



# IET Follow-Up Survey

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ALL SYSTEMS – GO!



# Why Is This Important?



- Office of Adult Education Key Measure: Workforce
  - FY23 Target: 60% of IET participants employed within 6 months and earning a living wage
- Evaluate the true value and impact of IET for students
  - Establish the validity of the program to pursue additional funding and support
- Inform the development of more rigorous IETs

# IET Follow-Up Survey Overview



- Programs can download the Excel report (AEL7019) from Cognos to complete the survey
- Follow up with IET completers who earned credentials 6 months later to understand employment status
  - Dept. of Labor wage match data are too lagged (can be up to 1.5 years delayed)
- Data collected will inform effectiveness of IET on employment outcomes and in-field placement for local programs and the state

# During an IET



- Make sure students know that a staff member will be following up with them at least 6 months after they complete the IET to ask some questions and see how they are doing.
- Take this opportunity to build relationships with students and communicate that we are invested in their future!

# Conducting Follow-Up



- OAE recommends IET instructors, Career Services Specialists, or other relevant staff conduct follow-up given their relationship with the student.
- Follow-up can be conducted via phone or email.
  - OAE has created email and phone templates programs can use.
  - Survey questions will also be included in IET Follow-Up Survey Report for easy reference.
- Attempt to follow up with students at least two times (but this is just a minimum!). If you are not getting a response, additional attempts are encouraged.

# Template Previews



## IET Follow-Up Survey Sample Phone Script

Hi [student name], this is [staff name] from the [Adult Education provider name]. I worked with you as you were completing the [IET program name].

I am reaching out because we are following up with students who completed the [IET program name] to see how you are doing. Do you have a few minutes to answer some quick questions?

If **no**, proceed to **Reschedule** section.  
If **yes**, proceed to **Survey** section.

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### Reschedule

No problem. What would be a good time to reach out to you again? It should only take about 5 minutes.

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### Survey

Great! This information will help us learn whether we are helping our students accomplish their career goals so we can make our program even better.

1. Are you employed in a job related to the skills you learned in the [IET program name]?
  - a. If **yes**, ask, "What is your position title?" or other probing questions to build rapport and then proceed to Question 2.
  - b. If **no**, ask, "Are you currently working in a different field? If so, would you mind sharing what you are doing?" Then, proceed to Question 2.
    - i. If they are not currently working or going to school, ask, "Is there anything we could have done to better support you with your career goals after you finished the [IET program name]?"
    - ii. Thank them for their time.

## IET Follow-Up Survey Sample Email – Email Response

Subject: We Want to Hear From You – [IET program name or Adult Education provider name] Follow-Up Survey

Dear [student name],

We are so proud of your accomplishments in the [IET program name]. We have some quick questions to see how you are doing after earning your certificate(s). This information will help us learn whether we are helping our students accomplish their career goals so we can make our program even better. Can you reply to this email with your responses to the questions below?

1. Are you employed in a job related to the skills you learned in the [IET program name]? (Yes/No)
2. What is your position title?
3. What is the name of your employer?
4. What date did you start working for this employer?
5. How much are you making per hour with this employer?
6. Is your position full-time or part-time?
  - a. If part-time, how many hours are you working per week?
7. Does your job offer benefits, such as health insurance? (Yes/No)
8. Is there anything else about your job now that you would like us to know?

Thank you for your time! We hope you keep in touch to let us know how you are doing.

Sincerely,  
[staff name or Adult Education provider name]

# Survey Questions



Are you employed in a job related to the IET?

- Employer Name
- Start Date
- Hourly Wage
- Full-Time/Part-Time
- Does your job offer benefits?

# Survey Timeline



- Beginning in Q1 of FY23, programs will begin following up with IET completers from FY22.
  - In August 2022, programs will follow up with any FY22 students who finished their IET up through February 2022.
  - In September 2022, programs will follow up with additional students who finished their IET in March 2022.
- Programs will submit the IET Follow-Up Survey report to OAE on a quarterly basis following the same deadlines as the Local Program Data Quality Reports.



# FY24 Schedule



Submit completed surveys to [oaereporting@tcsg.edu](mailto:oaereporting@tcsg.edu) quarterly.

Quarter	Due Date	Who to Contact
Quarter 1 (July-September, 2023)	<b>Friday, October 13, 2023</b> (close of business)	FY23 IET participants who completed an IET and earned a credential from January 1, 2023 to March 31, 2023
Quarter 2 (October-December, 2023)	<b>Friday, January 19, 2024</b> (close of business)	FY23 IET participants who completed an IET and earned a credential from April 1, 2023 to June 30, 2023
Quarter 3 (January-March, 2024)	<b>Friday, April 12, 2024</b> (close of business)	FY24 IET participants who completed an IET and earned a credential from July 1, 2023 to September 30, 2023
Quarter 4 (April-June, 2024)	<b>TBA</b> (close of business)	FY24 IET participants who completed an IET and earned a credential from October 1, 2023 to December 31, 2023

# Completing the Survey



- Download the IET Follow-Up Survey Report (AEL7019) from GALIS
- Located in Adult Education > Local > Misc
- If you are following up with participants from FY22, run the report for FY22
- Run the report as Excel or Excel Data
- Webinar available for detailed instructions on how to run and use the report: <https://bit.ly/3zcgkpk>



# Report Details



- The IET Follow-Up Survey Report will include:
  - GALIS ID
  - Student Name
  - IET Class Information (CRN, class title, start/end dates)
  - Credential(s) Earned
  - Student Email
  - Student Phone
  - Blank columns to populate survey responses
- Notes will include detailed instructions and survey questions

# Report Instructions



- Students who earned multiple credentials are duplicated in this report; programs only need to fill out one row for duplicated students.
- If you have attempted to follow up with a student at least 2 times with no success, please put "No Response" in the Employment cell.
  - Additional follow-up attempts are encouraged. 2 is just the minimum!
- Employment: Ask the student, "Are you employed in a job related to the IET?" If response is yes, type "Y" in the Employment cell. If response is no, type "N".

# Report Instructions (cont.)



- **Employer Name:** Ask the student, "What is the name of your employer?". Type the response in the Employer Name cell.
- **Start Date:** Ask the student, "What date did you start working for this employer?". Type the response in the Start Date cell, using the format MM/DD/YYYY.
- **Hourly Wage:** Ask the student, "If you are comfortable sharing, what hourly wage are you earning with this employer?". Type the response in the Hourly Wage cell, using the format \$XX.XX. If they refuse to disclose, type "Refused".

# Report Instructions (cont.)



- Full-Time/Part-Time: Ask the student, "Is your position full-time or part-time?". If the response is full-time, type "FT" in the Full-Time/Part-Time cell. If the response is part-time, type "PT".
- Benefits: Ask the student, "Does your job offer benefits, such as health insurance?". If the response is yes, type "Y" in the Benefits cell. If the response is no, type "N".
- Notes: If you have additional notes from the student relevant to their follow-up status, enter them in this cell.

# Next Steps



- The FY23 Q1 IET Follow-Up Survey is due **Friday, October 14, 2022** to [oaereporting@tcsg.edu](mailto:oaereporting@tcsg.edu).
  - This report should include students you have followed up with who completed an IET and earned a credential from July 1, 2021 to March 31, 2022.
- All IET Follow-Up Survey resources will be available on the IET page of OAE's website – Forms, Procedures, and Templates tab.



# Questions?



- Contact your GPSC or Jackson Lilly:

Jackson Lilly  
Director of Research and Impact

[jlilly@tcsg.edu](mailto:jlilly@tcsg.edu)

404-679-5950