in other roles or positions at [ADULT EDUCATION PROVIDER SITE].**

|_____| HOURS

ALL
[ADULT EDUCATION PROVIDER SITE]

A3. **Aside from your work as a career navigator at [ADULT EDUCATION PROVIDER SITE], do you have any other roles or positions at [ADULT EDUCATION PROVIDER SITE] that you would <u>not</u> consider part of your career navigator work?**

[INCLUDE AS A HOVER DEFINITION] *Career navigators are typically staff whose role is to advise adult learners in career and college planning. These staff assist learners with selecting and applying for appropriate course work to progress on a career path, developing work and education plans, and transitioning to next steps. Career navigators provide counseling to learners and develop partnerships with education, workforce, and other service systems to help facilitate learner transitions.*

❍ Yes...1
❍ No..0

IF A3 = 1
[ADULT EDUCATION PROVIDER SITE]

A4. **How many hours per week do you work at [ADULT EDUCATION PROVIDER SITE] as a <u>career navigator</u>? If your career navigator activities overlap with activities for other roles, please provide your best guess.**

|_____| HOURS

ALL
[ADULT EDUCATION PROVIDER SITE]

A5. **[IF A3 = 1: In the first column, please] [IF A3 = 0: Please] indicate the perentage of time you spend on each of the activities listed below. [IF A3 = 1: When answering this question, please consider your work as a career navigator as well as your work in other position(s) at [ADULT EDUCATION PROVIDER SITE].**

The total percentage should sum to 100 even if you work part-time.

Your best guess is fine.

[IF A3= 1: In the additional columns, please indicate whether you do this activity only in your career navigator work, only in your other work, or in both your career navigator and other work.]

PROGRAMMER: PLEASE AUTOMATICALLY SUM THE PERCENTAGES ENTERED IN ROWS A TO R AND DISPLAY IN THE 'TOTAL PERCENTAGE' ROW BELOW. ONLY DISPLAY COLUMN B, C, AND DIF A3 = 1.

	PERCENTAGE OF TIME SPENT	ONLY ASKED IF THEY HAVE MORE THAN ONE ROLE AT PROVIDER SITE (A3 = 1)		
		I **ONLY** DO THIS ACTIVITY IN MY **CAREER NAVIGATOR** WORK	I **ONLY** DO THIS ACTIVITY IN MY **OTHER** WORK	I DO THIS ACTIVITY IN **BOTH** MY CAREER NAVIGATOR WORK AND OTHER WORK
a. Administering assessments	|____|%	○	○	○
b. Community/partner engagement	|____|%	○	○	○
c. Coordinating services with other providers	|____|%	○	○	○
d. Curriculum coordination	|____|%	○	○	○
e. Data management	|____|%	○	○	○
f. Employer/business engagement	|____|%	○	○	○
g. Group instruction or facilitation, such as occupational or vocational skills courses, basic skills instruction, soft skills workshops, or GED preparation class	|____|%	○	○	○
h. Leading adult education orientation	|____|%	○	○	○
i. Learner intake management	|____|%	○	○	○
j. Managing communications and/or social media for [ADULT EDUCATION PROVIDER SITE]	|____|%	○	○	○
l. Performing administrative or clerical tasks	|____|%	○	○	○
m. Program evaluation	|____|%	○	○	○
n. Providing direct one-on-one services to learners, such as providing referrals to academic support or exploring career options and mapping out career pathways	|____|%	○	○	○
o. Recruitment of adult learners at [ADULT EDUCATION PROVIDER SITE]	|____|%	○	○	○
p. Tutoring	|____|%	○	○	○
q. Other (Please specify)	|____|%	○	○	○
r. Other (Please specify)	|____|%	○	○	○
Total Percentage	|____|%			

ALL
IF A3 = 0, FILL [IN YOUR JOB] ELSE, FILL [ACROSS ALL OF YOUR JOBS] [ADULT EDUCATION PROVIDER SITE]

A6. **How much do you get paid before taxes and deductions, [in your job/across all of your jobs] at [ADULT EDUCATION PROVIDER SITE] ?**

If your pay varies, please provide an average amount. *(Modified, PROMISE 60-Month Y2_C_A15, P18M-IX.A7/YTD36M-II.B3)*

Please enter the amount first and then select over what time period you are reporting your pay.

(0-999,999.99) AMOUNT

❍ Per hour...1

❍ Per week...2

❍ Once every two weeks...3

❍ Twice a month..4

❍ Annual salary...5

❍ Other way (Specify)..99

Specify [ ] (STRING 100)

❍ I don't know...d

ALL
[ADULT EDUCATION PROVIDER SITE]

A7. **Are any of the following benefits available to you in your job(s) at [ADULT EDUCATION PROVIDER SITE]?** *(Source: YouthBuild)*

Select one per row

	Yes	No
a. Health insurance	$_1$ m	$_0$ m
b. Paid vacation	$_1$ m	$_0$ m
c. Paid holiday	$_1$ m	$_0$ m
d. Paid sick leave	$_1$ m	$_0$ m
e. Retirement or pension benefits	$_1$ m	$_0$ m
f. Dental benefits, including any offered at a cost to you	$_1$ m	$_0$ m

A8. **In addition to the job(s) you have already described at [ADULT EDUCATION PROVIDER SITE], are you currently working at another job for pay somewhere else?** *(Source: YouthBuild)*

❍ Yes, I have another job...1

❍ No...0

IF A8 = 1

IF A3 = 0 FILL [JOB]

ELSE, FILL [JOBS]

[ADULT EDUCATION PROVIDER SITE]

A9. **Not including your [job/jobs] at [ADULT EDUCATION PROVIDER SITE], how many other paid jobs do you currently have?** *(Source: YouthBuild)*

☐ NUMBER OF OTHER CURRENT PAID JOBS

(RANGE 1-9)

IF A8 = 1

A10. **What is the name of your additional job <u>where you work the most hours</u>?**

☐ (STRING 150)

JOB NAME

IF A8 = 1

A11. **What are your most important activities or duties at [JOB NAME from A8?]?**

☐

(STRING 150)

ALL

IF A3 = 0 FILL [JOB]

ELSE, FILL [JOBS]

A12. **Aside from your current [job/jobs], have you had any other jobs in the past 5 years?**

❍ Yes...1

❍ No...0 GO TO B1

❍ This is my first job...2 GO TO B1

IF A12 = 1

A13. **We would like to better understand the jobs that you have had over the past 5 years, not including jobs you already mentioned. In the table below, please provide the name of each job you have had in the past 5 years, how long you were in the job, and the most important activities or duties you had at each job you have held.**

	A11a_1 JOB NAME	A11b_2: YEARS IN [JOB NAME XX]	A11c_3: MOST IMPORTANT ACTIVITIES OR DUTIES AT [JOB NAME XX]
a.	[JOB NAME 1]		
b.	[JOB NAME 2]		
c.	[JOB NAME 3]		

B. EDUCATION, CAREER NAVIGATOR EXPERIENCE, AND TRAINING

The next questions ask about your education and experience as a career navigator.

ALL

B1. **What is the highest level of education you have completed?** *(Adapted from NSF-NTEWS survey)*

Select one only

❍ High school diploma...1

❍ Alternative high school credential (e.g., GED)..2

❍ Some college credit, no degree...3

❍ Vocational certificate or diploma...4

Specify area of focus [   ] (STRING 150)

❍ Associate's degree (e.g., AA, AS)..5

Specify area of focus [   ] (STRING 150)

❍ Bachelor's degree (e.g., BA, BS)..6

Specify area of focus [   ] (STRING 150)

❍ Master's degree (e.g., MA, MS, Meng, Med, MSW, MBA)..................................7

Specify area of focus [   ] (STRING 150)

❍ Professional degree beyond a Bachelor's degree (e.g., MD, DDS, DVM, LLB, JD)..8

Specify area of focus [   ] (STRING 150)

❍ Doctorate degree (e.g., PhD, EdD)...9

Specify area of focus [   ] (STRING 150)

❍ Other (SPECIFY)..10

Specify [   ] (STRING 150)

ALL
[ADULT EDUCATION PROVIDER SITE]

B2. **In the first column, indicate how many years you have been a career navigator, in any location, including this year.**

B3. **In the second column, indicate how many years you have been a career navigator at [ADULT EDUCATION PROVIDER SITE], including this year.**

If this is your first year, please enter 1.

[INCLUDE AS A HOVER DEFINITION] *Career navigators are typically staff whose role is to advise adult learners in career and college planning. These staff assist learners with selecting and applying for appropriate course work to progress on a career path, developing work and education plans, and transitioning to next steps. Career navigators provide counseling to learners and develop partnerships with education, workforce, and other service systems to help facilitate learner transitions.*

	B2. YEARS OF EXPERIENCE AS A CAREER NAVIGATOR IN ANY LOCATION	B3. YEARS OF EXPERIENCE AS A CAREER NAVIGATOR AT [ADULT EDUCATION PROVIDER SITE]
Years of experience		

The next questions ask about your training as it directly relates to your role as a career navigator. Training could include on-the-job training at [ADULT EDUCATION PROVIDER SITE], coaching or mentoring from someone at [ADULT EDUCATION PROVIDER SITE], or training provided by a state body overseeing adult education, a college or university, or an independent training organization. Do not include your experience as an adult education student, if applicable.

ALL
[ADULT EDUCATION PROVIDER SITE]

B4. **Have you ever received any training that <u>focused on building communication skills for working with adult learners?</u>**

This could include helping you understand learners' goals, needs, and challenges or how to build relationships with learners to guide them toward success?

❍ Yes..1

❍ No...0

IF B4 = 1
[ADULT EDUCATION PROVIDER SITE]

B5. **How did you receive training that focused on <u>building communication skills for working with adult learners</u>?**

Select all that apply

☐ During the onboarding process at [ADULT EDUCATION PROVIDER SITE] 1

☐ As part of on-the job training at [ADULT EDUCATION PROVIDER SITE]...........2

☐ Through supervision, coaching, or mentoring from a supervisor or other staff member at [ADULT EDUCATION PROVIDER SITE]..................................3

☐ Through a training provided by the state body overseeing adult education.........4

☐ Through a training provided at a college or university, such as a non-degree seeking course or a continuing education course...................................5

☐ Through a training provided by an independent training organization.................6

☐ Through some other type of training or support [SPECIFY]...............................7
Specify [   ]   (STRING 150)

IF B5 <1

B6. **In total, how many hours of training have you received that focused on <u>building communication skills for working with learners</u>?**

Your best guess is fine.

HOURS
[   ]

ALL
[ADULT EDUCATION PROVIDER SITE]

B7. **Have you ever received any training that focused <u>on understanding the resources available to help you support learners?</u>**

This could include being able to identify <u>resources available to learners, such as housing or financial assistance, or how to develop strong partnerships in order to connect learners to relevant resources, such as networking with potential partners.</u>

○ Yes...1

○ No..0

[ADULT EDUCATION PROVIDER SITE]

B8. **How did you receive training that focused on understanding the <u>resources available to help you support learners?</u>**

Select all that apply

☐ During the onboarding process at [ADULT EDUCATION PROVIDER SITE].......1

☐ As part of on-the job training at [ADULT EDUCATION PROVIDER SITE]...........2

☐ Through supervision, coaching, or mentoring from a supervisor or other staff member at [ADULT EDUCATION PROVIDER SITE].................................3

☐ Through a training provided by the state body overseeing adult education………4

☐ Through a training provided at a college or university, such as a non-degree seeking course or a continuing education course....................................5

☐ Through a training provided by an independent training organization..................6

☐ Through some other type of training or support [SPECIFY]................................7

Specify [   ]   (STRING 150)

B9. **In total, how many hours of training have you received that focused on understanding the <u>resources available to help you support learners)</u>?**

Your best guess is fine.

HOURS
[   ]

[ADULT EDUCATION PROVIDER SITE]

B10. **Have you ever received any training that focused on <u>helping learners identify and connect with career pathways and make decisions relevant to those pathways?</u>**

This could include helping learners understand what careers and career paths exist and whether they would be a good fit for them, or helping learners understand the market value of particular trainings, degrees, and/or other credentials.

◌ Yes...1

◌ No...0

IF B10 = 1
[ADULT EDUCATION PROVIDER SITE]

B11. **How did you receive training that focused on <u>helping learners identify and connect with career pathways and make decisions relevant to those pathways?</u>**

Select all that apply

☐ During the onboarding process at [ADULT EDUCATION PROVIDER SITE].......1

☐ As part of on-the job training at [ADULT EDUCATION PROVIDER SITE]...........2

☐ Through supervision, coaching, or mentoring from a supervisor or other staff member at [ADULT EDUCATION PROVIDER SITE]..................................3

☐ Through a training provided by the state body overseeing adult education.........4

☐ Through a training provided at a college or university, such as a non-degree seeking course or a continuing education course....................................5

☐ Through a training provided by an independent training organization..................6

☐ Through some other type of training or support [SPECIFY]................................7

Specify [   ]   (STRING 150)

IF B10 = 1

B12. **In total, how many hours of training have you received that focused <u>on helping learners identify and connect with career pathwaysand make decisions relevant to those pathways</u>?**

Your best guess is fine.

HOURS
[   ]

ALL
[ADULT EDUCATION PROVIDER SITE]

B13. **Have you ever received any trainings that focused on <u>understanding executive functioning skills that support learner success, such as planning, setting, and monitoring goals, and how to build those skills in learners</u>?**

This could include coaching learners to develop their own planning skills or helping learners develop self-regulation skills that help them focus attention, remember instructions, and juggle multiple tasks successfully.

○ Yes..1

○ No...0

IF B13 = 1
[ADULT EDUCATION PROVIDER SITE]

B14. **How did you receive the trainings that focused on <u>understanding executive functioning skills that support learner success, such as planning, setting, and monitoring goals, and how to build those skills in learners</u>?**

Select all that apply

☐ During the onboarding process at [ADULT EDUCATION PROVIDER SITE].......1

☐ As part of on-the job training at [ADULT EDUCATION PROVIDER SITE]...........2

☐ Through supervision, coaching, or mentoring from a supervisor or other staff member at [ADULT EDUCATION PROVIDER SITE]..................................3

☐ Through a training provided by the state body overseeing adult education.........4

☐ Through a training provided at a college or university, such as a non-degree seeking course or a continuing education course...................................5

☐ Through a training provided by an independent training organization..................6

☐ Through some other type of training or support [SPECIFY]................................7

Specify [   ]   (STRING 150)

IF B13 = 1

B15. **In total, how many hours of training have you received that focused on <u>understanding executive functioning skills that support learner success, such as planning, setting, and monitoring goals, and how to build those skills in learners</u>? Your best guess is fine.**

HOURS
[   ]

ALL

B16. **Have you received any other trainings related to your role as a career navigator?**

❍ No..0

❍ Yes...1

Specify [   ]

[ADULT EDUCATION PROVIDER SITE]

B17. **How did you receive these other trainings?**

Select all that apply

☐ During the onboarding process at [ADULT EDUCATION PROVIDER SITE].......1

☐ As part of on-the job training at [ADULT EDUCATION PROVIDER SITE]...........2

☐ Through supervision, coaching, or mentoring from a supervisor or other staff member at [ADULT EDUCATION PROVIDER SITE]..................................3

☐ Through a training provided by the state body overseeing adult education.........4

☐ Through a training provided at a college or university, such as a non-degree seeking course or a continuing education course...................................5

☐ Through a training provided by an independent training organization..................6

☐ Through some other type of training or support [SPECIFY]................................7

Specify [   ]   (STRING 150)

IF B16 = 1

B18. **In total, how many hours of other trainings have you received? Your best guess is fine.**

HOURS

ALL

B19. **Do you have any credentials or certifications related to your role as a career navigator, such as a Nationally Certified Counselor (NCC), Certified Career Services Provider (CCSP), or Certified Career Counselor (CCC)?**

Select one only

○ No...1

○ Yes...0

Specify [   ]   (STRING 100)

ALL
[ADULT EDUCATION PROVIDER SITE]

B20. **We are interested in the types of work you have done that may have <u>helped you prepare for your career navigator role</u>.**

Thinking of all your jobs <u>prior to</u> your career navigator role at [ADULT EDUCATION PROVIDER SITE], to what extent did you focus on the following activities?

		A lot	Somewhat	A little	Not at all
a.	Assisted learners in navigating further education and training	1 ☐	2 ☐	3 ☐	4 ☐
b.	Assisted learners in navigating career pathways, conducting assessments of workforce skills, preparing materials (e.g., resumes), and job placements	1 ☐	2 ☐	3 ☐	4 ☐
c.	Provided case management to assist learners in navigating other services, such as healthcare, childcare, legal, or transportation services	1 ☐	2 ☐	3 ☐	4 ☐
e.	Provided adult basic skills instruction	1 ☐	2 ☐	3 ☐	4 ☐
i.	Provided occupational training instruction	1 ☐	2 ☐	3 ☐	4 ☐
f.	Provided K-12 instruction	1 ☐	2 ☐	3 ☐	4 ☐
g.	Provided post-secondary instruction	1 ☐	2 ☐	3 ☐	4 ☐
h.	Worked in an educational setting, but not providing instruction	1 ☐	2 ☐	3 ☐	4 ☐
j.	Other activity that helped prepared me for my role as a career navigator? [SPECIFY]	1 ☐	2 ☐	3 ☐	4 ☐

C. CAREER NAVIGATOR WORK

These next questions are about your work as a career navigator at [ADULT PROVIDER SITE].

ALL
[ADULT EDUCATION PROVIDER SITE]

C1. **What is your typical caseload of learners enrolled in adult education at [ADULT EDUCATION PROVIDER SITE]? Your best guess is fine.**

NUMBER OF LEARNERS

ALL
[ADULT EDUCATION PROVIDER SITE]

C2. **About how many of these learners do you typically provide career navigation services to in a month at [ADULT EDUCATION PROVIDER SITE]? Please consider both in-person and virtual interactions with learners in your count. Your best guess is fine.**

NUMBER OF LEARNERS

ALL
[ADULT EDUCATION PROVIDER SITE]

C3. **How long is a typical learner engaged with career navigation at [ADULT EDUCATION PROVIDER SITE]?**

❍ A single meeting..1

❍ Less than a month..2

❍ Between 2 and 6 months...3

❍ Between 6 and 12 months...4

❍ More than 12 months..5

C4. **Do you typically meet with learners more in the beginning of their enrollment, towards the end, or relatively even throughout?**

　　❍　More at the beginning of enrollment..1

　　❍　More at the end of enrollment..2

　　❍　Evenly throughout...3

　　❍　Something else..4
　Specify [ ]

[ADULT EDUCATION PROVIDER SITE]

C5. **About how often do you use the following methods when providing career navigation services to adult learners at [ADULT EDUCATION PROVIDER SITE]?**

Please consider both one-on-one and group meetings when responding to this question.

		Not at all	Sometimes	Often	All of the time
a.	Meet with learners in person	1 ☐	2 ☐	3 ☐	4 ☐
b.	Meet with learners virtually, including over the phone or through a video platform such as Zoom	1 ☐	2 ☐	3 ☐	4 ☐
c.	Communicate with learners by email, text, or other electronic communication	1 ☐	2 ☐	3 ☐	4 ☐
d.	Other method (Please specify)	1 ☐	2 ☐	3 ☐	4 ☐

[ADULT EDUCATION PROVIDER SITE]

C6. **In what ways do you engage with learners at [ADULT EDUCATION PROVIDER SITE] when providing career navigation services?**

Select all that apply

　☐　I have one-on-one meetings at pre-scheduled times...1

　☐　I have one-on-one meetings during scheduled office hours................................2

　☐　I have group meetings at pre-scheduled times..3

　☐　I have group meetings during scheduled office hours...4

　☐　I have unplanned one-on-one meetings..5

　☐　I have unplanned group meetings...6

　☐　I engage with learners in some other way [SPECIFY]..7
　Specify [ ]　　　(STRING 150)

[ADULT EDUCATION PROVIDER SITE]

C7. **How do you <u>most often</u> engage with learners at [ADULT EDUCATION PROVIDER SITE]?**

Select one only

❍ I have one-on-one meetings at pre-scheduled times..1

❍ I have one-on-one meetings during scheduled office hours...............................2

❍ I have group meetings at pre-scheduled times...3

❍ I have group meetings during scheduled office hours...4

❍ I have unplanned one-on-one meetings...5

❍ I have unplanned group meetings...6

❍ I engage with learners in some other way [SPECIFY].......................................7

Specify [   ] (STRING 150)

The next few questions are about one-on-one meetings you have with learners. Please consider only those meetings in which you're providing career navigator services to learners.

ALL
[ADULT EDUCATION PROVIDER SITE]

C8. **When you meet with a learner, who <u>typically</u> initiates the meeting?**

Select one only

❍ I typically initiate learner meetings...1

❍ Learners typically initiate learner meetings..2

C6 = 1, 2, OR 5
[ADULT EDUCATION PROVIDER SITE]

C9. **What proportion of learners enrolled in adult education programs at [ADULT EDUCATION PROVIDER SITE] do you typically work with <u>one-on-one</u>? Your best guess is fine.**

Select one only

❍ All...1

❍ Most..2

❍ Some...3

❍ A few...4

C10. **How often do you meet with a typical learner <u>one-on-one</u>?**

NUMBER OF TIMES	PER WEEK, MONTH, YEAR
	▼

DROPDOWN OPTIONS

Week...1

Month...2

Year...3

C11. **How long is a typical meeting with a learner when you meet one-on-one?**

HOURS	MINUTES

C12. **In which types of programs do the learners you typically work with enroll in? Please provide estimates as a percentage of your caseload. Some learners may be counted in more than one program.**

Your best guess is fine.

(Response options from AIR provider survey)

		PERCENTAGE
a.	Adult Basic Education (ABE), ABE level 1-4	
b.	Adult Secondary Education (ASE), ASE level 5-6	
c.	English Language Acquisition (ELA/ESL), level 1-6	
d.	Integrated English Literacy and Civics Education (IELCE) Sec. 243	
e.	Integrated Education and Training programs (IET)	
f.	Postsecondary bridge programs	
g.	Some other type of program (Specify)	

C13. **Thinking about the services you provide to a typical learner, about what percent of your time do you spend on the following types of services or actitivites?** *The percentages should sum to 100. Your best guess is fine.*

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 support 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 techonology support.

    a.   Education and training-related services...|__|__|%

    b.   Career support services...|__|__|%

    c.   Personal skill development for learners...|__|__|%

    d.   Other supportive services..|__|__|%

SOFT CHECK: IF PERCENTAGES DO NOT SUM TO 100: **Please review the percentages entered in this item – they should sum to 100.**

C14. **Thinking about all of the learners you typically support, how many receive the following services from you?**

	All learners	Some learners	Few learners	No learners	No learners, but I refer learners to partner organizations
Education and training-related services					
a. Provide formal referrals to other education or training providers	1 ☐	2 ☐	3 ☐	4 ☐	■
b. Help identify or access financial supports for education	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
c. Facilitate the postsecondary admissions or registration process	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
d. Track learner progress on education-related activities	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
e. Support development of study skills	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Career support services					
f. Explore career options and mapped out career pathways	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
g. Administer career assessments	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
h. Help develop individualized career plans	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
i. Identify work-based learning opportunities (e.g., internships, pre-apprenticeships)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
j. Provide job search assistance (e.g., helped learners use digital tools like computers, the Internet, job search tools, and sites)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
k. Provide workforce preparation (e.g., helped learners prepare for and apply for jobs such as resume preparation and mock interviews)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
l. Assist with job placement	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
m. Provide support for advancing in current employment (e.g., obtain needed certifications and skills for higher-paying positions)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
n. Track learner progress in career-related activities	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
o. Provide referrals to employment service providers, such as American Job Centers	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Personal skill development for learners					
p. Coach learners to develop their own planning skills	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
q. Coach learners on goal setting, pursuit, and monitoring	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
r. Coach learners on executive functioning skills (e.g., self-regulation skills that help learners focus attention, remember instructions, and	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

juggle multiple tasks successfully)

		1	2	3	4	5
s.	Support developing employability skills (e.g., communication training, working in teams, problem solving)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
t.	Track learner progress on personal skill development	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
u.	Coach learners on digital literacy skills, such as understanding how to locate reliable sources of information and how to create and communicate information	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

Other supportive services

v.	Assist learners in navigating other services; for example, healthcare, childcare, legal, or transportation services	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
w.	Support learners with obtaining access to Wi-Fi, laptops, tablets, or other tools	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
x.	Other services (please specify)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

ALL
[ADULT EDUCATION PROVIDER SITE]

C15. **As part of your role as a career navigator, about how often do you use the following to help provide services to learners at [ADULT EDUCATION PROVIDER SITE]?**

		Daily	A few times a week	A few times a month	Once a month or less	Not at all
a.	Assessments used for placement or measuring gains (e.g., TABE, CASAS)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
b.	College or work readiness assessment tools	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
c.	Career planning or exploration tools (e.g., occupation analysis or profile templates, career planning worksheets)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
d.	Forms, templates, or tools to support job search and applications (e.g., sample resumes and cover letters, interviewing or job retention tips)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
e.	Forms or templates to support college application and enrollment (e.g., educational planning templates)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
f.	Forms or templates to support facilitating on-going interactions with learners (e.g., long-term planning guides, written plans to guide interactions)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
g.	Forms or templates to support personal development (e.g., SMART goals setting template)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
h.	Other (Please specify)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

ALL
[ADULT EDUCATION PROVIDER SITE]

C16. **As part of your role as a career navigator, about how often do you use the following to <u>support your professional development as a career navigator</u> at [ADULT EDUCATION PROVIDER SITE]?**

		Daily	A few times a week	A few times a month	Once a month or less	Not at all
a.	Self-assessment tools (e.g., active listening self-assessment, technology readiness self-assessment)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
b.	Materials or templates to support learner recruitment and intake (e.g., sample client questionnaires, orientation tools)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
c.	Materials or templates to support data collection (e.g., counseling log templates, student feedback surveys)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
d.	Materials or templates to support working with adult learners (e.g., agendas, lesson plans, icebreakers for group discussion)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
e.	Materials or templates to support networking and building partnerships (e.g., contact log, outreach tracking forms, networking worksheets, resource lists)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
f.	Other (Please specify)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

D. DEMOGRAPHICS

These last questions are about you.

D1. **What is your gender?** *(HCR)*

☐ Male..1

☐ Female...2

☐ Non-binary/third gender...3

☐ I use another term..4

❍ I do not wish to answer..r

D2. **Do you identify as transgender?** *(HCR)*

Select one

❍ Yes...1

❍ No..0

❍ I do not wish to answer..r

D3. **Please enter your birth year.**

Your birth year will be kept in confidence and will not be linked to your answers in any reports.

PROGRAMMER: [   ]

[   ]

(1920-2003)

D4. **What languages do you speak?**

Select one or more

☐ English...1

☐ Spanish..2

☐ Other (SPECIFY)..99

Specify [   ] (STRING 150)

[OTHER LANGUAGES FROM LANG]

D5. **What language do you speak most often at home?**

　❍　English..1

　❍　Spanish...2

　❍　[FILL FROM PRIOR QUESTION] 3

ALL

D6. **Are you of Hispanic or Latino origin?**

Select one

　❍　Yes...1

　❍　No..0

　❍　I don't know...d

　❍　I do not wish to answer...r

ALL

D7. **What is your race?**

Select one or more

　☐　American Indian or Alaskan Native...1

　☐　Asian..2

　☐　Black or African American..3

　☐　Native Hawaiian or other Pacific Islander..4

　☐　White..5

　❍　I don't know...d

　❍　I do not wish to answer...7

Thank you for completing the survey!