

APPENDIX C

DISCUSSION GUIDE FOR EMPLOYERS

## DISCUSSION GUIDE FOR EMPLOYERS

In this appendix, we provide a checklist of topics we will cover during semi-structured discussions with employers. Not all topics are applicable to all states or respondents. Mathematica likely will not cover all topics with a single respondent. We will tailor the discussion guide for employers from particular states using information collected during site visits.

Prior to the discussions, Mathematica will present the following language to each respondent: Public reporting burden for this data collection instrument, is estimated to average 60 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and submitting discussion. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the Chief Evaluation Office, U.S. Department of Labor, 200 Constitution Ave NW, Room S-4307, Washington, DC 20210 and reference OMB control number 1290 – 0043.

### **1. Respondent background**

- a. Name, title, and organization/affiliation
- b. Industry
- c. Recent layoffs

### **2. Experience with TAA Navigator**

- a. Prior knowledge of TAA
- b. Prior experience with workforce system services
- c. Type of support from TAA Navigators
  1. Information about the program
  2. Support filing a petition
  3. Support notifying potentially eligible workers
  4. Support finding workers to fill open jobs, whether as placements or OJT
  5. Other support received
- d. Benefits and challenges of working with a TAA Navigator
- e. Other types of support or changes to Navigator services that could have helped