## APPENDIX I. CAREER NAVIGATOR LOG



OMB Number: Expiration Date:



# 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.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is [xxxx-xxxx]. The time required to complete this information collection is estimated to average 3 minutes, including the time to review and complete the career navigator log. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the content or the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences, 550 12th Street, SW, Washington, DC 20202.

ALL			
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].		
	O CONTINUE1		
ALL			
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.		
	O In person		
	O Virtually2		
ALL			
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.

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

ALL

#### A4. Did you provide any other services 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	
	Skill development for learners	3
	Other supportive services (please specify)	4
П	No other services provided during this meeting	5

ALL		
[ADI	JLT LEAF	RNER]
A5.		u use any of the following to <u>help provide services to [ADULT LEARNER] during the</u>
	Select	all that apply
		Assessments used for placement or measuring gains (e.g., TABE, CASAS)1
		College or work readiness assessment tools2
		Career planning or exploration tools (e.g., occupation analysis or profile templates, career planning worksheets)
		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
	AREER N ATED SE	IAVIGATOR LOG ENTRY NUMBER = 5 AND A3 = 1 (EDUCATION AND TRAINING- RVICES)
A6.	Which	of the following activities did you focus on during your meeting today?
	PROG	RAMMER: 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 introduction1
		Conducted foreign transcript review to apply education credits earned in other countries2
		Helped identify or access financial supports for education3
		Facilitated the postsecondary admissions or registration process4
		Tracked learner progress on education-related activities5
		Supported development of study skills6
		Other (please specify)7

IF CAREER NAVIGATOR LOG ENTRY NUMBER = 5 AND A3 = 2 (CAREER-RELATED SERVICES)

<b>17</b> .	Which	of the following activities did you focus on during your meeting today?
	PROGI	RAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.
	Select	all that apply
		Explored career options and mapped out career pathways1
		Administered career assessments2
		Helped develop individualized career plans3
		Identified work-based learning opportunities (e.g., internships, preapprenticeships)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)
		Assisted with job placement7
		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 activities9
		Provided referrals to other service providers, such as American Job Centers10
		Other (please specify)11
	REER N NERS)	AVIGATOR LOG ENTRY NUMBER = 5 AND A3 = 3 (SKILL DEVELOPMENT FOR
<b>\8</b> .	Which	of the following activities did you focus on during your meeting today?
	PROGI	RAMMER: ONLY DISPLAY THIS ITEM FOR EVERY 5TH LOG ENTERED BY THE CAREER NAVIGATOR.
	Select	all that apply
		Coached learners to develop their own planning skills1
		Coached learners on goal setting, pursuit, and monitoring2
		Coached learners on executive functioning skills (e.g., self-regulation skills that help learners focus attention, remember instructions, and juggle multiple tasks successfully)
		Supported developing employability skills (e.g., communication training, working in teams, problem solving)4
		Tracked learner progress on personal skill development5
		Coached learners on digital literacy skills, such as understanding how to locate reliable sources of information and how to create and communicate information
		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 ONLY COLLECT THIS ITEM WEEKLY A10a. These two questions are about <u>all</u> of the interactions you've had with learners this week. About how many individual text messages and emails did you send to learners this week? Your best guess is fine. Text messages: | | | | Emails: |\_\_|\_\_| ☐ I didn't send any emails to learners this week......2 ONLY COLLECT THIS ITEM WEEKLY A10b. About how many group 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: |\_\_|\_\_| Emails: |\_\_|\_\_| 

IF CAREER NAVIGATOR LOG ENTRY NUMBER = 5 AND A3 = 4 (OTHER SUPPORTIVE

SERVICES)