

ASVAB Stakeholder Focus Group - Facilitation Script

Slide 1: Title Slide

Hello, we are going to go ahead and get started now. My name is [name] and I am [title] with [organization]. We thank you for joining us today for our special group session. We do not get to talk with stakeholders like you every day, so this is an important session that we are looking forward to getting started with.

Slide 2: Agency Disclosure Agreement

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Slide 3: Purpose and Goals of Today's Session

The goal for today's session is to gather information about your perspectives on the [ASVAB / ASVAB and special tests] that [you / your child / your protégé] took as a part of the [ETP / CEP]. For example, we want to know about what changes you think are needed to modernize the [ASVAB and ETP / ASVAB and ASVAB Platform].

Right now, we are gathering perspectives from a variety of stakeholder groups via targeted focus groups like the one you are in. Each of these stakeholder groups have different needs, which can make it difficult to move forward. Long term, we would like to consolidate these diverse perspectives and use that information to develop a shared vision for the next generation of testing. So overall, the goal here is to make unified changes simultaneously, rather than addressing stakeholder needs in a piecemeal fashion.

Slide 4: Overview of Today's Session

As an overview of the session today, we are all going to briefly introduce ourselves. We want to understand your role with [military entrance testing / ASVAB testing / Career Exploration Program] and a bit about [your / your child's / your protégé's] experiences with such. Then, I am going to give you some background and context for the session. We will then move on to instructions for the focus groups.

There is a note here that we are hoping, with your permission, to record the session today to help us with our documentation and note keeping. Please let us know if you have any issue with recoding the session and we can stop. Otherwise, we will proceed.

Slide 5: Introductions

Now I would like for us all to introduce ourselves. I will start. As I said earlier, my name is [name] and I am [title] with [organization]. [Provide additional organizational information in relation to the project].

Next, I would like for the focus group participants to introduce themselves and briefly discuss your background and how you are connected to [military entrance testing / ASVAB testing / Career Exploration Program].

Thank you all. Now we are going to have our contractor partners with [organization] introduce themselves.

Slide 6: Today's Session

As mentioned, we want to enhance and improve [military entrance testing / ASVAB testing / Career Exploration Program], while still meeting the needs of diverse stakeholders. Developing the next generation of testing is a difficult task ahead of us, so that is why your input is so crucial.

Please remember that any information you provide today will not be shared with other focus groups and your identity will remain anonymous.

Slide 7: Rules of Engagement

Before we begin the focus groups, we want to stress that consensus is not needed. Sometimes people will disagree and that is perfectly fine. We want to capture each of those perspectives and gather information, so speak freely.

As we move forward, we want to be mindful of the time. We do not have breaks scheduled, but please step out if you need to take a break.

I am going to hand over the presentation to [name] from [organization] who is going to lead you through the focus group sessions today.

Slide 8: Topic 1 Discussion

Thank you. Again, my name is [name] and I will be facilitating this session. These questions are organized into [number of topics] parts. Many of these topics are broken up into several subset of questions.

[For examinee stakeholder group]: As we go through the topics, please provide your thoughts about any aspects of the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] that [you / your child / your protégé] have an opinion about. This may include aspects ranging from the questions asked in the test to how the test was administered or what it was like to take the test.

[For educational stakeholder group]: As we go through the topics, please provide your thoughts about any aspect of the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] that you have an opinion about. This may include aspects ranging from how the test is administered, content included on the test, or policies related to testing.

For this first question, what is something that [you / your child / your protégé] liked about [your / your child's / your protégé's] experience with the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]?

What are the aspects that you do not want to see changed?

What are some useful components of the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]?

Slide 9: Topic 2 Discussion

Let us move on to the second question. What is something that [you / your child / your protégé] disliked about [your / your child's / your protégé's] experience with the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]? What are the aspects that you would like to see modified?

Please expand on why [you / your child / your protégé] disliked these components. In your opinion, how should these issues be fixed?

Slide 10: Topic 3 Discussion

Moving on to question 3. Was [your / your child's / your protégé's] experience taking the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] consistent with the expectations of what it would be like? Why or why not? What exactly would you change about this process?

Slide 11: Topic 4 Discussion

Do you feel like [your / your child's / your protégé's] performance on the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] is an accurate representation of [your / their] knowledge level? Why or why not?

Are there topics that the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] does not adequately address?

Slide 12: Topic 5 Discussion

Do you feel like [your / your child's / your protégé's] performance on the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP] reflects [your / their] ability to succeed in [the military / a career]? Why or why not?

Slide 13: Topic 6 Discussion

If you could recommend specific changes to the current [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP], what would they be and why?

Can you think of different kinds of barriers or constraints that will make implementing your recommendations difficult? How could those barriers be addressed?

Is there anything in particular that is missing from the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]?

Is there anything that is expendable, or in other words can be removed, from the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]?

Why might individuals be resistant to changing these aspects of the [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP]?

Slide 14: Topic 7 Discussion

If you could recommend specific things to keep unchanged from the current [ASVAB / ASVAB + special tests in the ETP / ASVAB + CEP], what would they be and why?

Slide 15: Thank You

Are there any additional thoughts or comments anyone wants to share before we close out?

We want to thank you for both your time and your insights. It is a great opportunity to talk to stakeholders like yourself. The input you shared is valuable information, and we truly appreciate it.