

Appendix N.

Semi-structured Interview Topic Guide for SCC4 Participants

SCC4 Participant Semi-Structured Interview Topic Guide

This appendix provides a checklist of topics we will cover during interviews with treatment participants in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study. Not all topics are applicable to all colleges or participants. We will tailor the topic guide for SCC4 treatment participants from particular colleges using information collected during site visits.

1. Participant background/needs

- a. Name (or pseudonym)
- b. Prior experiences with college and/or postsecondary vocational training programs
- c. Prior employment history, including experience in program's sector and current employment status

2. Participant recruitment and enrollment

- a. How participants became aware of program (for example, word of mouth, advertisement, partner referral, etc.)
- b. Motivation for enrolling in SCC4
 - Goals for SCC4 program participation
 - Other education/training options considered
- c. Experience with intake and enrollment (as applicable)

3. Program implementation/program experience

- a. Training and education services received
- b. How training prepared participants for a job
- c. Work-based learning experiences
- d. Job search and placement support received

4. Coaching intervention for treatment group

- a. How SCC4 treatment group participant was originally connected to coach
- b. Frequency of check-ins with navigator or coach
 - Process for scheduling
- c. Ways in which coach proactively reached out
- d. Types of assistance received (for example, comprehensive assessment, connection to academic or community resources, etc.)
- e. Feeling of connection/support system with coach
 - Talked to coach about barriers
- f. Quality/usefulness of support received
- g. Perceived impact of coaching on their success in the program

5. Supportive services for treatment group

- a. Types and value of enhanced supports received (for example, transportation, emergency funds, employment-related costs)
- b. Who provided enhanced supports
- c. How participants heard about/connected to enhanced supports (for example, word of mouth or flyer, connected to services through SCC4 staff member, etc.)
- d. Quality/usefulness of support received
- e. Supports students needed, but didn't receive
- f. Barriers to accessing services

6. Reflections on program experience

- a. Benefits of program participation for participant's career goals/life plans (including ability to get a better job in desired field)
- b. Most beneficial/helpful aspects of program experience
- c. Least helpful or challenging aspects of program experience
- d. Recommendations for program improvement

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