

The following is a revision of the questionnaire for The Voice of Latino Workforce Experience. Please note the following: This draft includes suggestions made by internal and external reviewers. Even though this questionnaire is in English, the final will be translated into Spanish. The interview will be done in the language preferred by the respondent. The translation and some of the interviewer instructions have been taken out to make review easier.

- The at-times awkward format is based on that needed for the word processing and computer input among those who will administer the questionnaire.
- Demographic questions are at the end to prevent any concerns among respondents.

LATINOS IN THE WORK FORCE—THREE CITIES

Disclosure Statement

Your responses will help us better understand Latinos' experience in the workforce in _____. Individual responses will not be attributed to specific individuals. Responses to this data collection will be used only for statistical purposes. The reports prepared from this survey will summarize findings across the sample and individual forms will not be available to anyone outside the study team, except as required by law.

Public Burden Statement

According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this questionnaire is voluntary. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, Office of Policy Development and Research, Room N5641, 200 Constitution Avenue, NW, Washington, D.C. 20210.

Do NOT send the completed questionnaire to this address.

OMB NO: 1205-XXXX

EXPIRATION DATE: xx/xx/xx

Hello, my name is _____ and I am an interviewer for El Pulso, a public opinion research company conducting a survey on issues of the day among Latino individuals and families who live full-time in _____. The study is being conducted for Arizona State University and is strictly confidential. Responding to this survey is voluntary. The Office of Management and Budget has approved this survey. The approval number is 1205-XXXX and the expiration date is xx/xx/xxxx. This survey will take about 15 minutes and provide very important information for Latinos in _____. To see if you or someone in your household is qualified for the study let me ask you a couple of questions.

- Are you or is there another adult in your household who is of Latino origin or descent?

(CONTINUE) Yes...1
(THANK & TERMINATE) No...2

- That's great, now just think for a moment about the persons in your immediate family who live with you now and who are 16 years of age or older, live full-time in your community, and who are currently employed full time, part time or who are seeking work. Starting with the oldest male, please tell me his age, and whether he is employed full time, part time or currently out of work but seeking employment. (AFTER EACH IS MENTIONED, ASK: And is this person Latino or not Latino?)

MALE AGE	EMPLOYMENT STATUS			LATINO	
	FULL TIME	PART TIME	NOT WORKING BUT SEEKING A JOB		
_____	1	2	3	Yes	No
_____	1	2	3	Yes	No
_____	1	2	3	Yes	No
_____	1	2	3	Yes	No

2b. Thanks, now just think for a moment about the females in your immediate family who live with you now and who are 16 years of age or older, live full-time in your community, are employed full-time, part time or who are seeking work. Starting with the oldest female, please tell me her age, and whether she is employed full time, part time or currently out of work but seeking employment. (AFTER EACH IS MENTIONED, ASK: And is this person Latina or not Latina?)

FEMALE AGE	EMPLOYMENT STATUS			LATINO	
	FULL TIME	PART TIME	NOT WORKING BUT SEEKING A JOB		
1	2	3	Yes	No	
1	2	3	Yes	No	
1	2	3	Yes	No	
1	2	3	Yes	No	

3. Thanks. Are you one of the Latinos in your household who is employed full-time, part-time or out of work but seeking employment? (IF NOT, ASK TO TALK TO OLDEST/YOUNGEST HISPANIC WHO IS EMPLOYED OR SEEKING EMPLOYMENT AND CONTINUE WHEN ON LINE OR MAKE ARRANGEMENT FOR CALL BACK. (Computer will rotate oldest/youngest selection)

(CONTINUE TO A1) Yes...1
 (IF DIFFERENT PERSON: ASK TO SPEAK TO THAT PERSON OR ARRANGE A CALLBACK)...2
 (THANK & TERMINATE) Refused...3

SECTION A — STATUS AND OCCUPATION

For the balance of this questionnaire, we will be talking about your work and your plans for employment in the future. Let's start with a little background information:

A.1 As you know, some people have one job, some more than one and some people are not employed but seeking work. In your own case, are you employed or not currently working but seeking a job?
 (ASK A.1.a) Employed...1
 (ASK A.3) Unemployed and seeking a job...2

A.1.a IF EMPLOYED ASK: How many, if any, jobs do you currently have in the following categories: (READ EACH AND RECORD ANSWER)
 (ASK A.4) Full time
 (ASK A.4)Part time
 (ASK A.4)Occasional odd job

A.2. IF ONLY WORKING PART TIME: would you rather be working full time?
 Yes...1
 No...2
 Unsure...3

A.3 (ASK EVERYONE) And how many months or years have you been in your current job, I mean your principal job? Or, if you are unemployed, have you been looking for a job?
 # of months ____
 # of years ____

A.4. And what is your main occupation. I mean, exactly what type of work do you do on your job, or if you are unemployed, in your prior job?

A.5. Have you always been in this type of work or have you been in a different type of work in the past?
 (GO TO A.7) Always in this occupation...1
 (ASK A.6.1) Have had another occupation...2

A.5.1 And exactly what type of work did you do prior to your current occupation?

A.6 How did you get started in your current occupation...did you (READ EACH AND CHECK ALL THAT APPLY)

- Get training in school...1
- Get training in a special program...2
- Get training in the military...3
- Job came to you through your family or a friend...4
- Learned it on the job...5
- (SPECIFY) _____) Other...6

A.7 Is your current occupation the type of work you want to be doing or would you rather be doing some other kind of work?

- (ASK A9 & A10) Current occupation is what I want to do...1
- Rather do something else...2
- (GO TO SECTION B) Not sure (also unaware of other occupations)...3
- (GO TO SECTION B) No 4

A.8 What type of work would you rather be doing these days?

A. 9 Is that something you could be doing without more training or would you need more training for that job?

- Could do without training...1
- (GO TO B.1) Need training...2
- (CONTINUE) Unsure...3
- (CONTINUE) No

A.10 If you could get the training you need for that job, would you definitely, probably or not try to get the training?

- (CONTINUE) Definitely would...1
- (CONTINUE) Probably would...2
- (GO TO SECTION B) Probably or definitely would not...3
- (GO TO SECTION B) Unsure...4

A.11 IF DEFINITELY OR PROBABLY WOULD: What are the two main things that keep you from getting the training you need for that job?: (DO NOT READ LIST - CHECK ALL THAT APPLY)

- Lack the money...1
- Lack the time...2
- No training nearby...3
- No family support...4
- I'd lose my job...5
- Lack someone to care for my children...6
- No jobs available in my field of interest...7
- I don't know anyone in that field of work...8
- Lack Transportation...9
- (SPECIFY) respondent comment) Other...10
- Not sure...11

SECTION B – OUTLOOKS

B.1 In your community, would you say each of the following, are plentiful, not so many, or very few?

	Plentiful	Not So Many	Very Few	Unsure
a. Good paying jobs in your line of work	1	2	3	4
b. Training programs to help you get a better job	1	2	3	4
c. Information about available jobs in your line of work	1	2	3	4

B4. Would you say that you strongly agree, agree, disagree, or strongly disagree with each of the following statements? If you neither agree nor disagree with some of them, please let me know. Data may be better with more frequencies.

- a. Do you worry about being laid off from your job
- b. I can get any job that I want
- c. I'm concerned that the company I work for will close
- d. I would have a hard time getting a better job because I don't speak English well
- f. How often have you found that computer skills have kept you from getting the job you wanted?
- g. How often have you found that reading skills have kept you from getting the job you wanted?
- h. How often have you found that math skills have kept you from getting the job you wanted?
- k. Do you worry about being able to make a good living in the future
- l. How often have you felt that you should be in a better job considering your training and experience
- n. Where you work, have you felt that Latino workers are less likely to get the opportunities and training they need
- o. I work to support my family. It doesn't matter what work I do or if I like it
- r. How often have you felt that you are not able to get a good job because you don't have enough training or speak English well

B.5 (ONLY EMPLOYED PERSON) Does your current employer provide you any of the following benefits whether or not you use them:

	Yes	No	Unsure
a. Vacation days with pay	1	2	3
b. Sick days with pay	1	2	3
c. Health insurance for health problems not related to work	1	2	3
d. Additional training on the job	1	2	3
e. Provide you time off or reimbursement for training or education you complete outside the job	1	2	3
f. English instruction	1	2	3
g. Help getting promoted	1	2	3

SECTION C — EDUCATION AND TRAINING

C.1 Next I will read some levels of formal schooling. Please tell me which is the highest level of schooling you have had the opportunity to complete. (READ EACH, CHECK ONLY HIGHEST LEVEL)

- Grade school...1
- Some high school...2
- High school diploma or GED...3
- Some college...4
- Two year college degree...5
- 4 year college degree...6
- Masters or PhD...7

C.1.a IF 3,4,5,6 OR 7 ABOVE ASK: And was that in the United States or elsewhere?

- U.S....1
- Elsewhere...2

C.2 And in addition to this, have you finished, graduated or received a certificate of completion from a vocational or trade school of any kind ... I mean training in such things as welding, carpentry, medical technician and so on?

- Yes...1
- No...2
- Not sure...3

C.2.a (IF YES: ASK) and was that in the United States or elsewhere?

- U.S....1
- Elsewhere...2

C.3 (IF ELSEWHERE ASK) In your country of origin, were you in an occupation that required a license or certification?

- Yes...1
- No...2
- Not sure...3

C.4 Are you currently enrolled in a job training program?

- (ASK C4a) Yes...1
- (GO TO D) No...2
- GO TO D) Not sure...3

C.4a (IF YES ASK): Who is paying for this program, you alone, your employer, both or is it a public funded program of some sort? (CHECK ALL THAT APPLY)

- Respondent...1
- Employer...2
- Both...3
- Public program...4
- Unsure...5

SECTION D — WORKFORCE PROGRAMS

D.1 In the past two years, have you done any of the following things or is this the first time you have heard of the program?

	Yes	No	Unsure
a. Been in any program or classes to help you find a better job	1	2	3
What was the program or class			

b. Taken any computer courses	1	2	3
c. Taken English classes	1	2	3
e. Been to a place that helps people find jobs or get a better job	1	2	3

D.1a (IF YES TO D.1.E ASK:) When was that _____ What? _____ Where? _____ Would you say that you were very satisfied, somewhat satisfied or not at all satisfied with the service you received?

- Very satisfied...1
- Somewhat satisfied...2
- Not at all satisfied...3
- Not sure/refused...4

D.2 Now looking ahead to the next two years, will you definitely, probably or probably not do any of the following:

	Definitely	Probably	Probably Not	Unsure
a. Use a program that helps people like you find jobs	1	2	3	4
b. Enroll in a computer course	1	2	3	4
c. Concentrate on taking classes to help you get a better job	1	2	3	4
d. Do everything possible to look for a better job	1	2	3	4

D. 3 How aware would you say you are of the following organizations in your area? Local workforce program examples

- Very aware...1
- Somewhat aware...2
- Not at all aware...3
- Not sure/refused...4

SECTION E — DEMOGRAPHICS

And finally, the following questions are for classification purposes only and will be kept strictly confidential.

For employed:

E.1 At work, do you speak, (READ LIST AND RECORD ONE RESPONSE)

- Spanish exclusively...1
- Primarily Spanish with some English...2
- Both Spanish and English equally...3
- Primarily English with some Spanish...4
- English exclusively...5

At home, do you speak, (READ LIST AND RECORD ONE RESPONSE)

- Spanish exclusively...1
- Primarily Spanish with some English...2
- Both Spanish and English equally...3
- Primarily English with some Spanish...4
- English exclusively...5

E.1.a And where were you born in the U.S., Mexico, Central America the Carribean, South America or elsewhere. (RECORD CATEGORIES)

- U.S...1
- Mexico...2
- Central America...3
- Caribbean...4
- South America...5
- Elsewhere...6

E.1.a.1 IF BORN OUTSIDE U.S .ASK: And how many years have you lived in the United States

ENTER NUMBER OF YEARS _____

E.1b IF FOREIGN BORN AND SPEAK ENGLISH ASK: Thanks, and which of the following played a significant role in helping you learn English? (READ EACH AND CHECK ALL THAT APPLY)

- Studying English before you came to the U.S....1
- Studying English in grade school or high school after you came to the U.S....2
- Studying on your own by taking English language courses outside of school...3
- Learning English on the job and from talking with friends...4
- Learned English from spouse or children...5

E.3 How many persons in your immediate family, including yourself, currently live with you now?

- One...1
- Two...2
- Three...3
- Four...4
- Five or more...5
- (DO NOT READ) Don't know/unsure...6
- Refused/no answer...7

E.3.1 How many are adults 18 years of age or older and how many children are there in your household under 18 years of age?

18 + _____
17 or younger _____

E.4 And finally, which of the following best describes your marital status: are you married, living as married, widowed, divorced, separated or never married?

- Married...1
- Living as married...2
- Widowed...3
- Divorced...4
- Separated...5
- Never married...6
- (DO NOT READ) Refused...7

E.5 Good, and now I'd like you to think about all the various ways you and other members of your household earn money to make ends meet each month – jobs, side businesses, pensions, government assistance, disability income, whatever. Please tell me which of the following comes closest to your monthly family income. I mean before taxes and including everyone in the household. Please stop me when I come to the correct amount.

- Less than \$1,250...1
- \$1,250 to \$2,000...2
- \$2,001 to \$3,000...3
- \$3,001 to \$4,000...4
- \$4,001 to \$5,000...5
- \$5,001 or more...6
- Refused...7

E.6 And, what is your age?

Age: _____

E.7 RECORD GENDER (BY OBSERVATION)

- Male...1
- Female...2

E.8 What is your ZIP code?

Thank you very much, that completes this interview. This information is important and provides a better understanding of the Hispanic community. El Pulso Latino's intention is to provide the most valid assessment of the His-panic market. One of the ways this is done is by having completed surveys periodically verified by project supervisors to insure completeness. May I please have your first name? (VERIFY PHONE)

NAME:

VERIFY PHONE:
