

DOCUMENT RESUME

ED 091 610

CE 001 768

**AUTHOR** Lokan, J. J.; Isabelle, L. A.  
**TITLE** Differential Validities for Shop Courses: Proposal B: Follow-Up of Subjects' Work Experiences. Final Report. Vol. 2: Questionnaire and Interview Materials.

**INSTITUTION** Ottawa Board of Education (Ontario). Research Centre.

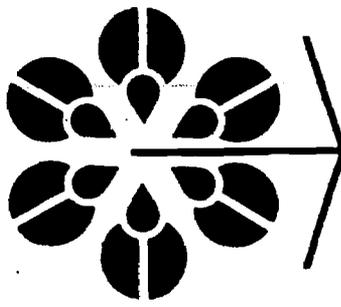
**SPONS AGENCY** Ontario Dept. of Education, Toronto.  
**PUB DATE** Apr 73  
**NOTE** 57p.; For Vol. 1, Procedures and Results, see ED 087 888; For a brief presentation of the main findings see ED 087 889

**EDRS PRICE** MF-\$0.75 HC-\$3.15 PLUS POSTAGE  
**DESCRIPTORS** Affective Objectives; \*Data Collection; Employee Attitudes; Employer Attitudes; Followup Studies; Job Skills; Low Ability Students; Manpower Needs; \*Program Evaluation; Question Answer Interviews; \*Questionnaires; Shop Curriculum; Success Factors; \*Vocational Followup; Vocational High Schools; \*Work Attitudes

**ABSTRACT**

The questionnaire and interview materials which form the document were used in a followup study of 1,500 students who attended a 2-year occupational high school; the materials attempt to relate predictor measures to success during training and subsequent job success. The document includes two brief student questionnaires (one for those still in school and another for those who have left) seeking biographical data and work/school history and attitudes; an interview form for an indepth followup of selected respondents from the group of former students; an interview form for employers, exploring work attitudes of former students and the relevance and effectiveness of the school's training program; a form for teachers' rating of course objectives; and a questionnaire form for a followup telephone interview of former students. Cover letters, advance notifications, and letters of thanks are also included. (AJ)

ED 091610



**research for action**

**SCOPE OF INTEREST NOTICE**

The ERIC Facility has assigned this document for processing to: **CE**

**TM**

In our judgement, this document is also of interest to the clearing-houses noted to the right. Indexing should reflect their special points of view.

**DIFFERENTIAL VALIDITIES FOR SHOP COURSES**

**PROPOSAL B: FOLLOW-UP OF SUBJECTS' WORK EXPERIENCES**

**FINAL REPORT  
April, 1973.**

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

**VOLUME TWO: QUESTIONNAIRE AND INTERVIEW MATERIALS**

**Project Officer: J.J. Lokan  
Research Centre  
Ottawa Board of Education.**

**Principal Investigator: L.A. Isabelle  
Faculty of Psychology  
University of Ottawa.**

**This study was funded by the Ministry of Education, Ontario,  
through a Grant-in-Aid of Educational Research.**

89  
CE 001 768  
~~6774~~

**research centre / centre de recherches**

The Ottawa Board of Education / Le Conseil scolaire d'Ottawa  
Location: 662 Lyon St. S., K1S 3Z2, tel. 563-2408 Mailing address: 330 Gilmour St., K2P 0P9



**BEST COPY AVAILABLE**

**CONTENTS**

1. Questionnaire, out of school groups  
Covering letters, first, second and third waves  
Letter of thanks sent to respondents
2. Questionnaire, in school group
3. Structured Student Interview
4. Structured Employer Interview  
Advance notification letter  
Letter of thanks
5. Teacher Rating of Course Objectives form
6. Structured Student Interview, second telephone follow-up

**BEST COPY AVAILABLE**

**QUESTIONNAIRE, OUT OF SCHOOL GROUPS**

**COVERING LETTERS**

**LETTER OF THANKS**

# ABOUT YOURSELF

NAME: \_\_\_\_\_  
(Last) (First)

ADDRESS: \_\_\_\_\_  
(No.) (Street) (Apt.)

\_\_\_\_\_   
(City) (Province)

1. If your name and address are shown incorrectly on this label, use this space to show them correctly. \_\_\_\_\_

2. Your present TELEPHONE NUMBER: \_\_\_\_\_

3. PERMANENT ADDRESS (address through which you can always be located)

\_\_\_\_\_  
(Number) (Street) (Apt.) (City) (Province)

4. Your SEX  Male  
 Female

5. Are you MARRIED?  Yes → If yes, your FAMILY NAME before marriage (females)  
 No \_\_\_\_\_

6. Your BIRTH DATE: \_\_\_\_\_ 19 \_\_\_\_  
(Day) (Month) (Year)

ERIC AGE last birthday: \_\_\_\_\_ years

Go on to the next page

# SURVEY OF SCHOOL AND JOB EXPERIENCES

Check the boxes that are right for you, or write in your answer if the question asks for it.

7. When did you first enter Highland Park High School?

\_\_\_\_\_

(Month) (Year)

8. How long were you at Highland Park?

- One term or less
- More than one term, but less than one school year
- One school year
- Between one and two school years
- Two school years or more

9. What school were you at just before you first came to Highland Park? (write in)

\_\_\_\_\_

(Name of school) (City or town)

10. What specialties did you take at Highland Park? (write in, or write 'None' if you did not take any):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

11. Did you get a Certificate of Training from Highland Park?

- Yes  No

12. Which reasons best describe why you left Highland Park? (If you left the school more than once, answer here for the last time you left) Do not check more than three

- I had a job to go to
- I changed to another school (see Q.13)
- My family moved away from Ottawa
- I finished my school programme
- I needed to earn some money
- I was asked to leave
- I just couldn't hack school any more
- Other (write in) \_\_\_\_\_

Which of the reasons you checked was the most important reason why you left? (write in)

\_\_\_\_\_

\_\_\_\_\_

13. If you left to go to another school, write its name and address here:

\_\_\_\_\_

(Name of other school) (City)

Are you still at this school?

- Yes  No

Go on to the next page

14. When did you leave Highland Park? (If you left and later came back, write here when you left the last time)

\_\_\_\_\_ 19\_\_\_\_\_  
(Month) (Year)

15. Did you enter Highland Park more than once?

Yes  No.

16. After you left school, how long was it before you found your first job?

- I had found one before I left school
- One month or less
- Between one month and three months
- More than three months, but I finally found one
- I have not found a job

17. Who or what helped you most to get your first job? (check one)

- I have not worked since I left school
- My work experience programme
- Someone in the school
- A newspaper ad
- A relative (father, cousin, etc.)
- A friend
- I got it myself
- Other (write in) \_\_\_\_\_

18. How many part-time jobs have you had altogether since you left school?

ERIC Cite in) \_\_\_\_\_  
Full text provided by ERIC

19. How many full-time jobs have you had altogether since you left school?

(write in) \_\_\_\_\_

20. Which of these best describe what you are doing NOW (mark as many as apply)

- Working full-time
- Working part-time
- Attending school
- Working as an apprentice
- Not employed, looking for work
- Not employed, NOT looking for work
- Keeping house
- Doing something else (write in) \_\_\_\_\_

---

**IF YOU ARE NOT WORKING NOW, SKIP TO QUESTION 27**

21. If you are working now, do you have more than one job?

Yes  No

22. How many hours do you work altogether most weeks? (check one)

- Ten or less
- 11 - 20
- 21 - 30
- 31 - 40
- More than 40

Go on to the next page

23. What is the title of the job that you think is your MAIN job now, and the name and address of the firm you work for? (write in: be as exact as you can)

Some examples are:

Apprentice mechanic                      Campbell Motors

Carling Ave.                      Ottawa

OR

Cashier                                      Steinberg's

Merivale Rd.                      Ottawa

\_\_\_\_\_

Title of your job                      Name of firm

\_\_\_\_\_

Address of firm

24. How useful was your school shop training in preparing you for this job?

- Very useful
- Quite useful
- Not very useful
- No use at all

25. How much do you like the kind of work you do now?

- Very much
- Quite a bit
- Not much
- Not at all

26. Do you expect to stay on this job for at least another year?

- Yes                       No

27. Have you taken any additional training (for example, night school or an apprentice programme) since you left high school?

- Yes                       No

28. On the whole, do you feel that you have been successful since you left school?

- Yes                       No

29. Are you glad you attended Highland Park?

- Yes                       No

Explain briefly \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

30. Some of you will be contacted by telephone in a few weeks' time, for a short personal interview. Please show here which time you would prefer to be called.

Day                      (between 9 am and 5 pm)

Tel. No. \_\_\_\_\_

Evening                      (between 7 pm and 9 pm)

Tel. No. \_\_\_\_\_

THANK YOU FOR YOUR HELP



# HIGHLAND PARK HIGH SCHOOL

BROADVIEW AT TILLBURY · OTTAWA K2A 2M2 · 725-2148

JOHN R. KING, B.Sc., B.P.E.  
PRINCIPAL

ROCK A. ROBILLARD, B.Sc.  
DEAN OF MEN

MARY SINCLAIR, B.A., M.Ed.  
DEAN OF WOMEN

May 18, 1972.

To former students:

Highland Park High School is now five years old. For some of you, four years have gone by since you left the school. For others, perhaps only a few weeks or months have passed. Regardless of when you left, we would like to know what has happened to you since you were here, and what good things and bad things you remember about the school. This information will help us improve the programme for the thousands of students who are with us now, or who will be with us in the future.

We ask you, therefore, to answer the questions that are included with this letter. In most cases all you have to do is put check marks in the boxes that are right for you. If there is anything you want to ask about how to answer the questions, please call Mrs. Jan Lokan at 563-2408, or Mr. Ross Munro at 725-2148.

When you have completed the forms, please put them in the stamped, addressed envelope provided, seal the envelope, and mail it before June 3. No one but the people doing this research will see your answers.

Sincerely,

(Mrs.) Jan Lokan  
Project Director, Research Centre

G. Ross Munro  
Head of Guidance Dept.  
Highland Park High School



# HIGHLAND PARK HIGH SCHOOL

BROADVIEW AT TILLBURY · OTTAWA K2A 2M2 · 725-2148

JOHN R. KING, B.Sc., B.P.E.  
PRINCIPAL

ROCK A. ROBILLARD, B.Sc.  
DEAN OF MEN

MARY SINCLAIR, B.A., M.Ed.  
DEAN OF WOMEN

June 8, 1972.

Dear former student:

About three weeks ago we sent you a questionnaire, asking for some information about what has happened to you since you were at Highland Park High School. Perhaps you did not receive this questionnaire, or you may have been too busy to answer the questions.

We are still interested to know about your experiences, and what good things and bad things you remember about the school. Your answers will help us improve the programme for the students who will be with us next year, and in future years.

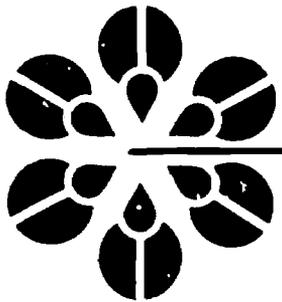
With this letter there is another copy of the questionnaire. We hope that you will find time to fill it in (in most cases all you have to do is put check marks in the boxes that are right for you). When you have done this, please put the form in the stamped, addressed envelope provided, seal the envelope, and mail it before June 22. No one but the people doing this research will see your answers.

If there is anything you want to ask about how to answer the questions, or if you would prefer to give your answers over the telephone, please call Mrs. Jan Lokan at 563-2408, or Mr. Ross Munro at 725-2148.

Sincerely,

(Mrs.) Jan Lokan  
Project Director, Research Centre

G. Ross Munro  
Head of Guidance Dept.  
Highland Park High School



**research for action**

August 28, 1972

Dear

As you know, some weeks ago we sent questionnaires to most of the students who attended Highland Park High School during its first few years. We're pleased to say that well over five hundred of you answered the questions and sent the questionnaire forms back to us. As well as this, about 150 of you were interviewed, some in person and some by telephone.

We would like to take this chance to thank you all for the interest you have shown in our study. The answers that you gave, both in the interviews and on the questionnaires, will help us make the school into a better place for our future students. (If you still have a questionnaire form at home that you haven't got round to answering, we are still interested to hear from you).

If you were interviewed, we've already asked you if you'd like to receive a copy of the report of this study. If you weren't interviewed and would like to receive one, please fill in the sheet that's included with this letter and send it back to Mr. Munro.

Sincerely,

(Mrs.) Jan Lokan

Project Director, Research Centre

G. Ross Munro

Head of Guidance Dept.

Highland Park High School

JJL:rm

For former students who were not interviewed:

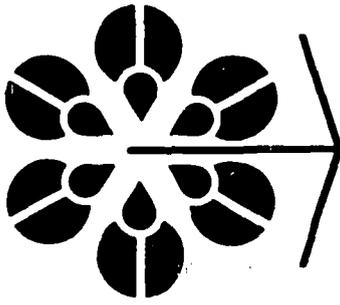
REQUEST FOR COPY OF REPORT

If you would like to receive a copy of the report from this study, please fill in this form and return it to Mr. R. Munro, at Highland Park High School, Broadview Avenue.

NAME: \_\_\_\_\_

ADDRESS TO WHICH REPORT SHOULD BE SENT:

_____	_____	_____
Number	Street	Apt.
_____		_____
City (or town)	Postal Code	



**research for action**

December 4, 1972.

During the last few months we have been sending questionnaires to some of the people who went to Highland Park High School. We're sending another questionnaire to you now, because we think we used the wrong address for you last time. We hope you'll answer the questions for us very soon, and mail the completed form back in the stamped, addressed envelope.

We need to know what you thought of the school and its programme, and what you've done since you left. If there were things you didn't like and you want to sound off about them, now's your chance. When we hear what each of you thought, we'll know if there are things we should change to make the school a better place.

No one but the two people doing the research will see your answers.

Sincerely,

(Mrs.) Jan Lokan  
Project Director, Research Centre

G. Ross Munro  
Head of Guidance Dept.  
Highland Park High School

BEST COPY AVAILABLE

QUESTIONNAIRE, IN SCHOOL GROUP



13. Have you had any part-time jobs while you have been at Highland Park?

Yes  No

14. Do you have a part-time job NOW?

Yes  No

If NO, go on to Question 17

If YES, where? (write in)

\_\_\_\_\_  
(Name of firm)

\_\_\_\_\_  
(Address of firm)

15. What do you do on this job? (write in)

\_\_\_\_\_  
\_\_\_\_\_

16. Did someone in the school help you get this job?

Yes  No

17. Which of the following things about Highland Park do you like best (check as many as apply)

- My shop specialty
- All the shops I've taken
- The academic subjects
- The teachers
- The school rules
- The students I've met
- The Guidance Counsellors
- The work experience programme
- Other (write in) \_\_\_\_\_

18. Which of the following things about Highland Park do you like least (check as many as apply)

- My shop specialty
- All the shops I've taken
- The academic subjects
- The teachers
- The school rules
- The students I've met
- The Guidance Counsellors
- The work experience programme
- Other (write in) \_\_\_\_\_

19. Have you entered Highland Park more than once?

Yes  No

20. Some of you will be contacted by telephone in a few weeks' time for a short personal interview. Please show here which time you would prefer to be called.

Between 4 pm and 7 pm

Tel.No. \_\_\_\_\_

Between 7 pm and 9 pm

Tel.No. \_\_\_\_\_

THANK YOU FOR YOUR HELP

**BEST COPY AVAILABLE**

**STRUCTURED STUDENT INTERVIEW**

HIGHLAND PARK HIGH SCHOOL: FOLLOW-UP STUDY OF FORMER STUDENTS

STRUCTURED STUDENT INTERVIEW

PRE-INTERVIEW INFORMATION

Any information given in this or later interviews will be treated as strictly confidential.

NAME \_\_\_\_\_  
Last name First name

MARRIED: YES  NO  MAIDEN NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

Attended Highland Park High School

from \_\_\_\_\_ to \_\_\_\_\_

Interviewer to subject:

Recently you helped us by answering a questionnaire telling us some of the things you've done since you were at Highland Park.

We asked you for this interview so we can find out a bit more about what's happened to you since you left school, what you like and dislike about your work, and what you liked and disliked about the school.

We'd also like to know what sorts of things you do on your job, and, if you've had other jobs, what they were, and whether your school shop training helped you in any of them.

Remember, there are no right or wrong answers to any of these questions. You can say honestly what you've done and what you think, because there's no way anything you say could ever be used against you. What you tell me in this interview is not going to be heard or seen by anyone else - I'm going to put your answers on charts like this (show example) which show how many people said which things, not who said them. After your answers have been put into the charts, your interview paper will be destroyed.

The interview should take about a half-hour. I will pay you \$2 for your time.

As we go through the questions, please stop me if there is something you don't understand.

1. Do you have a job at present?

NO

Go straight on

YES

Go to Q. 3

2. Have you had any jobs at all since you left school?

YES

Go to Q. 22, p. 4

NO

Go to BLUE section

3. What is the job called that you have right now? (If you have more than one, let's start with the one that you spend most time on, and find out about the others later).

What is this job called? \_\_\_\_\_

4. What is the name and address of the firm?

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Address  
\_\_\_\_\_

5. When did you start this job?

\_\_\_\_\_  
Month

19

\_\_\_\_\_  
Year

6. What sorts of things do you do on your job? (Probe for details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How many hours do you work at \_\_\_\_\_ most weeks?  
[name of job from Q. 3]

\_\_\_\_\_ hours

8. Are you in charge of any other people on this job? YES  NO   
↓  
How many? \_\_\_\_\_

9. What is your pay on this job, before deductions for anything like taxes or medical insurance?

\_\_\_\_\_ [fill in only one rate]  
hourly      weekly      monthly  
About how much in tips? \_\_\_\_\_ daily   
weekly  Nil   
monthly

[If subject receives tips, clarify whether he's included them in his answer to first part of question. If he has, indicate this by writing "TI" by rate of pay stated]

10. Since you started this job, have you had any raises in pay?

YES  NO   
↓  
How much? \_\_\_\_\_ hourly   
(i.e. amount of raise) weekly   
monthly

11. How much do you use the shop skills you learned at school on this job?

All the time  } Which particular skills?  
Quite a bit  } \_\_\_\_\_  
A bit, but not much  } \_\_\_\_\_  
Not at all

12. So your school shop training programme has been very/ quite/ not very helpful to you in your work on this job? [as appropriate from Q. 11]

YES  NO

Comments (if subject want to give them) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Now let's talk about any other jobs you have right now [if none, go to Q.20]

No other jobs

14. What is the job called?

1. \_\_\_\_\_ 2. \_\_\_\_\_

15. What is the name and address of the firm?

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

16. What things do you do?

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

17. How many hours per week?

1. \_\_\_\_\_ 2. \_\_\_\_\_

18. What is your pay (including tips) before anything for taxes, insurance etc. is taken off?

1. hourly weekly monthly 2. hourly weekly monthly

19. How much do you use the shop skills you learned at school?

1. \_\_\_\_\_ 2. \_\_\_\_\_

20. Is (are) the job(s) you have right now the only one(s) you've had since you left school?

NO

YES

Go straight on

Go to Q. 29

21. Is (are) your present job(s) very different from the first job you had after leaving school?

YES

NO

22. Let's think about all the jobs, full-time and part-time, you've had since you left school, up to when you started your present job(s), or to the last job you had if you're not working now.

What was your first job after leaving school?

	Date started	Date left
(a) _____	_____/19 month	_____/19 month

What job did you have next?

(b) _____	_____/19	_____/19
-----------	----------	----------

And after that ?

(c) _____	_____/19	_____/19
(d) _____	_____/19	_____/19
(e) _____	_____/19	_____/19
(f) _____	_____/19	_____/19
(g) _____	_____/19	_____/19
(h) _____	_____/19	_____/19

*[Do not include present job(s) on this list; if S has had more than 8 jobs, use a separate sheet of paper for the remainder and attach it to the back of his interview form]*

23. I'd like to find out more about your FIRST job, the \_\_\_\_\_ job.  
*[name of job, from Q. 22a]*

What was the name and address of the firm?

\_\_\_\_\_ name

\_\_\_\_\_ address



30. When you are looking for work, what persons or agencies do you go to for help?

---



---

31. Do you think there should be more help for people who can't find jobs, to help these people find suitable work?

YES

NO

DON'T KNOW

Go straight on

Go to Q.33

32. Would you like to suggest something? \_\_\_\_\_

---



---

33. Think back over the jobs you've had, and the days when you've been working. Think of a time when you felt extra good or extra bad about your job. Tell me what happened?

(i) How long ago was it? \_\_\_\_\_

(ii) Did you have the feeling for very long?

e.g.. 1 day, several days \_\_\_\_\_

(iii) Can you describe the things that made you start feeling this way?

---



---

(iv) Did your feelings make any difference to the way you did your job?

YES

NO

How? \_\_\_\_\_

---

(v) Did what happened change the way you felt about your job most of the time?

YES

NO

(vi) How strong do you think your feelings were?

1      2      3      4      5  
 Pretty      Very  
 weak      strong

34. Now that you've described a time when you felt extra good(bad) about your job, try to think of a time when you felt extra bad(good).  
[change as applicable]

- (i) How long ago was it? \_\_\_\_\_
- (ii) Did you have the feeling for very long?  
e.g. 1 day, several days \_\_\_\_\_
- (iii) Can you describe the things that made you start feeling this way?  
\_\_\_\_\_  
\_\_\_\_\_
- (iv) Did your feelings make any difference to the way you did your job?  
YES  NO   
How? \_\_\_\_\_  
\_\_\_\_\_
- (v) Did what happened change the way you felt about your job most of the time?  
YES  NO
- (vi) How strong do you think your feelings were?  

1	2	3	4	5
Pretty weak				Very strong

GO TO Q. 39 FOR SUBJECTS WHO HAVE HAD SAME JOB SINCE LEAVING SCHOOL.

Now let's go back to the FIRST job you had after you left school,  
the \_\_\_\_\_ job.  
[refer to Q.22a, top of p.4]

35. How long was it that you stayed on this job?  
\_\_\_\_\_

36. Do you think you were paid enough, considering you experience, abilities and training?

YES  NO

Comments (if S wishes to make any) \_\_\_\_\_  
\_\_\_\_\_

37. Here are some reasons why people leave jobs. We'll read them, then you can tell me which ones say best why you left your FIRST job.

- I left to go back to school
- I was promoted
- I was laid off because there wasn't enough work
- I was laid off because the firm went out of business
- I left to look for a better job
- I was discharged or fired
- I didn't like the work I had to do
- I didn't get on with the boss
- I didn't like the working conditions
- Some other reasons (write in) \_\_\_\_\_

*[Subjects may select several of these reasons; if they do, get them to look over their selections and rank them in order of importance].*

38. What about the reasons for some of your other job changes? Have they been different from the reasons why you left your first job?

YES

NO

Have not changed jobs any other time

In what ways? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF SUBJECT IS NOT WORKING NOW, GO TO Q. 42.**

39. Thinking about the main job that you have right now, the \_\_\_\_\_ job that we talked about first of all, do you think you are [refer to Q.3] paid enough, considering your abilities, experience and training?

YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

40. If you stayed on this job another year, how much do you think you would be earning by then?

\_\_\_\_\_ hourly \_\_\_\_\_ weekly \_\_\_\_\_ monthly

41. Have you saved any money since you left school?

All the time (out of just about every pay)  A little - off and on  Just about nothing saved

42. What kind of work do you plan to be doing, say 5 or 10 years from now?

Don't know \_\_\_\_\_  
Type of work  
[Obtain some choice, if possible]

43. How will you get to do that?

Don't know \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[List responses as given - don't prompt]

44. How important is each of these things about a job to you?

	Pretty important	May be important - not sure	Don't care about it much at all
a. The chance to do interesting work			
b. Getting paid what you're worth			
c. Having steady work			
d. Feeling like you're doing work that's worth doing			
e. Having the chance to get promoted			
f. Being able to make money fast			
g. Not having to worry about getting fired			
h. Having the feeling that no one is pushing you for more work than you can do			
i. Having a nice place to work in			
j. Liking the people you work with			

**GO TO YELLOW SECTION**

SECTION II

For students who have not worked at all since they left Highland Park

1. Perhaps you could tell me if any of these is the main reason why you haven't worked since you left school:

- Health problems - own
- Health problems - other member of family
- Pregnancy
- In trouble with the law

Comments (if subject wishes to make any) \_\_\_\_\_  
\_\_\_\_\_

2. Are you looking for a job now?

- YES                       NO

Go straight on

Why not? (if not covered by Q. 1)

\_\_\_\_\_  
\_\_\_\_\_

3. For how much of the time since you left school have you been looking for a job?

- Most of the time                       Only some of the time                       I haven't been looking for a job at all

4. What kind of job have you been looking for?

- Haven't been looking for one                       Don't really know

\_\_\_\_\_ (type of job)

(obtain some choice, if possible)

5. What person(s) or agency(ies) have you been (would you go to) for help in finding a job?

\_\_\_\_\_  
\_\_\_\_\_

6. Do you think there should be more help available for people who can't find jobs, to help these people find suitable work?

YES

NO

DON'T KNOW

Go straight on

Go to Q. 8

7. Would you like to suggest what this help might be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What plans do you have, say for the next six months or a year from now?

- Full-time school
- Part-time school
- Look (or start looking) for a job
- No special plans
- Other (specify) \_\_\_\_\_

9. What kind of work do you think you might be doing over a longer time, like 5 to 10 years from now?

Don't know

\_\_\_\_\_  
Type of work  
[Obtain some choice, if possible]

10. How will you get to do that?

Don't know

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[List responses as given - don't prompt]

11. How important would each of these things about jobs be to you if you were working?

	Pretty important	May be important - not sure	Don't care about it much at all
a. The chance to do interesting work			
b. Getting paid what you're worth			
c. Having steady work			
d. Feeling like you're doing work that's worth doing			
e. Having the chance to get promoted			
f. Being able to make money fast			
g. Not having to worry about getting fired			
h. Having the feeling that no one is pushing you for more work than you can do			
i. Having a nice place to work in			
j. Liking the people you work with			

**GO STRAIGHT ON TO YELLOW SECTION**

## SECTION III

Now let's find out some things about your education.

1. Since you left Highland Park, have you been to any other school?

YES

NO

Go straight on

Go to Q. 5

2. Name of school \_\_\_\_\_

3. What were the main things you studied? \_\_\_\_\_  
\_\_\_\_\_

4. How long did you go to that school? \_\_\_\_\_

5. Have you taken any other training?

YES

NO

Go straight on

Go to Q. 10

6. Where did you get this training?

Night school Which? \_\_\_\_\_

Special school  
(e.g. Business school) Which? \_\_\_\_\_

On-the-job

Manpower training

Other Where? \_\_\_\_\_

7. How many hours did you spend each week on this training? \_\_\_\_\_

For how many months? \_\_\_\_\_

8. Describe what the training was \_\_\_\_\_  
 \_\_\_\_\_

9. Why did you decide to do it? \_\_\_\_\_  
 \_\_\_\_\_

10. If you haven't done any extra training, would you take some if you felt it meant you would be able to get a better job?

YES  NO

Now think back to when you were at Highland Park High School.

11. Which of these things about the school did you like?

LIKE

NOT LIKE (see Q. 12)

- |                          |                               |                          |
|--------------------------|-------------------------------|--------------------------|
| <input type="checkbox"/> | The academic programme        | <input type="checkbox"/> |
| <input type="checkbox"/> | All the shops you took        | <input type="checkbox"/> |
| <input type="checkbox"/> | Some of the shops you took    | <input type="checkbox"/> |
| <input type="checkbox"/> | Your shop specialty           | <input type="checkbox"/> |
| <input type="checkbox"/> | The friends you met           | <input type="checkbox"/> |
| <input type="checkbox"/> | All the teachers              | <input type="checkbox"/> |
| <input type="checkbox"/> | Some of the teachers          | <input type="checkbox"/> |
| <input type="checkbox"/> | The Guidance Counsellors      | <input type="checkbox"/> |
| <input type="checkbox"/> | The school rules              | <input type="checkbox"/> |
| <input type="checkbox"/> | The work experience programme | <input type="checkbox"/> |
| <input type="checkbox"/> | Other (specify) _____         | <input type="checkbox"/> |

12. Which of these things about the school did you NOT like?

*[Use boxes on right hand side]*

If "Other" is marked for NOT LIKE, specify reason here:

---



---

13. Here is a list of four things that the programme at Highland Park tries to teach the students something about:

- Academic subjects
- Shop skills
- How to get along with other people
- Attitudes toward work

Which of these was the most valuable for you?

Next? etc. *[Put the numbers 1 to 4 in the boxes to show the respondent's rank ordering; 1 = most valuable]*

14. Do you think the programme at Highland Park prepared you well enough for getting a job?

YES

NO

15. What are some of the things you wish had been included in the programme that were not?

---



---



---



---



---

16. If a young person just starting high school came to you, would you suggest he or she follow a vocational programme like the one at Highland Park?

YES

NO

Comments (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Have you ever gone back to visit Highland Park school since you left?

YES

NO

Go straight on

Go to Q. 19

18. Which of these reasons tell why or when you went back?

- To try to get back into the school
- To get a letter to go to another school
- To get a letter for a job
- To see some of the teachers I liked
- To see some of my friends
- To attend the Open House
- To get some help from a teacher
- Because I like to go back to visit
- Other (specify) \_\_\_\_\_
- \_\_\_\_\_

Go to Q. 20

19. Which of these reasons tell why you haven't gone back?

- I haven't needed to go back for anything
- I don't like the school
- I don't like the teachers
- I've meant to go back but haven't had a chance
- There's no way I ever want to go back
- Other (specify) \_\_\_\_\_
- 

20. Would you like to receive a copy of the charts that are made up from these interviews?

YES

NO

Address to which copy should be sent:

---

---

21. We'd like to ask your boss for his/her ideas about what should be included in the programme of a school like Highland Park. Is it OK by you if we do this?

THANK YOU VERY MUCH FOR YOUR HELP.

**BEST COPY AVAILABLE**

**STRUCTURED EMPLOYER INTERVIEW**

**ADVANCE NOTIFICATION LETTER**

**LETTER OF THANKS**

## DVSC FOLLOW-UP STUDY: STRUCTURED EMPLOYER INTERVIEW

### Introduction

Some high schools in the Ottawa area offer special occupational or vocational programmes for students who find regular high school programmes difficult. We are at present following up the work experiences of some graduates from these schools, and are seeking information from employers to help us assess the adequacy of the programmes.

Any information you give us will be kept strictly confidential. Your answers and comments will be incorporated into tables showing how many people said which things, not who said them. The interview papers will then be destroyed.

GENERAL INFORMATION

1. Name of employer/company \_\_\_\_\_

2. Address: \_\_\_\_\_

3. A. How many people (approx.) altogether work for this firm? \_\_\_\_\_

B. Work here at this location ? \_\_\_\_\_

C. Work here in this unit ? \_\_\_\_\_

4. Does the number of employees change (fluctuate) over the space of a year? (I'm thinking of more people needed at Christmas or in the summer, for example, or a slow or layoff period at some time).

Comments: \_\_\_\_\_

\_\_\_\_\_

5. A. What is the main type of work carried out by the company?

\_\_\_\_\_  
\_\_\_\_\_

B. What is the main type of work carried out at this location?

\_\_\_\_\_  
\_\_\_\_\_

C. What is the main type of work carried out in this unit?

\_\_\_\_\_  
\_\_\_\_\_

6. Does your company currently accept students from occupational or vocational schools on work experience programmes?

Yes       No

Comments (if any) \_\_\_\_\_

\_\_\_\_\_

7. What is the minimum age acceptable for employees in your company?

\_\_\_\_\_

STUDENT FOLLOW-UP

8. \_\_\_\_\_, who was working for your company when we contacted him/her about four months ago, studied an occupational (vocational) programme for some or all of his/her years at high school. Perhaps you also have other employees who went to a vocational or occupational high school.

Comments (if any) \_\_\_\_\_

Is \_\_\_\_\_ still working with your company?

Yes  No

9. What kinds of duties does/did he/she have on his/her job here?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Would you say that the occupational programme equips its students well to handle this kind of job?

Yes  No

Comments (if any) \_\_\_\_\_  
\_\_\_\_\_

11. Do you train employees for this kind of job yourself?

Yes  No

If Yes: (i) how long is the training period? \_\_\_\_\_

(ii) why is the training necessary?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. (if not already answered in comments to previous questions)

Does this kind of job involve use of machinery or other special equipment?

Yes  No

If Yes: Do prospective employees have to know how to use the equipment in order to get this kind of job?

Yes  No

13. What suggestions do you have for things the schools might do to equip students better for employment in this kind of job?

---

---

---

---

---

14. What are the opportunities for advancement from this kind of job?

---

---

---

15. How does the advancement rate and level of job entry of occupational (vocational) programme graduates in your company compare with that of graduates from regular high school programmes?

---

---

---

16. (a) if answer to question 8 is Yes (i.e. if student is still working there):  
And how is \_\_\_\_\_ getting along in his/her work here?

- Always works well
- Usually works well
- Works well enough, but feel he/she could do better
- Doesn't work well very often
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) If answer to question 8 is No:

And how did \_\_\_\_\_ get along in his/her work while he/she was here?

- Always worked well
- Usually worked well
- Worked well enough, but felt he/she could have done better
- Didn't work well very often
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Our high school occupational programmes provide training in several areas. Four are listed below:

- Academic subjects
- Shop (vocational) skills
- How to get along with other people
- Development of favourable attitudes toward work

Which of these do you think is most important for a student getting a job like \_\_\_\_\_ has/had with your firm or company ?

Next? etc. (Put the numbers 1 through 4 in the boxes to show the respondent's rank ordering: 1 = most important).

18. Please rate the importance of the following qualities for a person in this kind of job (check the appropriate column alongside each quality).

	Very important	Important	Not important
1. Personal grooming & neatness (e.g. hair)			
2. Kind of clothing			
3. Cleanliness			
4. Co-operativeness			
5. Good attitude toward work			
6. Being on time			
7. Willingness to work overtime			
8. Initiative			
9. Pleasant personality			
10. Leadership			
11. Ambition			
12. Respect for authority			
13. Ability to get along with others			

19. A. What is the single most important quality (of the ones we have just discussed) that you look for in someone to do this kind of job?

\_\_\_\_\_

B. Which is the least important?

\_\_\_\_\_

20. Do you encourage your employees to improve their educational qualifications?

- Yes
- No
- Yes, but only if relevant to the job.

If Yes: what form does this encouragement take?

(e.g. paying for tuition, books; promoting employees who do improve their qualifications; etc.)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



The Ottawa Board of Education  
Le Conseil scolaire d'Ottawa  
330 Gilmour Street  
Ottawa 4, Ontario

January 8, 1973

Dear Sir/Madam:

For the past few months we have been working on a project to assess the occupational and vocational programmes offered by our Board. Graduates of these programmes study both academic and shop courses, and usually enter the labour market straight from school.

One way we can learn whether these programmes need to be improved is to follow up students who've gone to work after graduating from them. When we know how these graduates meet and don't meet employers' requirements, we will have valuable information to help us identify the strong and weak points in the programmes they've studied.

During the next stage of our project, about seventy employers in the Ottawa area will be approached and asked to spend about 20 minutes in a personal interview. This letter is being sent to you because one of the students we are following either works for your firm now, or has worked there in the past twelve months, and has given us his consent to approach you.

We hope that all employers approached will be able to give the small amount of time we have asked for. Your views are needed on how the vocational and occupational programmes can best prepare students to become successful employees.

We will telephone very shortly to request an interview in your office at a time which you consider convenient.

Yours truly,

(Mrs.) J.J. Lokan  
PROJECT DIRECTOR

  
G. Halpern, Ph.D.





The Ottawa Board of Education  
Le Conseil scolaire d'Ottawa

330 Gilmour Street  
Ottawa 4, Ontario

March 26, 1973

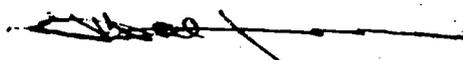
Dear

The staff and pupils of Highland Park High School and Research Department of the Board of Education thank you very much for your cooperation. The information you gave and the comments made during the recent interview will help to assess the programmes given at vocational schools.

If you are interested in accepting students on the work experience programme or would like to visit Highland Park School, please call Mr. Bob Morin, Job Placement Counsellor; Mr. Donald Duncan, Technical Director or Mr. Ross Munro, the Head of Guidance at 725-2148. They will be pleased to cooperate in any way possible.

Yours sincerely,

(Mrs.) J.J. Lokan  
ASSISTANT RESEARCH OFFICER



G. Halpern, Ph.D.  
DIRECTOR OF RESEARCH

**BEST COPY AVAILABLE**

**TEACHER RATING OF COURSE OBJECTIVES FORM**

Highland Park High School: Follow-up Study of Former Students

TEACHER RATING OF COURSE OBJECTIVES

As most of you know, a follow-up study of all students who entered Highland Park High School during its first three years is currently in progress. Several hundred students have replied to mailed questionnaires and a sample of about 200 students has been interviewed. The students' responses are now being analyzed, and a report of the study will be compiled during the next few months.

But - WE NOW NEED A FEW MINUTES OF YOUR TIME

We ask you, please, as a teacher at Highland Park High School, to answer the questions on the attached page. You'll notice that you don't need to identify yourself - but please be sure to supply the information asked for.

Please try to find a minute or two to do it this week.

Thank you,

*Jan Lokan*

(Mrs.) Jan Lokan  
Research Centre,  
Ottawa Board of Education.

November 20, 1972.

HIGHLAND PARK HIGH SCHOOL

TEACHER RATING OF COURSE OBJECTIVES

1. Are you primarily responsible for academic   
or shop  courses?  
(please check appropriate box; if neither of the above,  
check here  )

2. When did you join the staff at Highland Park High School? \_\_\_\_\_ 19\_\_\_\_\_  
Month Year

3. Your sex: M F
- 

4. The programme at Highland Park H.S. has many aspects contributing to the over-all objective of providing suitable education and training for the school's special student population.

Please rank order the following four aspects to indicate how important you think each is in the context of the school's over-all purpose (place the numbers 1 through 4 in the appropriate boxes - 1 = "most important", 4 = "least important" - please avoid tied ranks)

- Academic subjects
- Training in shop skills
- Learning how to get along with other people (social skills)
- Development of favourable attitudes toward work

Comments (especially if you feel that something important has been omitted from the above list - if this is the case, please say where you would place it in the ordering):

---

---

---

---

Thank you

**BEST COPY AVAILABLE**

**STRUCTURED STUDENT INTERVIEW, SECOND TELEPHONE FOLLOW-UP**

SECOND TELEPHONE FOLLOW-UP: FEBRUARY 1973

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Previous Contact:

Q + I       I only       Q only       None

1. When we contacted you a few months ago, you were

Go to  working for: \_\_\_\_\_

Name of firm

\_\_\_\_\_ Address of firm  
\_\_\_\_\_

Go to  not working, but looking for a job  
Q.18 {  not working, other (specify) \_\_\_\_\_  
(yellow)

2. Are you still working there?

NO   
Go to Q.10  
(blue)

YES   
Go straight  
on

3. The job you had when we contacted you before was \_\_\_\_\_

Are you still in this same job?

YES

NO

If NO, write here what job respondent now has.  
\_\_\_\_\_

4. Have you been out of work for any time during the last six months?

YES  NO

If YES, why? \_\_\_\_\_

5. What is your pay on your present job? (before anything is taken off for things like taxes, medical insurance & so on)

\_\_\_\_\_ hourly  
\_\_\_\_\_ weekly (fill in one only)  
\_\_\_\_\_ monthly

Do you earn anything in tips? YES  NO

If YES, about how much? \_\_\_\_\_ per \_\_\_\_\_

6. Do you plan to stay on this job for at least another year?  YES → Why? \_\_\_\_\_

NO → For how long then? \_\_\_\_\_  
Why don't you plan to stay? \_\_\_\_\_  
\_\_\_\_\_

7. Do you have any plans to take up further study, e.g. at night school?

YES → What? \_\_\_\_\_  
Where? \_\_\_\_\_

NO → Why not? \_\_\_\_\_

8. What do you think you'll be doing 5 years from now?

\_\_\_\_\_

9. Anything else you'd like to tell us? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Why did you leave? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What other jobs have you had since you left there?

1.	_____	_____ / ____ / 17	_____ / ____ / 17
	Job	Firm	Date begun
2.	_____	_____ / ____ / 17	_____ / ____ / 17
3.	_____	_____ / ____ / 17	_____ / ____ / 17

None

12. About how long, then, have you been out of work during the last 6 months?  
\_\_\_\_\_

13. (if applicable) Were you trying for all or most of that time to find another job?

YES  NO

If NO: Why weren't you? \_\_\_\_\_  
\_\_\_\_\_

If YES: Where/how were you trying? \_\_\_\_\_  
\_\_\_\_\_

14. (For those who have a job NOW - for those not working, go to Q.15)

(a) Present job: Same as Q.11 #1 #2 #3 (circle appropriate #)

If not listed in Q.11,  
write name of job, firm, & starting date here:

Part-time

Full-time

(b) How did you find this job? \_\_\_\_\_  
\_\_\_\_\_

(c) What is your pay (before anything is taken off for taxes, medical insurance etc.)

\_\_\_\_\_ hourly  
\_\_\_\_\_ weekly (fill in one only)  
\_\_\_\_\_ monthly

Do you earn anything in tips?

YES About how much? \_\_\_\_\_ per \_\_\_\_\_  
 NO

(d) How useful was your school shop training in preparing you for this job?

Very useful  
 Quite useful  
 Not very useful  
 No use at all

(e) Do you plan to stay on this job for at least another year?

YES → Why? \_\_\_\_\_  
\_\_\_\_\_  
 NO → For how long then? \_\_\_\_\_  
Why don't you plan to stay? \_\_\_\_\_  
\_\_\_\_\_

15. Do you have any plans to take up further study, e.g. at night school?

YES → What? \_\_\_\_\_  
Where? \_\_\_\_\_  
 NO → Why not? \_\_\_\_\_

16. What do you think you'll be doing 5 years from now?

\_\_\_\_\_

17. Anything else you'd like to tell us? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

END OF QUESTIONNAIRE

18. Have you had any jobs at all since then?  None

	Job	Firm	Date begun	Date left
1.	_____	_____	/ /	/ /
2.	_____	_____	/ /	/ /
3.	_____	_____	/ /	/ /

19. Have you been trying for all or most of the time you've been out of work to find a job?

YES → Where/how were you trying?

\_\_\_\_\_  
\_\_\_\_\_

NO → Why weren't you? \_\_\_\_\_

\_\_\_\_\_

20. (For those who have a job NOW - for those still not working, go to Q.21)

(a) Present job: Same as Q.18 #1 #2 #3 (circle appropriate number)

If not listed in Q.18, write name of job, firm, and starting date here:

\_\_\_\_\_  
 Part-time  Full-time

(b) How did you find this job? \_\_\_\_\_

\_\_\_\_\_

(c) What is your pay (before anything is taken off for taxes, medical insurance etc.)

\_\_\_\_\_ hourly  
\_\_\_\_\_ weekly (fill in one only)  
\_\_\_\_\_ monthly

Do you earn anything in tips?

YES → About how much? \_\_\_\_\_ per \_\_\_\_\_

NO

(d) How useful was your school shop training in preparing you for this job?

- Very useful
- Quite useful
- Not very useful
- No use at all

(e) Do you plan to stay on this job for at least another year?

YES → Why? \_\_\_\_\_

NO → For how long then? \_\_\_\_\_

Why don't you plan to stay? \_\_\_\_\_

21. Do you have any plans to take up further study, e.g. at night school?

YES → What? \_\_\_\_\_

Where? \_\_\_\_\_

NO → Why not? \_\_\_\_\_

22. What do you think you'll be doing 5 years from now?

\_\_\_\_\_

23. Anything else you'd like to tell use? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

END OF QUESTIONNAIRE