

QUESTIONNAIRE NAME - UPJOHN

DISPOSITION CODES:

- 1 No Answer/Answering Machine
 - 2 Phone Busy
 - 3 Disconnected phone/operator intercept/recorded message/wrong#
 - 4 Not Hiring
 - 5 Gone out of Business
 - 6 Initial Refusal ,
 - 7 Computer Tone
 - 8 Language Problems/Ill
 - 9 Schedule Callback
 - 10 Call substitute phone number
 - 11 No Eligible Respondent
 - 12 Mid-Interview Terminate
 - 13 Final Refusal
 - 14 Tracking Required
 - 15 Unwilling to let employee do survey
 - 16 Against Company policy to do survey
 - 00 Firm never contacted
 - 66 Partial completions
-
- 43 Completed Interview

UPJOHN FIRST FIRM SURVEY
MARCH 1993
UK SURVEY RESEARCH CENTER

ID # /_/_/_/_
INTERVIEWER ID# /_/_/

I'd like to assure you that all responses you give to any of the questions in this study will be kept strictly confidential and will be used in the aggregate only. Your responses will not be released in any way that might permit your company to be identified. We would like to begin by asking a few questions about the last person you have hired. We realize that some companies may not have all of the information requested. In those cases, please provide your best estimate.

1. For this study, I'll need to speak with you right now and then later I will need to speak to your most recently hired employee. I'll be asking a series of background questions about your company and questions about any training the new employee may have received. Could you please give me the name of this employee?

EMPLOYEE NAME _____

(NOTE: IF RESPONDENT IS RELUCTANT TO ALLOW INTERVIEW WITH EMPLOYEE, ATTEMPT TO EXPLAIN STUDY. IF STILL UNWILLING, END INTERVIEW)

2. If I have your permission I'd like to begin by asking how would you best describe the major business activity of your company?

00. agriculture, forestry, fisheries
01. mining
02. construction
03. manufacturing
04. transportation, communications, or public utilities
05. wholesale trade
06. retail trade
07. finance, insurance, or real estate
08. services
09. government
10. OTHER (SPECIFY:) _____
11. REFUSED

3. How many individuals are employed by your company at your location?

/_/_/_/_/ EMPLOYEES 9998 = DK, 9999 = REF

- 3A. (IF UNSURE, PROBE FOR A RANGE & CIRCLE APPROPRIATE NUMBER BELOW.)

- | | |
|-----------------|-----------------|
| 1. less than 10 | 6. 250-499 |
| 2. 10-24 | 7. 500-999 |
| 3. 25-49 | 8. 1000-4999 |
| 4. 50-99 | 9. 5000 or more |
| 5. 100-249 | 0. DK/REF |

4. What percentage of these individuals are permanent full-time employees (35 or more hours per week)?

/___/___/___/ percent 998=DK 999=REF

5. Does your company operate at more than one location?

1. Yes

↓
V

2. No

8. DK

9. REF

SKIP TO Q8

6. How many locations?

/___/___/___/___/ LOCATIONS

9998 = DK, 9999 = REF

- 6A. (IF UNSURE, PROBE FOR A RANGE AND CIRCLE APPROPRIATE NUMBER BELOW.)

1. 2

2. 3-5

3. 6-9

4. 10-24

5. 25-49

6. 50-99

7. 100 or more

9. DK/REF

7. How many individuals are employed for your company at all locations? (IF UNSURE, PROBE FOR A RANGE AND RECORD IN 7A BELOW.)

/___/___/___/___/ EMPLOYEES

9998 = DK, 9999 = REF

- 7A. (IF UNSURE, PROBE FOR A RANGE AND CIRCLE APPROPRIATE NUMBER BELOW.)

1. less than 10

2. 10-24

3. 25-49

4. 50-99

5. 100-249

6. 250-499

7. 500-999

8. 1000-4999

9. 5000 or more

0. DK/REF

8. What is the legal form of your company's organization? Is it a:

1. Sole proprietorship,
2. A partnership,
3. A for-profit Chapter S corporation,
4. Another type of for-profit corporation,
5. A not-for-profit organization, or
6. Something else? (SPECIFY) _____

8. DK

9. REF

I'd like to ask you some questions about (NAME) and the position (he/she) was hired to fill.

9. Is (NAME) male or female?

1. Male
2. Female
8. DK
9. REF

10. What was the title of the position (NAME) was hired for? (PROBE FOR DETAIL)

_____ TITLE /___/___/___/

11. Does this position have a probationary period?

1. Yes

2. No

8. DK

9. REF

SKIP TO Q13

V

12. How long is it? (ENTER NUMBER OF DAYS AND/OR MONTHS)

/___/___/ DAYS /___/___/MONTHS 9696=UNTIL PROFICIENCY IS REACHED
9898 = DK, 9999 = REF

13. What are the most important duties of this job? (PROBE FOR SPECIFIC TYPE OF PRODUCT OR SERVICE WORKED ON OR WITH)

14. On what month and day did (NAME) begin working for your company?

/___/___/
MONTH

/___/___/
DAY

9898=DK

9999=REF

15. What is (NAME's) age?

/___/___/

98=DK

99=REF

Now I'd like to ask a few questions about (NAME's) education.

16. Did (NAME) complete high school?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

SKIP TO Q18

17. Did he/she receive a diploma or complete a GED?

1. Diploma

2. GED

8. DK

9. REF

↓

SKIP TO Q19

18. Did he/she complete a GED?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

18a. Did (NAME) complete grammar school?

1. Yes

2. No

8. DK

9. REF

19. Has (NAME) attended any vocational or technical school?

1. Yes

V

2. No

8. DK

9. REF

V

SKIP TO Q20

19a. Did ((NAME) earn a vocational technical school certificate?

1. Yes

2. No

8. DK

9. REF

20. Has (NAME) ever been enrolled in a 2 year associate degree program?

1. Yes

V

2. No

8. DK

9. REF

V

SKIP TO Q21

20a. Did (NAME) earn an associate degree?

1. Yes

2. No

8. DK

9. REF

21. Has (NAME) ever been enrolled in a 4 year bachelor's degree program?

1. Yes

V

2. No

8. DK

9. REF

V

SKIP TO Q23

21a. Did (NAME) earn a 4 year bachelor's degree?

1. Yes

2. No

8. DK

9. REF

↓
V

SKIP TO Q23

22. Has (NAME) ever been enrolled in a graduate school degree program?

1. Yes

2. No

8. DK

9. REF

↓
V

SKIP TO Q23

↓
V

22a. Did (NAME) earn a graduate school degree?

1. Yes

2. No

8. DK

9. REF

↓
V

SKIP TO Q23

↓
V

22b. What kind of graduate degree did (NAME) receive?

1. Masters/Law/MBA degree

2. Ph.D/MD/DDS degree

3. Some other graduate degree (SPECIFY) _____

8. DK

9. REF

23. Did (NAME) attend any other type of school not already mentioned?

1. Yes

2. No

8. DK

9. REF

↓
V

SKIP TO Q24

↓
V

23a. What other type of school was this? (98 = DK, 99 = REF)

24. What is (NAME'S) ethnic background?

1. American Indian or Alaskan Native
2. Asian or Pacific Islander
3. Spanish-speaking Origin
4. Black (African American), not of Spanish-speaking Origin
5. White, not of Spanish-speaking Origin
8. DK
9. REF

25. How many months or years of experience in jobs that had some application to the position did (NAME) have before he/she started working for your company?

/___/___/___/ MONTHS

IF DK, REF CIRCLE APPROPRIATE
BELOW

998 = DK, 999 = REF

/___/___/___/ YEARS

26. The following questions ask about employee earnings. How is (NAME) paid:

1. Hourly only,

2. Salary only,
3. 100 % commission,
4. Piece rate,

5. Hourly plus tips,
incentives and
commissions

6. Salary plus tips,
incentives and
commissions,

7. Or some other pay
schedule?
(SPECIFY) _____

8. DK

9. REF

↓

27. Which of the following types of incentives are offered?

1. Commission
2. Tips
3. Group incentive
4. Individual incentives
8. DK
9. REF

IF SALARIED OR OTHER ("6" OR "7" TO Q26) SKIP TO Q30

28. What is (NAME's) starting hourly rate including commissions and incentive pay?

\$ /___/___/___/. /___/___/ PER HOUR 99998=DK 99999=REF

29. What is the average hourly rate paid to workers hired in (NAME's) position after two years of employment with the company? Please include any commissions, bonuses, incentive pay or raises due to promotion.

\$ /___/___/___/. /___/___/ PER HOUR 99998=DK 99999=REF

IF HOURLY ("1" OR "5" TO Q26) SKIP TO Q34

30. What is (NAME's) compensation including commissions and incentive pay? (RECORD IN WHOLE DOLLARS)

\$ /___/___/___/, /___/___/___/ 999998=DK 999999=REF

31. Is this compensation:

1. per week,
2. biweekly,
3. per month,
4. per year,
5. or just part of the year?

↓
31a. How many weeks per year?

/___/___/ WEEKS 98 = DK
99 = REF

↓
V

32. What is the average compensation paid to workers hired into (NAME's) type of position after two years of employment with the company? Please include any commissions, bonuses, incentive pay or raises due to promotion.

\$ /___/___/___/, /___/___/___/ 999998=DK 999999=REF

33. Would this compensation be:

1. per week,
2. biweekly,
3. per month,
4. per year,
5. or just part of the year?

V
33a. How many weeks per year?

/___/___/ WEEKS 98 = DK
 99 = REF

V
34. How many hours is (NAME) working per week?

/___/___/ HOURS PER WEEK 98=DK 99=REF

35. Is (NAME) currently eligible for group health insurance paid for by your firm?

- | | |
|--------|--------|
| 1. Yes | 2. No |
| | 8. DK |
| | 9. REF |

V

SKIP TO Q37

36. Is this a partial payment or completely paid for by your firm?

1. Partial payment
2. Complete payment
8. DK
9. REF

37. In two years, will this change?

- | | |
|--------|--------|
| 1. Yes | 2. No |
| | 8. DK |
| | 9. REF |

V

SKIP TO Q39

38. How will it change?

1. Partial payment
2. Complete payment
8. DK
9. REF

39. Is (NAME) currently eligible for child or elder care paid for by your firm?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q41

40. Is this a partial payment or completely paid for by your firm?

1. Partial payment

2. Complete payment

8. DK

9. REF

41. In two years, will this change?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q43

42. How will it change?

1. Partial payment

2. Complete payment

8. DK

9. REF

43. Is (NAME) currently eligible for life insurance paid for by your firm?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q45

44. Is this a partial payment or completely paid for by your firm?

1. Partial payment

2. Complete payment

8. DK

9. REF

45. In two years, will this change?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q47

46. How will it change?

1. Partial payment

2. Complete payment

8. DK

9. REF

47. Is (NAME) currently eligible for disability insurance paid for by your firm?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q49

48. Is this a partial payment or completely paid for by your firm?

1. Partial payment

2. Complete payment

8. DK

9. REF

49. In two years, will this change?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q51

50. How will it change?

1. Partial payment

2. Complete payment

8. DK

9. REF

51. Is (NAME) currently eligible for paid vacation?

1. Yes

|

SKIP TO Q53

2. No

8. DK

9. REF

|

V

52. In two years, will (NAME) be eligible for paid vacation?

1. Yes

2. No

8. DK

9. REF

53. Is (NAME) currently eligible for paid sick leave?

1. Yes

|

SKIP TO Q55

2. No

8. DK

9. REF

|

V

54. In two years, will (NAME) be eligible for paid sick leave?

1. Yes

2. No

8. DK

9. REF

55. Is (NAME) currently eligible for a retirement plan paid for by your firm? (CODE YES FOR PARTIAL PAYMENT)

1. Yes

|

SKIP TO Q57

2. No

8. DK

9. REF

|

V

56. In two years, will (NAME) be eligible for a retirement plan paid for by your firm?

1. Yes

2. No

8. DK

9. REF

57. Is (NAME) currently eligible for profit sharing or stock ownership plan paid for by your firm?

1. Yes

SKIP TO Q59

2. No

8. DK

9. REF

V

58. In two years, will (NAME) be eligible for profit sharing or stock ownership plan paid for by your firm?

1. Yes

2. No

8. DK

9. REF

59. Is (NAME) currently eligible for discounts on products?

1. Yes

SKIP TO Q61

2. No

8. DK

9. REF

V

60. In two years, will (NAME) be eligible for discounts on products?

1. Yes

2. No

8. DK

9. REF

61. Is (NAME) covered by a collective bargaining agreement?

1. Yes

2. No

8. DK

9. REF

62. When (NAME) was hired, were others hired at the same time to fill the same type of position?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q64

63. How many other people were hired?

/___/___/___/___/ Some, DK #=9996 DK=9998 REF=9999

64. The next set of questions deal with your hiring procedures. Please remember that the name of your company will never be associated with the information we release. In hiring (NAME) how many people did you consider for the position(s)? Include all applications as well as individuals contacted by you.

/___/___/___/___/ Some, DK #=9996 DK=9998 REF=9999

65. How many people were interviewed? (IF DK: Just your best guess)

/___/___/___/___/ Some, DK #=9996 DK=9998 REF=9999

66. How many of these applicants were offered a job?
(MUST BE AT LEAST ONE.)

/___/___/___/ Some, DK #=996 DK=998 REF=999

67. While hiring for the position(s), what was the total number of hours spent by your company personnel recruiting, screening, and interviewing all applicants? (IF DK: Just your best guess)

/___/___/___/___/ TOTAL HOURS SOME, DK #=9996 DK=9998
REF=9999

68. While hiring for the position, did you seek the assistance of a private employment agency?

1. Yes

↓
V

2. No

8. DK
9. REF

SKIP TO Q73

69. How many applicants originated from the private employment agency?

/___/___/___/ APPLICANTS 998 = DK 999 = REF

70. How many of these applicants from the private agency were offered employment?

/___/___/ IF NONE, ENTER 00 AND SKIP TO Q73
98 = DK, 99 = REF

71. How many were hired?

/___/___/

IF NONE, ENTER 00 AND SKIP TO Q73
98 = DK, 99 = REF

72. For applicants hired through a private employment agency, who paid the cost of the private employment agencies services?

1. Worker
2. Employer
3. Shared
8. DK
9. REF

73. Approximately how many days was it between the time you started to look for someone to fill the opening and the time (NAME) started to work: (ENTER 00 IF NONE, DID NOT HAVE TO LOOK)

IF "ALWAYS LOOKING", DK, OR REF, CIRCLE
APPROPRIATE NUMBER BELOW

/___/___/ DAYS

96 = ALWAYS LOOKING 98 = DK 99 = REF

/___/___/ WEEKS

/___/___/ MONTHS

74. Did you have advance notice of the existence of this opening?

1. Yes
2. No
8. DK
9. REF

75. Approximately how many days before you needed a new employee for (NAME's) position did you begin to look for one? (ENTER 00 IF NONE, DID NOT HAVE TO LOOK)

IF "ALWAYS LOOKING", DK, OR REF, CIRCLE
APPROPRIATE NUMBER BELOW

/___/___/ DAYS

96 = ALWAYS LOOKING 98 = DK 99 = REF

/___/___/ WEEKS

/___/___/ MONTHS

76. In recruiting for this position, which statement would best characterize the strategy you follow: (CIRCLE ONLY ONE NUMBER)
1. I set a fixed number of applicants to consider, and pick the best applicant from among that group,
 2. I consider each applicant in order and hire the first applicant who I find acceptable,
 3. Or some other strategy (SPECIFY) _____
 8. DK
 9. REF

IF EMPLOYEE WAS HIRED 12 OR MORE DAYS AGO,
CONTINUE WITH Q3 OF THE WAVE2 INTERVIEW.

77. After (NAME) has been with the company for two weeks, I'd like to ask about the training that (he/she) received. That interview should only take about three or four minutes.

Who would be the best person for me to call at that time to conduct that interview- you or someone else?

(ENTER NAME OF CONTACT PERSON ON FIRM 2 COVER SHEET.)

And should I call this same number?

(ENTER PHONE NUMBER ON FIRM 2 COVER SHEET.)

When would be the best time for me to call?

(ENTER DATE AND TIME ON FIRM 2 COVER SHEET.)

78. Thank you very much for your cooperation. As I mentioned at the beginning, I would also like to talk with (NAME). Could I please talk with (him/her) now?

IF NOT AVAILABLE, ASK FOR MOST CONVENIENT TIME AND NUMBER TO REACH HIM/HER AND COMPLETE A WORKER 1 CALLBACK SHEET.

IF AVAILABLE, CONTINUE WITH WORKER 1 QUESTIONNAIRE.

INTERVIEWER COMPLETE:

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW:

/__/_/-/__/_/-93
M M D D

TOTAL TIME OF INTERVIEW IN MINUTES:

/__/_/

IN GENERAL, THE RESPONDENT'S UNDERSTANDING OF THE QUESTIONS WAS:

1. Excellent
2. Good
3. Fair
4. Poor

HOW MANY TIMES WAS THIS NUMBER CALLED (BE SURE TO INCLUDE INITIAL CALL AND ANY CALLBACK ATTEMPTS)?

/__/_/

99=missing

WAS THIS INTERVIEW COMPLETED:

1. On the first contact
2. On a callback appointment
3. After an initial refusal

SUPERVISOR ID #:

/__/_/

UPJOHN 2ND FIRM SURVEY
MARCH, 1993
UK SURVEY RESEARCH CENTER

ID # / / / /

2

COMPANY NAME: _____

CITY, STATE: _____

NAME OF SUPERVISOR/TRAINER: _____

NAME OF EMPLOYEE: _____

PHONE NUMBER: () -

DATE OF HIRE: - - 93

DATE OF INITIAL INTERVIEW: - - 93

Hello, my name is _____. May I speak with (CONTACT NAME)? I'm calling from the Survey Research Center at the University of Kentucky. A week or two ago, someone from our office completed the first of a three-part survey with your company. I'm calling now to conduct the second interview. This interview should take about three or four minutes and focuses on how your new employee, (EMPLOYEE NAME), has been trained for (his/her) job during the first two weeks of employment. Is this a good time to complete this portion of the interview?

IF NOT: RESCHEDULE

CALL RECORD:

<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>	<u>FIFTH</u>	<u>SIXTH</u>	<u>SEVENTH</u>
Day:	Day:	Day:	Day:	Day:	Day:	Day:
Time:	Time:	Time:	Time:	Time:	Time:	Time:
Disp:	Disp:	Disp:	Disp:	Disp:	Disp:	Disp:
Int:	Int:	Int:	Int:	Int:	Int:	Int:

CALL BACK TIME & DATE:

TIME:

DAY:

INTERVIEWER:

I'd like to assure you that all responses you give to any of the questions in this study will be kept strictly confidential and will be used in the aggregate only. Your responses will not be released in any way that might permit your company to be identified. We realize that some companies may not have all of the information requested. In those cases, please provide your best estimate.

1. Is (NAME) still with your company?

1. Yes

2. No

8. DK

9. REF

2. When did (NAME) leave? (ENTER DATE BELOW)

____ - ____ - 93

2a. Why did (NAME) leave? _____

V

The following questions ask about the training activities of NAME during (his/her) first two weeks of employment.

3. Has it been necessary to send (NAME) to any remedial training for basic skills, things like reading, writing or basic problem solving?

1. Yes

2. No

8. DK

9. REF

V

SKIP TO Q5

V

4. What kind of remedial training did (NAME) need?

5. Is there formal training, such as self-paced learning programs or training done by specially trained personnel inside or outside the firm, for people hired in (NAME's) position, or is all the training done as informal on the job training?

1. Formal training

2. All informal training

3. (VOLUNTEERED:) No training provided

8. DK

9. REF

SKIP TO Q8

V

NOTE: FOR THE FOLLOWING QUESTIONS, IF DK, ASK R FOR BEST GUESS

6. During the first 2 weeks of work what was the total number of hours (NAME) spent at on-site formal training such as self-paced learning programs or training or classes given by specially trained personnel?
- /___/___/___/ HOURS Some, DK #=996 DK=998 REF=999
7. During the first 2 weeks of work, how many hours did (NAME) spend on off-site formal training programs?
- /___/___/___/ HOURS Some, DK #=996 DK=998 REF=999
8. The next set of questions are about informal training provided to (NAME) by management, supervisors, and coworkers. During the first 2 weeks of work, what was the total hours that management and supervisors spent away from other activities giving informal individualized training or extra supervision to (NAME)?
- /___/___/___/ Hours Some, DK #=996 DK=998 REF=999
9. During the first 2 weeks of work, what was the total number hours that coworkers who are not supervisors spent away from their normal work giving informal individualized training or extra supervision to (NAME)?
- /___/___/___/ Hours Some, DK #=996 DK=998 REF=999
10. During the first 2 weeks of work, what was the total number of hours that (NAME) spent observing coworkers in order to learn skills required for (his/her) position?
- /___/___/___/ Hours Some, DK #=996 DK=998 REF=999

IF EMPLOYEE WAS HIRED 26 OR MORE DAYS AGO,
CONTINUE WITH Q3 OF THE WAVE3 INTERVIEW.

11. After (NAME) has been with the company for four weeks, I'd like to ask about the training that (he/she) received. That interview should only take about three or four minutes.

Who would be the best person for me to call at that time to conduct that interview- you or someone else?

(ENTER NAME OF CONTACT PERSON ON FIRM 3 COVER SHEET.)

And should I call this same number?

(ENTER PHONE NUMBER ON FIRM 3 COVER SHEET.)

When would be the best time for me to call?

(ENTER DATE AND TIME ON FIRM 3 COVER SHEET.)

Thank you very much for your cooperation.

INTERVIEWER COMPLETE:

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW:

/__/_/-/_/_/-93
M M D D

TOTAL TIME OF INTERVIEW IN MINUTES:

/__/_/

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1. On the first contact
2. On a callback appointment
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SUPERVISOR ID #:

/__/_/

UPJOHN 3RD FIRM SURVEY
MARCH, 1993
UK SURVEY RESEARCH CENTER

ID # /_/_/_/_/_/

3

COMPANY NAME: _____

CITY, STATE: _____

NAME OF SUPERVISOR/TRAINER: _____

NAME OF EMPLOYEE: _____

PHONE NUMBER: (_____) _____ - _____

DATE OF HIRE: ____ - ____ - 93

DATE OF INITIAL INTERVIEW: ____ - ____ - 93

Hello, my name is _____. May I speak with (CONTACT NAME)? I'm calling from the Survey Research Center at the University of Kentucky. A week or two ago, someone from our office completed the second of a three-part survey with your company. I'm calling now to conduct the final interview. This interview should take about three or four minutes and focuses on how your new employee, (EMPLOYEE NAME), has been trained for (his/her) job during the second two weeks of employment. Is this a good time to complete this portion of the interview?

IF NOT: RESCHEDULE

CALL RECORD:

<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>	<u>FIFTH</u>	<u>SIXTH</u>	<u>SEVENTH</u>
Day:	Day:	Day:	Day:	Day:	Day:	Day:
Time:	Time:	Time:	Time:	Time:	Time:	Time:
Disp:	Disp:	Disp:	Disp:	Disp:	Disp:	Disp:
Int:	Int:	Int:	Int:	Int:	Int:	Int:

CALL BACK TIME & DATE:

TIME:

DAY:

INTERVIEWER:

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1. Is (NAME) still with your company?

1. Yes

2. No

8. DK

9. REF

V

2. When did (NAME) leave? (ENTER DATE BELOW)

/ / - / / - 93
M M D D

2a. Why did (NAME) leave?

V

The following questions ask about the training activities of NAME between xx - xx (2 weeks after start of employment and xx - xx (4 weeks after start of employment)).

3. During the second 2 weeks of employment, has there been formal training, such as self-paced learning programs or training done by specially trained personnel inside or outside the firm, for people hired in (NAME's) position, or is all the training done as informal on the job training?

1. Formal training

2. All informal training

8. DK

9. REF

3. (VOLUNTEERED)
No additional training during 2nd two weeks

SKIP TO Q6

SKIP TO Q9

V

NOTE: FOR THE FOLLOWING QUESTIONS, IF DK, ASK R FOR BEST GUESS

4. During the second 2 weeks of work what was the total number of hours (NAME) spent at on-site formal training such as self-paced learning programs or training or classes given by specially trained personnel?

/___/___/___/ HOURS Some, DK #=996 DK=998 REF=999

5. During the second 2 weeks of work, how many hours did (NAME) spend on off-site formal training programs?

/___/___/___/ HOURS Some, DK #=996 DK=998 REF=999

6. The next set of questions are about informal training provided to (NAME) by management, supervisors, and coworkers. During the second 2 weeks of work, what was the total number of hours that management and supervisors spent away from other activities giving informal individualized training or extra supervision to (NAME)?

/___/___/___/ Hours Some, DK #=996 DK=998 REF=999

7. During the second 2 weeks of work, what was the total number hours that coworkers who are not supervisors spent away from their normal work giving informal individualized training or extra supervision to (NAME)?

/___/___/___/ Hours Some, DK #=996 DK=998 REF=999

8. During the second 2 weeks of work, what was the total number of hours that (NAME) spent observing coworkers in order to learn skills required for (his/her) position?

/___/___/___/ Hours Some, DK #=996 DK=998 REF=999

9. How many weeks does it take a new employee hired for (NAME's) type of position to become fully trained and qualified if he or she had no previous experience in this job, but has had the necessary school-provided training?

/___/___/___/ WEEKS

IF DK OR REF CIRCLE APPROPRIATE
NUMBER BELOW

/___/___/___/ MONTHS

DK=998

REF=999

/___/___/___/ YEARS

10. How many of the skills learned by new employees in (NAME's) job are useful outside of your company? Would you say:

1. almost all,
2. most,
3. some or
4. almost none?
8. DK
9. REF

11. Compared to the typical new hire in (NAME's) position, how would you rate (NAME's) skills when hired? Would you say:

1. Above average,
2. Below average, or
3. About average?
8. DK
9. REF

12. Has (NAME) received more, less, or the same amount of training as the typical person hired in the same position?

1. More training
2. Less training
3. Same
8. DK
9. REF

13. Did (NAME) receive a higher, lower, or the same wage or salary as the typical person hired in the same position?

1. Higher wage/salary
2. Lower wage/salary
3. Same wage/salary
8. DK
9. REF

14. How long does a worker hired in NAME's position typically stay with the company?

/___/___/___/ WEEKS

/___/___/___/ MONTHS

/___/___/___/ YEARS

IF DK OR REF CIRCLE APPROPRIATE
NUMBER BELOW

DK=998

REF=999

15. Do you expect NAME to stay a longer period of time, a shorter period of time, or the same amount of time as the typical employee?

1. Longer period of time
2. Shorter period of time
3. Same amount of time
8. DK
9. REF

16. The next two questions are about employee productivity. Please rate (NAME) on a productivity scale of zero to 100, where 100 equals (NAME's) productivity when (he/she) is fully trained in this job and zero is absolutely no productivity by (NAME). First, what was (NAME's) productivity during:

a. (his/her) first 2 weeks of employment?

/___/___/___/
998=DK 999=REF

SKIP Q16b IF EMPLOYEE HAS LEFT THE COMPANY

b. (his/her) second 2 weeks of employment?

/___/___/___/
998=DK 999=REF

17. What percentage of workers hired in (NAME'S) position receive a promotion to another position in the first two years on the job?

/___/___/___/ %

998 = DK

999 = REF

18. Finally, we've covered a variety of issues about the training of new workers during these past 3 interviews. Is there anything else you would like to add about any of the topics we've discussed?

17. Those are all the questions I have for you today. Thank you very much for your cooperation.

INTERVIEWER COMPLETE:

WAS THE INTERVIEW COMPLETED WITH ONLY ONE PERSON, OR DID YOU HAVE TO SPEAK TO MORE THAN ONE PERSON?

1. Only one person
2. More than one person

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW: /__/_/-/__/_/-93
 M M D D

TOTAL TIME OF INTERVIEW IN MINUTES: /__/_/

IN GENERAL, THE RESPONDENT'S UNDERSTANDING OF THE QUESTIONS WAS:

1. Excellent
2. Good
3. Fair
4. Poor

HOW MANY TIMES WAS THIS NUMBER CALLED (BE SURE TO INCLUDE INITIAL CALL AND ANY CALLBACK ATTEMPTS)?

/__/_/

99=missing

WAS THIS INTERVIEW COMPLETED:

1. On the first contact
2. On a callback appointment
3. After an initial refusal

SUPERVISOR ID #: /__/_/

UPJOHN FIRST WORKER SURVEY
MARCH, 1993
UK SURVEY RESEARCH CENTER

ID # /_/_/_/_/_/
INTERVIEWER ID# /_/_/_/_/_/

I'd like to assure you that all responses you give to any of the questions in this study will be kept strictly confidential and will be used in the aggregate only. Your responses will not be released in any way that might permit you to be identified. We would like to begin by asking a few questions about you.

1. What is your age?

/_/_/_/_/

98=DK

99=REF

2. Have you completed high school?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
SKIP TO Q5

3. Did you receive a diploma or complete a GED?

1. Diploma

↓
V

2. GED

8. DK

9. REF

↓
SKIP TO Q6

4. Was your high school a public school, Catholic school or some other private school?

1. Public

2. Catholic

3. Some other private

8. DK

9. REF

SKIP TO Q6

5. Did you complete a GED?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

5a. Did you complete grammar school?

1. Yes

2. No

8. DK

9. REF

6. Have you attended any vocational or technical school?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
SKIP TO Q7

6a. Did you earn a vocational technical school certificate?

1. Yes

2. No

8. DK

9. REF

7. Have you ever been enrolled in a 2 year associate degree program?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
SKIP TO Q8

7a. Did you earn an associate degree?

1. Yes

2. No

8. DK

9. REF

8. Have you ever been enrolled in a 4 year bachelor's degree program?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

SKIP TO Q10

8a. Did you earn a 4 year bachelor's degree?

1. Yes

2. No

8. DK

9. REF

↓
V

SKIP TO Q10

9. Have you ever been enrolled in a graduate school degree program?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

SKIP TO Q10

9a. Did you earn a graduate school degree?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

SKIP TO Q10

9b. What kind of graduate degree did you receive?

1. Masters/Law/MBA degree

2. Ph.D/MD/DDS degree

3. Some other graduate degree
(SPECIFY)

8. DK

9. REF

10. Did you attend any other type of school not already mentioned?

1. Yes

V

2. No

8. DK

9. REF

SKIP TO Q11

10a. What other type of school was this? (DK = 98, REF = 99)

11. What is your ethnic background?

1. American Indian or Alaskan Native

2. Asian or Pacific Islander

3. Spanish-speaking Origin

4. Black (African American), not of Spanish-speaking Origin

5. White, not of Spanish-speaking Origin

8. DK

9. REF

12. How many months or years of experience in jobs that had some application to the position did you have before you started working in your new job?

/___/___/___/ MONTHS

/___/___/___/ YEARS

IF "SOME, DK HOW MUCH", DK, REF
CIRCLE APPROPRIATE NUMBER BELOW:

SOME, DK HOW MUCH = 996,
DK=998, REF=999

13. The following questions ask about your earnings. How are you paid:

1. Hourly only

SKIP TO Q15

2. Salary only

3. 100 % commission

4. Piece rate

SKIP TO Q17

5. Hourly plus tips,
incentives and
commissions

6. Salary plus tips,
incentives and
commissions,

7. Or some other pay
schedule?
(SPECIFY) _____

8. DK

9. REF

V

14. Which of the following types of incentives are offered?

1. Commission
2. Tips
3. Group incentive
4. Individual incentives
8. DK
9. REF

IF SALARIED OR OTHER ("6" OR "7" TO Q13) SKIP TO Q17

15. What was your starting hourly rate including commissions and incentive pay?

\$ /___/___/___/. /___/___/ PER HOUR 99998=DK 99999=REF

16. If you stay with this company, what is the hourly rate you expect to make after two years of employment with the company? Please include any commissions, bonuses, incentive pay or raises due to promotion.

\$ /___/___/___/. /___/___/ PER HOUR 99998=DK 99999=REF

IF HOURLY ("1" OR "5" TO Q13) SKIP TO Q21

17. What is your compensation including commissions and incentive pay? (RECORD IN WHOLE DOLLARS)

\$ /___/___/___/, /___/___/___/ 999998=DK 999999=REF

18. Is this compensation:

1. per week,
2. biweekly,
3. per month,
4. per year,
5. or just part of the year?

V

18a. How many weeks per year?

/___/___/ WEEKS 98 = DK
99 = REF

V

19. If you stay with the company, what do you expect to make after two years of employment with the company? Please include any commissions, bonuses, incentive pay or raises due to promotion.

\$ /___/___/___/, /___/___/___/ 999998=DK 999999=REF

20. Would this compensation be:

1. per week,
2. biweekly,
3. per month,
4. per year,
5. or just part of the year?

20a. How many weeks per year?

/___/___/ WEEKS 98 = DK
99 = REF

21. How many hours are you working per week?

/___/___/ HOURS PER WEEK 98 = DK 99 = REF

22. Are you currently eligible for group health insurance paid for by your firm?

1. Yes
2. No
8. DK
9. REF

SKIP TO Q24

23. Is this a partial payment or completely paid for by your firm?

1. Partial payment
2. Complete payment
8. DK
9. REF

24. In two years, will this change?

1. Yes
2. No
8. DK
9. REF

SKIP TO Q26

25. How will it change?

- 1. Will be partially paid by company
- 2. Will be completely paid by company
- 8. DK
- 9. REF

26. Are you currently eligible for child or elder care paid for by your firm?

1. Yes

↓
V

2. No

- 8. DK
- 9. REF

↓
SKIP TO Q28

27. Is this a partial payment or completely paid for by your firm?

- 1. Partial payment
- 2. Complete payment
- 8. DK
- 9. REF

28. In two years, will this change?

1. Yes

↓
V

2. No

- 8. DK
- 9. REF

↓
SKIP TO Q30

29. How will it change?

- 1. Will be partially paid by company
- 2. Will be completely paid by company
- 8. DK
- 9. REF

30. Are you currently eligible for life insurance paid for by your firm?

1. Yes

↓
V

2. No

- 8. DK
- 9. REF

↓
SKIP TO Q32

31. Is this a partial payment or completely paid for by your firm?

- 1. Partial payment
- 2. Complete payment
- 8. DK
- 9. REF

32. In two years, will this change?

1. Yes

V

2. No

- 8. DK
- 9. REF

SKIP TO Q34

33. How will it change?

- 1. Will be partially paid by company
- 2. Will be completely paid by company
- 8. DK
- 9. REF

34. Are you currently eligible for disability insurance paid for by your firm?

1. Yes

V

2. No

- 8. DK
- 9. REF

SKIP TO Q36

35. Is this a partial payment or completely paid for by your firm?

- 1. Partial payment
- 2. Complete payment
- 8. DK
- 9. REF

36. In two years, will this change?

1. Yes

V

2. No

- 8. DK
- 9. REF

SKIP TO Q38

37. How will it change?

- 1. Will be partially paid by company
- 2. Will be completely paid by company
- 8. DK
- 9. REF

38. Are you currently eligible for paid vacation?

- 1. Yes
|

SKIP TO Q40
- 2. No
- 8. DK
- 9. REF
|
V

39. In two years, will (NAME) be eligible for paid vacation?

- 1. Yes
- 2. No
- 8. DK
- 9. REF

40. Are you currently eligible for paid sick leave?

- 1. Yes
|

SKIP TO Q42
- 2. No
- 8. DK
- 9. REF
|
V

41. In two years, will you be eligible for paid sick leave?

- 1. Yes
- 2. No
- 8. DK
- 9. REF

42. Are you currently eligible for a retirement plan paid for by your firm? (CODE YES IF PARITAL PAYMENT)

- 1. Yes
|

SKIP TO Q44
- 2. No
- 8. DK
- 9. REF
|
V

43. In two years, will you be eligible for a retirement plan paid for by your firm?

- 1. Yes
- 2. No
- 8. DK
- 9. REF

44. Are you currently eligible for profit sharing or stock ownership plan paid for by your firm?

1. Yes

|

SKIP TO Q46

2. No

8. DK

9. REF

|
V

45. In two years, will you be eligible for profit sharing or stock ownership plan paid for by your firm?

1. Yes

2. No

8. DK

9. REF

46. Are you currently eligible for discounts on products?

1. Yes

|

SKIP TO Q48

2. No

8. DK

9. REF

|
V

47. In two years, will you be eligible for discounts on products?

1. Yes

2. No

8. DK

9. REF

48. Are you covered by a collective bargaining agreement?

1. Yes

2. No

8. DK

9. REF

49. We would now like to ask you about your activities in looking for this job. What were you doing before you took this job?

1. Working

2. With a job but not at work

|
V

SKIP TO Q51

3. Looking for work

4. Keeping house

5. Going to school

6. Unable to work

7. Retired

8. Other

(SPECIFY)

9. DK/REF

50. How long were you not working? (ENTER # OF DAYS, WEEKS, MONTHS AND/OR YEARS)

/___/___/ DAYS

IF DON'T KNOW OR REFUSED, CIRCLE
APPROPRIATE NUMBER BELOW

/___/___/ WEEKS

98 = DK, 99 = REF

/___/___/ MONTHS

/___/___/ YEARS

51. During the last six weeks of searching for this job, how many businesses did you apply to?

/___/___/___/ BUSINESSES APPLIED

998 = DK 999 = REF

52. During the last six weeks of your searching for this job, how many businesses did you interview with?

/___/___/ INTERVIEWS

98 = DK 99 = REF

53. During the last six weeks of searching for this job, how many job offers did you receive?

/___/___/ OFFERS

98 = DK 99 = REF

54. During the last six weeks of searching for this job, what was the number of total hours you spent looking for a job?

/___/___/___/ HOURS

(IF DK: Your best guess is fine)
(998 = DK 999 = REF)

55. We would now like to ask you about your employment history. Not counting summer jobs you had while a student, have you ever held a full-time position?

1. Yes

2. No

8. DK

9. REF

V

SKIP TO Q57

963

56. How many? (IF DK: Your best guess if fine)

/___/___/ FULL-TIME JOBS

98 = DK, 99 = REF

57. Consider the most recent ^{Full time} job that you left. How long did you work there? (ENTER # OF DAYS, WEEKS, MONTHS AND/OR YEARS)

/___/___/ DAYS

IF DON'T KNOW OR REFUSED, CIRCLE
APPROPRIATE NUMBER BELOW

/___/___/ WEEKS

98 = DK, 99 = REF

/___/___/ MONTHS

/___/___/ YEARS

58. Why did you leave? Were you:

1. Laid-off,
2. did you quit to take your current job,
3. were you dismissed,
4. did the business close, or
5. did you quit for some other reason?
8. DK
9. REF

59. In what month and year did you leave?

/___/___/ MONTH

/___/___ YEAR

9898 = DK 9999 = REF

60. What was your rate of pay at the time you left?

\$ /___/___/___/, /___/___/___./___/___/

99999998=DK
99999999=REF

61. Was this:

1. per hour
2. per week,
3. biweekly,
4. per month,
5. per year,

6. or just part of the year?

61a. How many weeks per year?

/___/___/ WEEKS

98 = DK
99 = REF

62. What was your rate of pay when you started?

\$ /___/___/___/, /___/___/___/. /___/___/ 99999998=DK
99999999=REF

1. per hour,
2. per week,
3. biweekly,
4. per month,
5. per year,

6. or just part of the year?

62a. How many weeks per year?

/___/___/ WEEKS 98 = DK
99 = REF

63. Are you currently:

1. Married,

2. separated,
3. divorced,
4. widowed,
5. or have you never been married?
8. DK
9. REF

SKIP TO Q66

64. Does your spouse work outside the home?

1. Yes, part-time
2. Yes, full-time

3. No, does not work — *Skip to 66*

8. DK
9. REF

65. How long has your spouse been with his or her employer? (ENTER # OF DAYS, WEEKS, MONTHS AND/OR YEARS)

/___/___/ DAYS

/___/___/ WEEKS

/___/___/ MONTHS

/___/___/ YEARS

IF DON'T KNOW OR REFUSED, CIRCLE
APPROPRIATE NUMBER BELOW

98 = DK, 99 = REF

66. Do you have any children living at home?

1. Yes

↓
V

2. No

8. DK

9. REF

↓
V

SKIP TO Q69

67. How many children live at home?

/___/___/ CHILDREN AT HOME

98 = DK, 99 = REF

68. What is the age of your youngest child living at home?

/___/___/ YEARS OLD

00 = Less than 1 year 98 = DK, 99 = REF

IF EMPLOYEE WAS HIRED 12 OR MORE DAYS AGO,
CONTINUE WITH Q3 OF THE WAVE2 INTERVIEW.

69. After you have been with the company for two weeks, I'd like to ask about the training that you received. That interview should only take about three or four minutes.

Should I call you at this same number?

(ENTER NAME AND NUMBER ON WORKER 2 COVER SHEET.)

When would be the best time for me to call?

(ENTER DATE AND TIME ON WORKER 2 COVER SHEET.)

Thank you very much for your cooperation.

INTERVIEWER COMPLETE:

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW:

/__/_/-/_/_/-93
M M D D

TOTAL TIME OF INTERVIEW IN MINUTES: /__/_/

IN GENERAL, THE RESPONDENT'S UNDERSTANDING OF THE QUESTIONS WAS:

1. Excellent
2. Good
3. Fair
4. Poor

HOW MANY TIMES WAS THIS NUMBER CALLED (BE SURE TO INCLUDE INITIAL CALL AND ANY CALLBACK ATTEMPTS)?

/__/_/

99=missing

WAS THIS INTERVIEW COMPLETED:

1. On the first contact
2. On a callback appointment
3. After an initial refusal

SUPERVISOR ID #:

/__/_/

I'd like to assure you that all responses you give to any of the questions in this study will be kept strictly confidential and will be used in the aggregate only. Your responses will not be released in any way that might permit you to be identified. We realize that some companies may not have all of the information requested. In those cases, please provide your best estimate.

1. Are you still working at this job?

1. Yes

2. No

8. DK

9. REF

↓
V

2. When did you leave? (ENTER DATE BELOW)

2a. Why did you leave? _____

↓
V

3. We would now like to ask you about the training that you have received on your current job during the first two weeks of employment. Have you received any formal training, such as self-paced learning programs or training done by specially trained personnel inside or outside the firm, or is all the training done as informal on the job training?

1. Formal training

2. All informal training

3. (VOLUNTEERED:) No training provided

8. DK

9. REF

↓
V

SKIP TO Q6

↓
V

NOTE: FOR THE FOLLOWING QUESTIONS, IF DK, ASK R FOR BEST GUESS

4. During the first 2 weeks of work what was the total number of hours you spent at on-site formal training such as self-paced learning programs or training or classes given by specially trained personnel?

/_/_/_/_/ HOURS

Some, DK #=996 DK=998 REF=999

5. During the first 2 weeks of work, how many hours did you spend on off-site formal training programs?

/___/___/___/ HOURS

Some, DK #=996 DK=998 REF=999

6. The next set of questions are about **informal** training provided to you by management, supervisors, and coworkers. During the first 2 weeks of work, what was the total hours that management and supervisors spent away from other activities giving you informal individualized training or extra supervision?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

7. During the first 2 weeks of work, what was the total number of hours that coworkers who are not supervisors spent away from their normal work giving you informal individualized training or extra supervision?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

8. During the first 2 weeks of work, what was the total number of hours that you spent observing coworkers in order to learn skills required for this position?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

IF EMPLOYEE WAS HIRED 26 OR MORE DAYS AGO,
CONTINUE WITH Q3 OF THE WAVE3 INTERVIEW.

9. After you have been with the company for four weeks, I'd like to ask about the training that you will have received. That will be the final interview and should only take about three or four minutes.

Should I call you at this same number?

(ENTER NAME AND PHONE NUMBER ON WORKER 3 COVER SHEET.)

When would be the best time for me to call?

(ENTER DATE AND TIME ON WORKER 3 COVER SHEET.)

Thank you very much for your cooperation.

INTERVIEWER COMPLETE:

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW:

/__/_/-/__/_/-93
M M D D

TOTAL TIME OF INTERVIEW IN MINUTES:

/__/_/

IN GENERAL, THE RESPONDENT'S UNDERSTANDING OF THE QUESTIONS WAS:

1. Excellent
2. Good
3. Fair
4. Poor

HOW MANY TIMES WAS THIS NUMBER CALLED (BE SURE TO INCLUDE INITIAL CALL AND ANY CALLBACK ATTEMPTS)?

/__/_/

99=missing

WAS THIS INTERVIEW COMPLETED:

1. On the first contact
2. On a callback appointment
3. After an initial refusal

SUPERVISOR ID #:

/__/_/

UPJOHN 3RD WORKER SURVEY
MARCH, 1993
UK SURVEY RESEARCH CENTER

ID # /_/_/_/_/_/

3

COMPANY NAME: _____

CITY, STATE: _____

NAME OF SUPERVISOR/TRAINER: _____

NAME OF EMPLOYEE: _____

PHONE NUMBER: (_____) _____ - _____

DATE OF HIRE: _____ - _____ - 93

DATE OF INITIAL INTERVIEW: _____ - _____ - 93

Hello, my name is _____. May I speak with (CONTACT NAME)? I'm calling from the Survey Research Center at the University of Kentucky. A week or two ago, someone from our office completed the second of a three-part survey with your company. I'm calling now to conduct the final interview. This interview should take about three or four minutes and focuses on how you have been trained for your job during the second two weeks of employment. Is this a good time to complete this portion of the interview?

IF NOT: RESCHEDULE

CALL RECORD:

<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>	<u>FIFTH</u>	<u>SIXTH</u>	<u>SEVENTH</u>
Day:	Day:	Day:	Day:	Day:	Day:	Day:
Time:	Time:	Time:	Time:	Time:	Time:	Time:
Disp:	Disp:	Disp:	Disp:	Disp:	Disp:	Disp:
Int:	Int:	Int:	Int:	Int:	Int:	Int:

CALL BACK TIME & DATE:

TIME:

DAY:

INTERVIEWER:

I'd like to assure you that all responses you give to any of the questions in this study will be kept strictly confidential and will be used in the aggregate only. Your responses will not be released in any way that might permit you to be identified. We realize that you may not have all of the information requested. In those cases, please provide your best estimate.

1. Are you still working at this job?

1. Yes

2. No

8. DK

9. REF

V

2. When did you leave? (ENTER DATE BELOW)

/_/_/_/ - /_/_/_/ - 93
M M D D

2a. Why did you leave?

3. During the second 2 weeks of your employment, has there been formal training, such as self-paced learning programs or training done by specially trained personnel inside or outside the firm, for people hired in your position, or is all the training done as informal on the job training?

1. Formal training

2. All informal training

3. (VOLUNTEERED)
No additional training during 2nd two weeks

8. DK

9. REF

SKIP TO Q6

SKIP TO Q9

V

NOTE: FOR THE FOLLOWING QUESTIONS, IF DK, ASK R FOR BEST GUESS

4. During the second 2 weeks of work what was the total number of hours you spent at on-site formal training such as self-paced learning programs or training or classes given by specially trained personnel?

/_/_/_/ HOURS

Some, DK #=996 DK=998 REF=999

5. During the second 2 weeks of work, how many hours did you spend on off-site formal training programs?

/___/___/___/ HOURS

Some, DK #=996 DK=998 REF=999

6. The next set of questions are about informal training provided to you by management, supervisors, and coworkers. During the second 2 weeks of work, what was the total number of hours that management and supervisors spent away from other activities giving you informal individualized training or extra supervision?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

7. During the second 2 weeks of work, what was the total number of hours that coworkers who are not supervisors spent away from their normal work giving you informal individualized training or extra supervision?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

8. During the second 2 weeks of work, what was the total number of hours you spent observing coworkers in order to learn skills required for this position?

/___/___/___/ Hours

Some, DK #=996 DK=998 REF=999

9. How many weeks would it take a new employee hired for this type of position to become fully trained and qualified if he or she had no previous experience in this job, but has had the necessary school-provided training?

/___/___/___/ WEEKS

IF DK OR REF CIRCLE APPROPRIATE
NUMBER BELOW

/___/___/___/ MONTHS

DK=998

REF=999

/___/___/___/ YEARS

10. How many of the skills learned by new employees in your job are useful outside of your company? Would you say:

1. almost all,
2. most,
3. some or
4. almost none?
8. DK
9. REF

11. If you remain with the firm for two years, what are the chances that you will receive a promotion to another position? By that I mean, do you feel you have a 5 percent chance of being promoted, a 50 percent chance or some other percent chance?

/___/___/___/ %

DK = 998

REF = 999

12. The next two questions are about employee productivity. Please rate yourself on a productivity scale of zero to 100, where 100 equals your productivity when you are fully trained in this job and zero is absolutely no productivity by you. First, what was your productivity during:

a. your first 2 weeks of employment?

/___/___/___/
998=DK 999=REF

SKIP Q12b IF EMPLOYEE HAS LEFT THE COMPANY

b. your last 2 weeks of employment?

/___/___/___/
998=DK 999=REF

13. Finally, we've covered a variety of issues about your training at your new job during these past 3 interviews. Is there anything else you would like to add about any of the topics we've discussed?

Those are all the questions I have for you. Thank you very much for your cooperation.

INTERVIEWER COMPLETE:

GENDER OF RESPONDENT:

1. Female
2. Male

TIME OF DAY OF INTERVIEW:

1. Morning
2. Afternoon
3. Evening

DATE OF INTERVIEW:

/__/_/-/_/_/-93
M M D D

TOTAL TIME OF INTERVIEW IN MINUTES:

/__/_/

IN GENERAL, THE RESPONDENT'S UNDERSTANDING OF THE QUESTIONS WAS:

1. Excellent
2. Good
3. Fair
4. Poor

HOW MANY TIMES WAS THIS NUMBER CALLED (BE SURE TO INCLUDE INITIAL CALL AND ANY CALLBACK ATTEMPTS)?

/__/_/

99=missing

WAS THIS INTERVIEW COMPLETED:

1. On the first contact
2. On a callback appointment
3. After an initial refusal

SUPERVISOR ID #:

/__/_/