

Job Corps Evidence Building Portfolio Project

Topic Guide for Staff and Partner Interviews

Construct	Staff and Partner Interview Topics
Staff Characteristics and Background	<ul style="list-style-type: none"> • Job title • Roles and major responsibilities • Staff background, including relevant prior work experience
Staffing	<ul style="list-style-type: none"> • Staffing structure • Staff caseload sizes • Staff hiring timeline • Staff qualifications, selection and training • Staffing shortages and staff turnover • Performance measures for staff • Professional development • Staff meetings • Partners and role of partners in program delivery
Program Planning and Design	<ul style="list-style-type: none"> • Why grantee applied for funding • Key staff involved in the pilot planning period • Key design decisions made during the demonstration pilot planning period and rationale • Involvement of employers, partners and other community organizations in the planning process • Decision making process and the role of organization leadership in deciding to apply • Barriers to applying for funding posed by organization leadership
Program Goals	<ul style="list-style-type: none"> • Reasons for developing the program • Goals for the program, including changes over time • Hypothesized impacts on target population (immediate, short-term, long-term) • Comparisons of program to programs with similar goals
Recruitment, Intake and Admissions	<ul style="list-style-type: none"> • Enrollment targets • Progress towards enrollments and completions • Program outreach/recruitment practices • Eligibility/ suitability requirements and screening • Assessments/ placement exams

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	<ul style="list-style-type: none"> • Enrollment process • Probational or trial period • Orientation/ onboarding • Use of cohorts • Characteristics of applicants
Education Services and Academic Supports	<ul style="list-style-type: none"> • Academic planning/ goal development • Secondary Education (HSD/GED) services, included those offered through grantee or partner • Postsecondary academic services and supports (e.g. General education college courses, developmental education, supports for English Language learners) • Academic assessment activities • Academic supports (e.g. tutoring, study hall, test prep) • Monitoring academic progress (e.g. academic improvement plans)
Career and Technical Training	<ul style="list-style-type: none"> • Types of services/ programs available (credentials), including development and selection • Structure of training tracks, including how instruction is delivered, and length of training • Employer and industry partnerships in developing training, delivery, and employment • Career and technical training assessment activities • Eligibility, selection and enrollment into training tracks • Career and technical training supports (e.g. tutoring, study hall, test preparation) • Monitoring progress on training tracks (e.g. academic improvement plans)
Personal and Career Counseling Services	<ul style="list-style-type: none"> • Structure of counseling services, including frequency, dosage, format • Counseling practices and strategies • Case conferencing and monitoring of progress • Mentoring and coaching • Peer supports
Employment Services	<ul style="list-style-type: none"> • Career readiness services (e.g. career exploration, resume building, Job search assistance, job shadows, and interview training) • Structure of counseling services, including meeting frequency, length, format • Work-based learning (Apprenticeships/ on-the-job training/ internships/ job shadowing) • Job development and employer engagement • Placement activities
Post-separation services	<ul style="list-style-type: none"> • Contacts with staff during follow up period, including mode, method and purpose

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	<ul style="list-style-type: none"> • Job search assistance • Job placement activities • Post-placement retention and advancement services • Continuing education and training support and placement services • Military placement services • Support services (transportation assistance, housing assistance, etc.)
Support services	<ul style="list-style-type: none"> • Life skills training (financial counseling, study skills, soft skills) • Mental health and wellness services • Transportation assistance • Food assistance/ Meals • Stipends/ cash assistance • employment policies during program participation • Supports for parenting participants • Housing assistance • On-campus housing • Off-campus housing • Referrals to other organizations and services provided through referral • Technological supports
Student life/ Culture and Climate	<ul style="list-style-type: none"> • Behavioral management system • Disciplinary policies and practices • Rewards and recognition system/ practices (incentives) • Monitoring practices (attendance) • Factors driving student retention/separation • Retention strategies and practices • Integration of pilot participants with broader college population • Family and parental engagement
Partnerships (including community organizations, employer, education and industry)	<ul style="list-style-type: none"> • Organization name • Position in organization • Nature of partnership • Historical relationship with demonstration pilot • Length of partnership • Type of arrangement: Contracts, MOUs, type of contracts • Coordination: staff responsible, regular meetings, data exchange • Changes in partnership over time • Services provided to staff and participants in the demonstration pilot • Experience with demonstration pilot program staff and students
Budget and Funding	<ul style="list-style-type: none"> • Sources of funding for program • Uses of funding • Other sources of support for participants (e.g. Pell, local and state funding) • In-kind supports

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Data Collection	<ul style="list-style-type: none"> • Adequacy of resources and funding gaps • Data collected on participation in services and outcomes • Data collected from program partners • Data sharing between partners • Measures for tracking program performance • Information collected from participants about their program experiences • Use of data to inform program activities • Recent trends in the performance of the program
Program context and environment	<ul style="list-style-type: none"> • Grantee background <ul style="list-style-type: none"> ○ Grantee history ○ Annual number of participants served overall ○ Previous major sources of funding ○ Current and previous partnerships with Job Corps ○ Current and previous programs serving young people and Job Corps-eligible population ○ Current and previous programs offering short-term credentials and occupational training • Geographic area served (e.g. size and characteristics of service area) • Effect of demographic, economic, or social forces on demonstration pilot operations <ul style="list-style-type: none"> ○ Local economic conditions (e.g. major industries, recent economic trends, other factors that affect economy) ○ Area demographics (e.g. education levels, race and ethnicity, income, and changes in demographics over time) • Influence of other systems/ Participant involvement with other public system (e.g. TANF, Section 8) • Other state or community organizations providing similar services • Effects of similar services on demonstration pilot services
COVID-19	<ul style="list-style-type: none"> • Best practices and lessons from start-up period • Program adaptations due to COVID-19 • Perception of COVID-19's effects on service delivery and quality of service (short-term and long-term)
Operational Challenges and Successes	<ul style="list-style-type: none"> • Ways program has exceeded or fallen short of goals • Program's key successes and what contributed to success • Challenges encountered and how they were addressed • Areas for improvement • Any plans for changes and modifications

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