

## Sample Instrument

### MEMBER EMPLOYMENT DURUING/POST AMERICORPS

#### **Economic Opportunity Focus Area: AmeriCorps Members**

**Outcome:** Number of unduplicated economically disadvantaged AmeriCorps members that secure employment during their term of service or within one year after finishing AmeriCorps (O15).

#### **Sample Instruments**

**Note:** The Corporation is exploring the capability of *My AmeriCorps* to handle the collection of exit and follow-up data for those national performance measures pertinent to AmeriCorps members. However, at this time, each program will need to collect and report their own data.

#### ***Member Employment Assessment Questions***

No doubt, your program has intake and exit instruments and possibly a follow-up or Alumni instrument (survey, interview). Follow-up or Alumni instruments are routinely administered by programs and, in addition to assessing skills, satisfaction with assignment, and civic engagement in the community, they inquire about the job or career activities and aspirations of the members. On the following pages, you will find specific questions which ascertain the post-service employment status of members. Consider adding those questions to your current instrument.

#### ***Member Employment Summary Log***

This summary log can be used to document members who fit the eligibility criteria and secure employment. You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated members.

## Member Employment Assessment Questions

### Instructions

What is the purpose?	To determine how many members secure employment during or within one year after finishing AmeriCorps.
Who should complete this instrument?	AmeriCorps members should be responsible for reporting employment status.
When should we complete this instrument?	At the end of the service year and/or 6 and 12 months after service ends.
What should we do to prepare?	Review and modify your current exit and follow-up instruments used to track members in order to ensure that you can collect and report the data according to the performance measure specifications. Consider adding the employment status questions to your existing instruments, as needed.
What should we do afterwards?	Keep all completed instruments together in a safe place; <b>these are your data</b> . You will enter the data into a log (Excel spreadsheet, database) to determine if you met your outcome target.
Can I use an alternative instrument?	<p>Many programs have exit and follow-up or Alumni surveys used to gather information after the member's term of service ends. The questions on the following page can be added to your program instruments (electronic or paper) or instruments can be developed or revised in order to document unduplicated members who secure employment.</p> <p>Whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.</p>

**Post-Service or End of Service: Exit, follow-up and Alumni instruments.** Add these questions to existing exit, follow-up or Alumni instruments to be completed at the end of term of service (for AmeriCorps members who secured employment during the term of service), or within 12 months after the end of service. It is recommended that the follow-up instrument be administered at two intervals after the term of service ends; at 6 months and again at 12 months (only to those who were not yet employed when last contacted). Questions 4-6 help substantiate the employment/military service claim (Questions 1 and 2). Note: Instead of asking questions 4-6, you could request a copy of letter of acceptance from employer or copy of their first pay stub.

#### **Employment status questions**

1. Are you currently employed ?
  - Yes [Skip to 4]
  - No [Continue to next question]
2. Are you currently serving in the military/National Guard?
  - Yes → Which branch? \_\_\_\_\_ [Skip to 6]
  - No [Continue to next question]
3. What are you doing now? [STOP]
4. Describe the type of work you are doing. \_\_\_\_\_
5. Who is your employer? (name, type of business, and address) \_\_\_\_\_
6. When did you start the job/service (date of hire/entry)? \_\_\_\_\_

## Member Employment Summary Log

### Instructions

What is the purpose?	To determine how many members that fit the criteria (economically disadvantaged; complete service, earn an education award, or leave for a compelling reason) have secured employment.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for entering eligibility criteria, completion of service and results from employment questions.
When should we complete this instrument?	At the end of the service year and after analyzing the exit, follow-up and/or Alumni instruments with employment questions.
What should we do to prepare?	Enter the names of members and the eligibility status. Collect and record information from other tracking systems to determine eligibility and completion of service (intake, <i>My AmeriCorps</i> , member database).
What should we do afterwards?	Keep all the logs together in a safe place; <b>these are your data</b> . You will aggregate the data later to determine if you met your outcome target.
Can I use an alternative instrument?	<p>Different forms can be developed or revised in order to document unduplicated members who meet the eligibility requirements and secure employment. For example, you may want to develop an electronic member log (e.g., Excel spreadsheet).</p> <p>Whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to summarize the outputs/outcomes.</p>

## Member Employment Summary Log

Program Name: \_\_\_\_\_

Person completing this Log: \_\_\_\_\_ Program Year: \_\_\_\_\_

**Instructions:** Enter the names of members in the first two columns. Indicate whether they met the outcome criteria by: (1) they are economically disadvantaged; and (2) they completed their year of service, earned an Education Award, or left for a compelling reason. Document those members that found employment within 12 months (Column 3 or 4) by placing a numerical “1” in the column. Put a “1” in the summary columns (A: met outcome criteria; B: met outcome) if conditions have been met.

Member		Criteria			Outcome		
Member Name		Column 1: Economically disadvantaged. yes=1	Column 2: Completed year of service, earned Ed Award, or left for compelling reason. yes=1	<b>Column A: Met outcome criteria in both columns 1 and 2. yes=1</b>	Column 3: Employed during term of service. yes=1	Column 4: Employed within 12 months of end of service. yes=1	<b>(B) Met outcome in either columns 3 or 4. yes=1</b>
Last	First						
<i>Example: Doe</i>	John	1	1	1		1	1

**Outcome Total:** Total number of members that found employment within 12 months of completing service (B): \_\_\_\_