

Prime for Life 4.5 Instructor Interview Recruitment Materials

Instructor Interview Invitation Email

TO: [Prime for Life 4.5 Course Instructors]

FROM: Marine-Wellness-Survey@norc.org

SUBJECT: Invitation to Participate in Prime for Life 4.5 Implementation Discussion

Greetings,

The DoD and U.S. Marine Corps (USMC) have partnered with NORC at the University of Chicago (NORC), an objective, nonpartisan research organization, to support an evaluation of the PFL 4.5 prevention education course. **As part of the evaluation, PFL 4.5 instructors are being invited to participate in discussions to better understand their experiences implementing the PFL 4.5 course.**

Please take a minute to schedule your Prime for Life 4.5 (PFL 4.5) implementation discussion by visiting the Calendly website: [\[INSERT CALENDLY LINK\]](#).

You are being invited to participate in a **45-minute** discussion to aid USMC in their future implementation of the course. During the session, we will talk about your training and experiences as a PFL 4.5 course instructor, and your thoughts on the potential value of providing the course to all early career Marines.

These individual discussions will be held virtually via Microsoft Teams. The discussion will not be recorded, and your responses will remain confidential and private.

If none of the times in Calendly work for you or if you would like to learn more about the discussions before signing up, please respond to this email or contact the NORC project team at Marine-Wellness-Survey@norc.org.

We look forward to speaking with you soon!

Respectfully,

The Prime for Life 4.5 Evaluation Team

Instructor Interview Reminder Email

TO: [Prime for Life 4.5 Course Instructors]

FROM: Marine-Wellness-Survey@norc.org

SUBJECT: Reminder: Invitation to Participate in Prime for Life 4.5 Implementation Discussion

Greetings,

This is a reminder to schedule your Prime for Life 4.5 (PFL 4.5) implementation discussion by visiting the Calendly website: [\[INSERT CALENDLY LINK\]](#).

Recently, we sent you an email to schedule a **45-minute** discussion of your experience as an instructor of the PFL 4.5 prevention education course. Your feedback is important for helping USMC in their future implementation of the course.

These individual discussions will be held virtually via Microsoft Teams. The discussion will not be recorded, and your responses will remain confidential and private.

If none of the times in Calendly work for you or if you would like to learn more about the discussions before signing up, please respond to this email or contact the NORC project team at Marine-Wellness-Survey@norc.org.

We look forward to speaking with you soon!

Respectfully,

The Prime for Life 4.5 Evaluation Team

Instructor Interview Scheduling Confirmation Meeting Invite

TO: [Prime for Life 4.5 Course Instructors]

FROM: Marine-Wellness-Survey@norc.org

SUBJECT: Meeting Confirmation: Prime for Life 4.5 Implementation Discussion

Hello _____,

This is a confirmation that your discussion with NORC about the Prime for Life 4.5 prevention education course is scheduled for [INSERT DATE/INSERT TIME].

At the scheduled start of the discussion, navigate to the Microsoft Teams link in your web browser using this meeting link: [INSERT LINK]

Teams Meeting FAQs

- Join a meeting in Microsoft Teams
 - o Use the Microsoft Teams link and password provided above to join the discussion. The link is also provided in the calendar invite for the meeting.
 - o *If there is a computer/tablet audio issue*, you can dial into the discussion by phone at [INSERT NUMBER] for assistance with troubleshooting.
- Browsers supported by Microsoft Teams
 - o The following browsers are recommended: Microsoft Edge and Google Chrome. Other browsers have varying degrees of support and may have issues if used.
- Alternatively, you can join the discussion using the Microsoft Teams app.
 - o The app can be downloaded for Android, Windows, Mac, and iOS.

We look forward to speaking with you soon!

Respectfully,

The Prime for Life 4.5 Evaluation Team

Instructor Interview Day of Reminder

TO: [Prime for Life 4.5 Course Instructors]

FROM: Marine-Wellness-Survey@norc.org

SUBJECT: Appointment Reminder: Prime for Life 4.5 Implementation Discussion

Hello _____,

This is a friendly reminder that your discussion with NORC about the Prime for Life 4.5 prevention education course is scheduled for today at [INSERT TIME].

At the scheduled start of the discussion, navigate to the Microsoft Teams link in your web browser: [INSERT LINK]

If you have trouble joining the meeting via the link above, please contact the NORC project team at Marine-Wellness-Survey@norc.org.

Respectfully,

The Prime for Life 4.5 Evaluation Team

Instructor Interview Thank You

TO: [Prime for Life 4.5 Course Instructors]

FROM: Marine-Wellness-Survey@norc.org

SUBJECT: Thank you for participating in the Prime for Life 4.5 Implementation Discussion!

Hello _____,

Thank you for completing your discussion with NORC for the evaluation of the Prime for Life 4.5 prevention education course.

This discussion is an important part of our efforts to evaluate the Prime for Life 4.5 course and its implementation. We appreciate all your help in making the evaluation successful!

Respectfully,

The Prime for Life 4.5 Evaluation Team

If you have any follow-up questions, please contact the NORC project team at Marine-Wellness-Survey@norc.org. For additional information about the project and NORC's role, you can visit our Evaluation Training and Technical Assistance Center (ETAC) [page](#).