

Appendix 1: CES Employment Survey Instrument

6/27/2018

Interviewer:			
HMIS #:		Date:	

Good morning/afternoon/evening. I'm calling today because you completed an assessment for housing services and expressed an interest in attaining employment.

1. To confirm, are you currently interested in working?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1a. **[If no:]** We received your name because an intake assessment indicated you were interested in working. We don't need to take any more of your time. Before I let you go, would you be willing to share why you aren't interested in working at this time?

[Continue if yes:]

We are collecting data about services that are needed to help people who have unstable housing find work.

I only speak English. Is it okay for me to continue in English?

1b.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1c. **[If no]** What is your primary language?

1d. Are you interested in taking English as a Second Language classes?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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[If yes] The questionnaire takes about 15 minutes and when we're finished, I can email you a list of personalized resources and a \$25 Target Gift Card, if you have an email address. Is this something you would like to participate in?

The information you share won't be passed on to employers and you are free to not answer any question you don't want to. The more you're willing to share, the better I'll be able to understand what services will be the most helpful to you.

I'd like to start with some background information about your work experience.

2. What is the total cumulative length of your work history?		
<input type="checkbox"/> Never worked : 1	<input type="checkbox"/> Less than 1 year : 2	<input type="checkbox"/> 1 – 2 years : 3
<input type="checkbox"/> 3 – 5 years : 4	<input type="checkbox"/> More than 5 years : 5	<input type="checkbox"/> No answer: 0

If never worked, skip to question #14.

3. When is the last time you were employed?		
<input type="checkbox"/> Currently employed : 1	<input type="checkbox"/> Within the last 6 months : 2	<input type="checkbox"/> Within the last 12 months : 3
<input type="checkbox"/> More than 1 year ago : 4	<input type="checkbox"/> More than 2 years ago : 5	<input type="checkbox"/> More than 5 years ago : 6
<input type="checkbox"/> No answer : 0		

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4. What occupations have you worked in?
List occupations mentioned:

5. What was your most recent job?	
Company/Industry	Position
6. How long were you on that job?	
<input type="checkbox"/> Less than 6 months : 1	<input type="checkbox"/> 6 months – 1 year: 2
<input type="checkbox"/> More than 3 year – 5 years : 4	<input type="checkbox"/> More than 5 years : 5
<input type="checkbox"/> No answer : 0	
7. Were you working:	
<input type="checkbox"/> Full-time : 1	<input type="checkbox"/> Part-time : 2
<input type="checkbox"/> No answer : 0	
8. How many hours did you work per week on average?	
9. Was that job considered:	
<input type="checkbox"/> Permanent : 1	<input type="checkbox"/> Temporary : 2
<input type="checkbox"/> Self-employed : 5	<input type="checkbox"/> Other : 6
<input type="checkbox"/> Seasonal : 3	
<input type="checkbox"/> Day labor : 4	
<input type="checkbox"/> No answer : 0	
10. What was your pay rate on that job? (hourly, monthly, annually, other)	\$
11. Why did that job end?	
<input type="checkbox"/> Laid off due to lack of work : 1	<input type="checkbox"/> Company closed : 2
<input type="checkbox"/> Terminated or fired : 4	<input type="checkbox"/> No answer : 0
<input type="checkbox"/> Quit : 3	
<input type="checkbox"/> Other: 5	
11 a. Specific Reason Job ended (if given):	

12. Were you working more than one job at the same time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
13. [If yes:] What was the other job?			
Industry	Position		

Next, I'd like to ask you some questions about your education background.

14. What is your highest education credential?			
<input type="checkbox"/> No H.S. diploma or GED : 1	<input type="checkbox"/> H.S. diploma : 2	<input type="checkbox"/> GED : 3	<input type="checkbox"/> Some college, but no degree : 4
<input type="checkbox"/> Associate's degree : 5	<input type="checkbox"/> Bachelor's degree : 5	<input type="checkbox"/> Master's Degree or higher : 6	<input type="checkbox"/> No answer : 0

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15. If Associate's degree or higher, what field was the degree in:

16. **[If no HS or GED:]** Are you interested in getting a GED? No Already working on No answer Yes

17. Do you have any vocational certifications or training? Yes No No answer

18. **[If yes:]** What are the most recent credentials and industries they are in?

Credential/industry	Year of training/certification	Is certification current?	
A.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> No certification	<input type="checkbox"/> No answer
B.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> No certification	<input type="checkbox"/> No answer
C.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> No certification	<input type="checkbox"/> No answer

19. **[If yes:]** Did you work in the field you have the most recent training for?

Credential _____ Yes No No answer

20. **[If no:]** What kept you from being employed?

No jobs were available : 1 I realized I did not want to pursue this career : 2

Needed additional training : 3 Was not hired for jobs I applied for : 4

No transportation to get to jobs : 5 Didn't take/pass required exam: 6

No answer : 0 Other : 7

21. Have you been a member of any unions? Yes No No answer

22. **[If yes:]** What unions have you belonged to?

23. **[If yes:]** Is your membership current? Yes No No answer

24. We talked about the jobs you've had. Can you tell me the specific work skills you've developed [besides the training and certifications we discussed]?

List skills:

Have you ever been told, or are you concerned that your:

25. Reading level is low? Yes No No answer

26. Math level is low? Yes No No answer

27. Do you have any difficulty understanding English? Yes No No answer

28. **[If yes to low reading or math:]** Are you interested in taking classes to improve your reading or math skills to help with employment? No Already Receiving No answer Yes

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29. [If yes to difficulty understanding English:] Are you interested in taking English as a Second Language classes?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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30. How would you describe your computer skills?			
<input type="checkbox"/> No computer skills : 1	<input type="checkbox"/> Some skills : 2	<input type="checkbox"/> Strong skills : 3	
<input type="checkbox"/> Advanced or specialized skills : 4	<input type="checkbox"/> No answer : 0		
31. Do you have access to a computer you can use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
32. Do you have an email account that you use regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
33. Do you have the skills you need to do an online job search?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
34. To complete an online job application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer

35. Are you interested in taking classes to improve your computer skills to help with employment?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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36. Do you have a current resume?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
37. Can you get a reference from someone who you have worked for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
38. How comfortable are you doing job interviews?			
<input type="checkbox"/> Not at all comfortable : 1 <input type="checkbox"/> Somewhat comfortable : 2 <input type="checkbox"/> Very comfortable : 3 <input type="checkbox"/> No answer : 0			

39. Are you interested in getting help with your resume or interviewing?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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40. Do you have an active phone number that can receive voicemails?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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Now, I'd like to find out about what your work interests are, and if there are any barriers that are keeping you from working.

41. What kind of work are you looking for? Anything specific?
List responses:

42. Have you worked in that field before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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43. Would you like help finding job leads in that field?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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44. Do you want to train for a new field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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45. [If yes:] What field do you want to train for?

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46. [If yes:] Would you like assistance finding a training program in that field?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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47. Are you doing an active job search now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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48. [If yes:] How many jobs have you applied for in the last week?	
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49. [If no:] What is keeping you from looking for work?

50. [If yes:] Would you like assistance preparing for or doing a more effective job search?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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51. [If yes:] Would you participate in a 2 – 4 week preparation workshop if that was required to get help with your job search?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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The next section of questions have to do with barriers that may be a problem for you finding work. I'd like to ask about some specific barriers that people sometimes face when they're looking for work to see if any of them apply to you:

52. How do you rate your overall health?
<input type="checkbox"/> Excellent : 1 <input type="checkbox"/> Very good : 2 <input type="checkbox"/> Good : 3 <input type="checkbox"/> Fair : 4 <input type="checkbox"/> Poor: 5 <input type="checkbox"/> No answer : 0

53. Do you have any disability that would limit your ability to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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If no to disability, skip to question # 61.

[If yes to disability:]			
54. What type of disability is it:			
<input type="checkbox"/> Physical : 1	<input type="checkbox"/> Mental : 2	<input type="checkbox"/> Developmental : 3	<input type="checkbox"/> No answer : 0
55. Do you receive disability benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
56. Do you know how working would affect your benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
57. Are you concerned that you would lose some or all of your disability benefits if you get a job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer

58. Would you like assistance seeing if you could qualify for benefits or finding out how work will affect your benefits?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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59. Are there any types of work you can't do because of health conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
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59.a. Health barrier description:	
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These next questions are about any family care responsibilities you might have.

60. Do you have children who would need day care so you can work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer	
61. Are you interested in seeing if you qualify for child care credits or finding child care options?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>

62. Do you need to arrange care for other family members so you can work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
63. Do you know how their care would be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer

Now I have a few questions about whether there are any legal or financial issues that could get in your way.

64. Do you have any felony convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
65. [If yes:] How long ago was the last offense?			
<input type="checkbox"/> Within the last year : 1	<input type="checkbox"/> 1 – 3 years ago : 2	<input type="checkbox"/> 3 – 5 years ago : 3	
<input type="checkbox"/> 5 – 10 years ago : 4	<input type="checkbox"/> More than 10 years ago : 5	<input type="checkbox"/> No answer : 0	
66. Do you have any misdemeanor convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
67. Do you have an arrest record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer

68. [If yes:] Would you like assistance from a program that works with people with backgrounds?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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69. Do you know if you have any problems with your credit rating?
<input type="checkbox"/> Yes, there is a problem : 1 <input type="checkbox"/> No, there isn't a problem : 2 <input type="checkbox"/> Doesn't know : 3 <input type="checkbox"/> No answer : 0

70. Would you like assistance from a credit counselor or financial literacy program?	<input type="checkbox"/> No	<input type="checkbox"/> Already Receiving	<input type="checkbox"/> No answer	Yes <input type="checkbox"/>
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The last questions are about getting to job interviews and getting to jobs.

71. Do you have clothing for job interviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
72. Do you have a way to get to job interviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer
73. Do you have access to a reliable car you can use every day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No answer

74. Are there any other barriers that are keeping you from working now?
List barriers mentioned:

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75. Are there any workforce services you are using or have used?

76. Is there any assistance besides what we have already talked about that you would like in becoming employed?	<input type="checkbox"/>
List assistance mentioned:	<input type="checkbox"/>

77. That covers everything but one final question. The last question is: where you are living now?

<input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher <input type="checkbox"/> Place not meant for habitation <input type="checkbox"/> Foster care home or foster care group home <input type="checkbox"/> Hospital or other residential non-psychiatric medical facility <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher <input type="checkbox"/> Interim housing (This is not a type of housing but rather a housing situation where a person experiencing chronic homelessness has been accepted into a permanent housing program but for which there is some situation preventing them from moving immediately into housing and therefore the individual is staying in a temporary living situation.) <input type="checkbox"/> Jail, prison, or juvenile detention facility <input type="checkbox"/> Long-term care facility or nursing home <input type="checkbox"/> Owned by client, no ongoing housing subsidy <input type="checkbox"/> Owned by client, with ongoing housing subsidy <input type="checkbox"/> Permanent housing for formerly homeless persons <input type="checkbox"/> Place not meant for habitation <input type="checkbox"/> Psychiatric hospital or other psychiatric facility <input type="checkbox"/> Rental by client, no ongoing housing subsidy <input type="checkbox"/> Rental by client, with VASH subsidy <input type="checkbox"/> Rental by client, with Grant and Per Diem (GPD) Transition in Place (TIP) subsidy (Featherfist program) <input type="checkbox"/> Rental by client, with other ongoing housing subsidy <input type="checkbox"/> Residential project or halfway house with no homeless criteria <input type="checkbox"/> Safe Haven (Safe Haven is a transitional housing model that addresses the needs of persons experiencing homelessness with a severe and persistent mental illness. This housing model is not a current project in Chicago known as A Safe Haven.) <input type="checkbox"/> Staying or living in a family member's room, apartment or house <input type="checkbox"/> Staying or living in a friend's room, apartment or house <input type="checkbox"/> Substance abuse treatment facility or detox center <input type="checkbox"/> Transitional housing for homeless persons (including youth) <input type="checkbox"/> Other <input type="checkbox"/> No answer

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Based on your interests, there are a few resources I can let you know about. Would you like me to give them to you over the phone, email them to you, or mail them to you?

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If individual is interested in receiving follow-up information for job search, training, etc. or has an email address for receiving a gift card.

Name:	
Address:	
City, State:	
Phone:	
Email:	

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1. Are you currently interested in working?	Count of 1
No	18
Yes	91
Grand Total	109

1a. Why aren't you interested in working at this time?	Count of 1a
"I'm doing ok right now and I'm at work."	1
already found a job	1
already has a job, doesn't want to complete survey	1
depression, hospitalized	1
did not want employment, just housing	1
did not want to complete survey	1
disabled and cannot work, on SSI	1
has a disability but no SSDI - peripheral neuropathy; focused on finding a place to live after Safe Haven	1
has job not looking for additional work	1
in a treatment program through VA, will use their workforce services when done in 60 days	1
no response/hung up	1
not interested in workforce services (resume help, etc.)	1
on disability	3
unable to work due to disability	1
dropped phone call	1
Grand Total	17

1b. Is it okay for me to continue in English?	Count of 1b
No	1
Yes	90
Grand Total	91

1c. What is your primary language?	Count of 1c
No answer	1
Grand Total	1

1d. Are you interested in taking English as a Second Language Classes?	Count of 1d
Already receiving	1
Grand Total	1

2. What is your total cumulative work history?	Count of 2
Never Worked	1
Less than 1 Year	4
1-2 Years	7
3-5 Years	9
More than 5 Years	69
Grand Total	90

3. When was the last time you were employed?	Count of 3
Currently Employed	15
Within the last 6 months	36
Within the last 12 months	16
More than 1 year ago	7
More than 2 years ago	9
More than 5 years ago	7
Grand Total	90

4. What occupations have you worked in?
customer service, cosmetology, home health aid

5. What was your most recent job?
home health aid

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retail, fast food, home care	homecare aid
united center, cook county internship, Walgreens, restaurants, fed ex	Fork Lift Operator
oil company	park district, picking up trash
restaurant host, IGS energy	restaurant host
warehouse, call centers, homecare	homecare
factories, warehouse, temp, food service	cashier
Walmart, mechanic	Cargo Agent
security, telemarketing, customer service, cashier	Walmart
printing, hospitality, service industry, janitor, customer service	KFC cook
AmeriCorps, fellowship, kohl's, ice cream store	cashier
construction, carpentry	kitchen prep
retail management, assembly manufacturing, graphic design	assembly tech
engineer, truck driving, decker,	retail cashier
machine operator, housekeeping	machine operator
cook	cook
operations, owned a construction company, writer	director of processing communication
department store,	bus driver
financial services, landscaping	wealth management associate
air force, HVAC	general maintenance
cook, food service, Jimmy John's vendor at Soldier Field, Dunkin Donuts	Vendor at Soldier Field
data entry, dental assistant, housekeeping	housekeeping
factory, Chicago Tribune	stocking at a store
adult entertainment	phone sex operator
desk clerk, retail, personal training, corrections officer, assembly line plant	personal trainer
culvers	Culvers
gas station, housekeeping, fast food	gas station clerk
warehouse	warehouse
machine operator, housekeeping	hospital housekeeping
security guard, marine, conductor, locomotive engineer	packer at Amazon
construction, hospitality, customer service	cook
warehouse, production	warehouse
receptionist, data entry, CAN	office manager
I.T., warehouse, cab driver, assembly	paper sales
retail management	retail management
warehouse	warehouse, stocking/packing
suicide hotline, case worker	housekeeping, supervisor
car detailing, service clerk, construction, factory, warehouse, barber, home rehab/independent contractor	shipping and receiving - assembler
cashier, food service	cashier at Popeye's
shipping/receiving, packaging	shipping/receiving
food service, factory	sales associate at Forever 21
commercial fisherman, landscaper, server, bartender	paralegal
food service, factory, custodial	janitor
food service, retail	Dunking Donuts
retail, machine operator	machine operator
Ross, fed-ex	home health aid
cashier, warehouse, restaurants	cook
bakery, country club	bakery
food service, office work	Taco Bell Cantina
janitorial, stocking, shipping, receiving	laborer
food service, cashier	cashier
retail, healthcare	CNA
manufacturing, parking attendant, cleaning	waiter
army, hospitality, bartender, retail	cleaning
call center, customer service, internet tech support	telemarketing
warehouse, customer service, painting, mailroom, construction	warehouse
assembly line, factory, Habitat for Humanity, industrial textiles	assembly line
cooking, dishwashing, food service, grill cook, factory, landscaping	cooking
sheet metal, HVAC, warehouse	sheet metal
culinary, hospitality, clerical, customer service, inventory	cashier at Mariano's

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general laborer, Com Ed, goodwill	general laborer
food service, management, housekeeping	fry cook at Checkers
temp factory work	lumberjack
military, construction, analysis and investigation	analysis and investigation
restaurants	airport immigration
management	database manager
nursing home, caregiver	homecare
CNA, caregiver	caregiver
manufacturing, restaurants	manufacturing
janitorial, general labor, assembly line	janitorial
general labor, building and coding, insurance, retail management, construction	general laborer
nurse, factory	nurse
assembly line	assembly line
banking, court system, park district	court clerk
maintenance, janitorial, shipping	packing
warehouse, CNA	Bus attendant
restaurant owner, nurse, housekeeping	housekeeping
distribution, currier, machine operator, general labor	fundraiser
fast food, assembly, Avon	packer, assembly line
clerical associate, assistant manager, home health care	home health aid
food processing, videographer	food processing
culinary arts, security, hospital, Marriott	security
housekeeping, dietary aid, cook, homemaker	assistant manager at Domino's
clerical, front desk, customer service, assembly line	Holiday Inn, front desk
Unique thrift store	thrift store
day laborer	school bus driver
customer service, cosmetology, home health aid	truck driver
grocery store, Green Corps, liner	liner
janitorial	janitor
retail, bank	bank

6. How long were you on that job?	Count of 6
Less than 6 months	30
6 months-1 year	13
More than 1 year - 3 years	19
More than 3 year-5 years	11
More than 5 years	16
Grand Total	89

7. Were you working:	Count of 7
Full-time	61
Part-time	29
Grand Total	90

8. Average Weekly Hours	Count of 8
0	1
6	1
8	1
9	1
12	1
19	1
20	10
25	5
30	3
35	2
36	2
40	45
45	1

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48	1
40+	12
no answer	4
Grand Total	91

9. Was the job considered:	Count of 9
Permanent	62
Temporary	20
Seasonal	5
Self- employed	3
Grand Total	90

10. Pay Rate	Count of 10
\$170/week	1
\$225/week	1
\$6.50	1
\$7.25	1
\$300 /week	1
\$10,000/year	1
\$8.00	1
\$8.25	2
\$8.75	1
\$8.96	1
\$9.25	4
\$9.25	1
\$9.75	3
\$10.00	11
\$10.20	2
\$10.50	1
\$11.00	1
\$11.25	4
\$11.30	14
\$11.40	2
\$11.50	1
\$12.00	2
\$500/ week	1
\$12.50	1
\$12.51	4
\$13.00	2
\$13.50	2
\$13.75	4
\$14.00	1
\$14.50	1
\$15.00	1
\$30,000/year	1
\$16.00	1
\$17.00	2
\$17.25	1
\$143 /day	1
\$18.75	1
\$19.60	1
\$20.00	1
\$27.00	1
\$28.00	1
\$55.00	1
\$105,000/ year	1
No answer	4
Grand Total	91

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11. Why did the job end?	Count of 11
Laid off due to lack of work	20
Company closed	8
Quit	38
Terminated or Fired	6
Other	12
Grand Total	84

11a. Why did the job end: Quitting	Count of 11a
Relocation	8
Personal illness or injury	6
Family illness or injury	3
Interpersonal conflict at workplace	3
Transportation	2
Labor/pay dispute	2
Domestic violence	2
Identity invalidation/ discrimination- gender transition	2
Neighborhood violence	1
Identity invalidation/ discrimination- age	1
Affected disability benefits	1
Lost housing	1
Childcare	1
Divorce	1
Left for what they thought would be a better job	1
Grand Total	35

11a. Why did the job end: Other	Count of 11a
Currently working	4
Incarceration	3
Language barrier	1
Mental wellbeing- works inconsistently	1
DUI/ alcohol abuse	1
Grand Total	10

12. Where you working more than one job at the same time?	Count of 12
No	64
No answer	2
Yes	25
Grand Total	91

13. What was the other job?	Count of 13
Gigs/ temporary work	6
Food service/catering	5
Home healthcare	2
Fed-ex	1
Freelance graphic design	1
Machine operator	1
Stocker	1
Dental assistant	1
Cleaner	1
Case management	1
Self-employed barber	1
Parking attendant	1
Side business	1
Driving service aid	1
Bar back	1
Grand Total	25

14. What is your highest education credential?	Count of 14
No High School Diploma or GED	25
High School Diploma	11
GED	9
Some College	25
Associate's Degree or Higher	21

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Grand Total	91
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15. What field was your degree in?	Count of 15
business administration	2
business management	1
business, political science	1
Chemistry (received outside U.S.)	1
CNA	1
culinary arts	1
English	1
film and photography	1
general studies	2
human services	1
HVAC Engineer	1
law (received in Japan)	1
marketing	1
MBA	1
n/a	69
nursing	2
personal training	1
rural development	1
sociology	1
theology	1
Grand Total	91

16. Are you interested in getting a GED?	Count of 16
Already receiving	3
No	7
No answer	69
Yes	10
Grand Total	89

17. Do you have any vocational certifications or training?	Count of 17
No	52
No answer	2
Yes	37
Grand Total	91

18. Training/Certification	Count of 18
Forklift	5
Food Sanitation	5
CNA	4
Food Handler's Certification	2
CPR	2
Barber	2
Real Cook Certification	2
Dental assistant	2
APAX	1
Home Building	1
Home Maintenance	1
Home Health Aid	1
PCA	1
HVAC	1
Insurance Coding	1
Medical Administration	1
Locomotive Engineer	1
Machine Operation	1
OSHA	1

Appendix 2: CES Employment Survey Response Summary

Medical Assistant	1
Paralegal	1
Phlebotomist	1
Recovery Coach	1
Plate Welding Certification	1
Data Processing	1
Construction	1
Word Processing	1
EKG	1
PERC	1
Desk Communication	1
Custodial maintenance	1
Trauma	1
Carpentry	1
Building Maintenance	1
Business Occupation	1
Auto body Technician	1
Aviation Engineer	1
Grand Total	53

19. Did you work in the field you have the most recent training for?	Count of 19
No	6
Yes	31
No Answer	54
Grand Total	91

20. What kept you from being employed?	Count of 20
No answer	89
No jobs were available	1
Didn't take/ pass required exam	1
Grand Total	91

21. Have you been a member of any unions?	Count of 21
No	68
No answer	2
Yes	21
Grand Total	91

22. What unions have you belonged to?	Count of 22
881 USCW	1
carpenters union	1
DePaul	1
hospitality	1
IDEW	1
local 100	1
local 683	1
n/a	74
SEIU, in home health care	1
unsure	4
UPS	3
Warehouse	1
workers union	1
Grand Total	91

23. Is your membership current?	Count of 23
No	10
Yes	2
Grand Total	12

24. Can you tell me specific work skills you've developed [besides trainings/certifications]?	Count of 24
carpentry, home remodeling	1
child care, customer service	1
childcare	1

Appendix 2: CES Employment Survey Response Summary

cleaning, care taking, cashier	1
compassion, detail oriented, reliable	1
computer skills	1
computer skills, management	1
computers, cooking, housekeeping, spreadsheets, data	1
cooking, housekeeping, telemarketing	1
Chicago Public Schools volunteer	1
customer service	1
customer service, quick to learn, good communication skills, organized, multitasking	1
customer service, retail	1
customer service, typing, socializing, cooking	1
food handling	1
general labor, docks: loading and unloading	1
hardworking	1
janitorial, housekeeping	1
marketing, clerical, office work, customer service	1
Microsoft word, leadership, management, driving dump trucks/cement trucks	1
organization, management	1
painting, maintenance	1
people person, always wants to help out	1
project management, leadership, HR	1
shipping, receiving, stocking, CNA, child care	1
tow truck driving	1
web design	1
No answer	64
Grand Total	91

25. Have you ever been told or are you concerned that your reading level is low?	Count of 25
No	82
Yes	9
Grand Total	91

26. Have you ever been told or are you concerned that your math level is low?	Count of 26
No	69
No answer	1
Yes	21
Grand Total	91

27. Do you have any difficulty understanding English?	Count of 27
No	89
No answer	1
Yes	1
Grand Total	91

28. Are you interested in taking classes to improve your math or reading skills?	Count of 28
Already Receiving	1
No	10
Yes	19
Grand Total	30

29. Are you interested in English as a Second Language classes?	Count of 29
Already receiving	1
Yes	2
Grand Total	3

30. How would you describe your computer skills?	Count of 30
No Computer Skills	10
Some Skills	45
Strong Skills	25
Advanced or Specialized Skills	11
Grand Total	91

31. Do you have access to a computer you can use?	Count of 31
No	20
Yes	71
Grand Total	91

32. Do you have an email account that you use regularly?	Count of 32
No	8
Yes	83
Grand Total	91

Appendix 2: CES Employment Survey Response Summary

33. Do you have the skills you need to do an online job search?	Count of 33
No	8
Yes	83
Grand Total	91

34. Do you have the skills you need to complete an online job application?	Count of 34
No	7
Yes	84
Grand Total	91

35. Are you interested in taking classes to improve your computer skills to help with employment?	Count of 35
Already receiving	10
No	31
No answer	6
Yes	44
Grand Total	91

36. Do you have a current resume?	Count of 36
No	34
Yes	57
Grand Total	91

37. Can you get a reference from someone who you have worked for?	Count of 37
No	11
No Answer	2
Yes	78
Grand Total	91

38. How comfortable are you doing job interviews?	Count of 38
No Answer	1
Not At All Comfortable	6
Somewhat Comfortable	31
Very Comfortable	53
Grand Total	91

39. Are you interested in getting help with your resume or interviewing?	Count of 39
Already receiving	18
No	22
No answer	1
Yes	50
Grand Total	91

40. Do you have an active phone number that can receive voicemails?	Count of 40
No	4
Yes	87
Grand Total	91

41. What kind of work are you looking for?			
health care	1	retail	1
housekeeping, restaurant, airport	1	machine operator, call center, retail	1
construction, janitor	1	CNA	1
something accommodating to medical needs	1	janitorial, housekeeping	1
full time	1	warehouse, general labor	1
customer service, janitor	1	retail, healthcare, office work	1
university, nonprofit, hospital, behavioral health	1	waiter/bartender	1
kitchen or maintenance	1	airport	1
graphic design, web design	1	food service	1
maintenance, industrial, forklift	1	sheet metal/ manufacturing, HVAC	1
machine operator, housekeeping, no night shifts anymore	1	pys cash, inventory, customer service, valet	1
chef, cook, line cook, grill	1	customer service, general labor	1
operations, project management	1	commercial driving, management, working with people	1
driver, warehouse, assembly	1	clerical, warehouse	1
financial services, tech sales	1	anything, restaurant, janitor	1
HVAC, night shifts	1	human services, social work	1

Appendix 2: CES Employment Survey Response Summary

Cooking, culinary arts, food sanitation license	1	nursing home, hospital	1
customer service, data entry, dental assisting	1	caregiver	1
warehouse, tow truck	1	janitorial, manufacturing, factory	1
online work	1	janitorial	1
unsure	1	administrative	1
advocate, social services	1	healthcare, nursing	1
warehouse, forklift	1	customer service, phones	1
janitorial	1	truck driving	1
engineer, Amtrak, Metra	1	healthcare, warehouse	1
construction, auto detailing	1	braiding hair	1
office work, clerical, receptionist	1	3rd shift, machine operator	1
warehouse	1	retail, assembly, accommodating to medical needs	1
office administrative, retail management, clerical	1	marketing, clerical, hospital, livable wage	1
warehouse, grocery store, stocking/packing/unloading	1	security, customer service	1
helping profession, translation	1	anything, nursing homes, hospice	1
currently working	1	hospitality, customer service	1
food service	1	janitorial	1
housekeeping	1	anything, general labor, transport, customer service	1
office work and admin	1	housekeeping, kitchen	1
self-employment	1	janitorial	1
food service, janitorial	1	anything	18
Grand Total		91	

42. Have you worked in that field before?	Count of 42
No	7
No answer	20
Yes	64
Grand Total	91

43. Would you like help finding job leads in the field?	Count of 43
Already receiving	3
No	3
No answer	14
Yes	71
Grand Total	91

44. Do you want to train for a new field?	Count of 44
No	19
No answer	1
Yes	71
Grand Total	91

45. What field do you want to train for?	Count of 45
Anything	16
Healthcare	7
Information Technology	6
Commercial Driver's License	5
Skilled Trades (plumber, electrician, carpentry, construction)	5
Administrative	4
Counseling, Social Services	4
Mechanical (automotive and other)	4
Housekeeping, Janitorial, Maintenance	3
Real Estate	2
Retail	2
Food Service	2
Security	1
Vet Tech	1
Barbering	1
Hospitality	1
Personal Trainer	1
Landscaping	1
Missionary Work	1
Tax Representative	1

Appendix 2: CES Employment Survey Response Summary

Telemarketing	1
no labor, no restaurant	1
paid trainings	1
Grand Total	71

Appendix 2: CES Employment Survey Response Summary

46. Would you like assistance finding a training program in that field?	Count of 46
Already receiving	1
No	4
No answer	26
Yes	60
Grand Total	91

47. Are you doing an active job search?	Count of 47
No	26
No answer	2
Yes	63
Grand Total	91

48. How many jobs have you applied for in the last week?	Count of 48
0	31
1	4
2	6
3	6
4	8
5	4
6	2
7	3
9	2
10	7
12	2
13	1
14	1
15	1
16	1
19	1
20	5
25	1
30	2
37	1
40	1
100	1
Grand Total	91

49. What is keeping you from looking for work?	Count of 49
Currently working temporary job/gigs	7
Housing	4
In a job training or educational program	3
Engaged in disability benefits application/ adjustment process	2
Expressed a feeling of being overwhelmed/ discouraged	2
Health	1
Traveling	1
Just moved to Chicago	1
Waiting to get a phone	1
Waiting for scheduled legal name change	1
Lost wallet with social security card	1
Grand Total	24

50. Would you like assistance preparing for or doing a more effective job search?	Count of 50
Already receiving	6
No	20
No answer	8
Yes	57
Grand Total	91

51. Would you participate in a 2-4 week preparation workshop if that was required to get help with your job search?	Count of 51
No	22
No answer	16
Yes	53
Grand Total	91

Appendix 2: CES Employment Survey Response Summary

52. How do you rate your overall health?	Count of 52
Excellent	39
Very Good	23
Good	21
Fair	5
Poor	3
Grand Total	91

53. Do you have any disability that would limit your ability to work?	Count of 53
No	70
Yes	20
No Answer	1
Grand Total	91

54. What type of disability is it?	Count of 54
Physical	8
Mental	8
Developmental	1
Physical and Mental	1
Mental and Developmental	1
No Answer	72
Grand Total	91

55. Do you receive disability benefits?	Count of 55
No	15
Yes	5
No answer	71
Grand Total	91

56. Do you know how working would affect your benefits?	Count of 56
No	2
Yes	3
No answer	86
Grand Total	91

57. Are you concerned that you would lose some or all of your disability benefits if you get a job?	Count of 57
No	2
Yes	3
No Answer	86
Grand Total	91

58. Would you like assistance seeing if you qualify for benefits or finding out how work will affect your benefits?	Count of 58
Already receiving	6
No	2
No answer	75
Yes	8
Grand Total	91

59. Are there any types of work you can't do because of health conditions?	Count of 59
No	67
No answer	3
Yes	21
Grand Total	91

59a. Are there any types of work you can't do because of health conditions?	Count of 59a
asthma	3
asthma, allergies	1
asthma, blacks out/passes out	1
asthma, bronchitis, emphysema	1
back problems	3
bad ankles	1
bipolar depression	1
can't be in extreme heat	1
declined to give specifics	1
depression	1
elbow (lifting)	1
eyes, blood pressure	1

Appendix 2: CES Employment Survey Response Summary

heavy lifting due to back surgery	1
herniated disk	1
lifting due to back pain	1
long standing, long hours, driving long distances, lifting	1
standing- arthritis	1
Grand Total	21

60. Do you have children who would need day care so you can work?	Count of 60
No	81
Yes	10
Grand Total	91

61. Are you interested in finding childcare options?	Count of 61
Already receiving	1
No answer	79
Yes	11
Grand Total	91

62. Do you need to arrange care for other family members so you can work?	Count of 62
No	85
Yes	6
Grand Total	91

63. Do you know how their care would be provided?	Count of 63
No	2
Yes	4
Grand Total	6

64. Do you have any felony convictions?	Count of 64
No	55
No answer	1
Yes	35
Grand Total	91

65. How long ago was the last offense?	Count of 65
3-5 years ago	2
Within the last year	6
1-3 years ago	7
5-10 years ago	9
More than 10 years ago	10
No answer	57
Grand Total	91

66. Do you have any misdemeanor convictions?	Count of 66
No	69
No answer	4
Yes	18
Grand Total	91

67. Do you have an arrest record?	Count of 67
No	62
No answer	4
Yes	25
Grand Total	91

68. Would you like assistance from a program that works with people with backgrounds?	Count of 68
Already receiving	1
No	7
No answer	49
Yes	34
Grand Total	91

69. Do you know if you have any problems with your credit rating?	Count of 69
No answer	4
Yes, there is a problem	48
No, there isn't a problem	24
Doesn't know	15
Grand Total	91

70. Would you like assistance from a credit counselor or financial literacy program?	Count of 70
Already receiving	5
No	30
No answer	5
Yes	51
Grand Total	91

Appendix 2: CES Employment Survey Response Summary

71. Do you have clothing for a job interviews?	Count of 71
No	36
Yes	53
No answer	2
Grand Total	91

72. Do you have a way to get to job interviews?	Count of 72
No	33
Yes	56
No answer	2
Grand Total	91

73. Do you have access to a reliable car you can use every day?	Count of 73
No	75
No answer	3
Yes	13
Grand Total	91

74. Are there any barriers that are keeping you from working now?	Count of 74
Transportation	20
Housing	16
Mental Wellbeing	6
Criminal Background	5
Physical Health	3
Clothing or no place to keep clothing	3
HIV+	3
Child Care	2
Age Discrimination	2
Social Skills	2
Gender Identity (safety, legal name change, self-esteem, affirmation)	2
House arrest or shelter curfew limits work hours	2
Immigration documentation	2
Special Needs Child (13 years old)	1
Domestic Violence	1
Feelings of job scarcity "Job leads that are dead/ aren't actually hiring"	1
"Everything piling up"	1
Issues with disability benefits	1
Couldn't pay bills due to incarceration so credit is injured	1
Unverifiable work history	1
Doesn't have SSN card	1
New baby	1
Learning disability	1
Racism	1
Commute	1

75. Are there any workforce services you are using or have used?	Count of 75
Workforce Center	6
Safe Haven	5
Temp Agencies	4
Safer Foundation	3
Veterans Affairs/ Services	3
Online Resources, online job postings	3
Inner Voice	2
Trilogy	2
Chicago House	2
Catholic charities	2
Shelter Case Manager	1
Metropolitan Family Services	1
University of Chicago	1
Volunteers of America	1
Woodlawn resource center	1
CTA Second Chance	1
Christian Community Health Center	1

Appendix 2: CES Employment Survey Response Summary

Life Skills Reentry at Roosevelt University	1
Gateway halfway house	1
Maywood Workforce- CNA program	1
Iowa Workforce Development	1
Jewish Vocational Services	1
community center computer lab	1
Northshore Community Action	1
job placement internship through halfway house	1
Haymarket	1
Goodwill	1
Public Library	1
Department of Human Services	1
IVES	1
Kate's Academy	1

77. Where are you living now?	Count of 77
Shelters	32
Place not meant for habitation	21
Staying or living in a friend's room, apartment, or house	12
Staying or living in a family member's room, apartment, or house	8
Transitional Housing	6
Halfway House	3
Rental by Client, with ongoing subsidy	3
Hotel/motel, unsubsidized	2
Interim Housing	1
Rental by client, without ongoing subsidy	1
No answer	2
Grand Total	91

Appendix 3: Sample Expanded Employment Questions for CES Assessment

If resources become available to help people on the CES One List connect to employment and education services, additional questions in the CES assessment would provide information to start the connection process. These sample questions cover three areas. Questions about an individual’s work and educational background will help assess the level of work readiness, work experience and whether someone has realistic job search goals. Questions about barriers can identify if supportive services are needed for someone to attain their work goals. Questions about service interests will help decide on what employment or education-related referrals to make.

The more information gathered, the better the assessment and referrals can be. This sample has a minimal number of questions, recognizing that the full CES assessment is already a time-consuming process. Based on the interviews conducted for the employment research that these questions are derived from, these questions should typically take no more than 10 minutes to complete.

Work and educational background

1. What is the total cumulative length of your work history?		
<input type="checkbox"/> Never worked	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 – 2 years
<input type="checkbox"/> 3 – 5 years	<input type="checkbox"/> More than 5 years	

If never worked, skip to question #9.

2. When is the last time you were employed?		
<input type="checkbox"/> Currently employed	<input type="checkbox"/> Within the last 6 months	<input type="checkbox"/> Within the last 12 months
<input type="checkbox"/> More than 1 year ago	<input type="checkbox"/> More than 2 years ago	<input type="checkbox"/> More than 5 years ago

3. How many jobs have you had in the last 5 years?	
----------------------------------------------------	--

4. Are you eligible for unemployment insurance benefits?		
<input type="checkbox"/> Currently eligible and receiving benefits	<input type="checkbox"/> Currently eligible but not receiving benefits	<input type="checkbox"/> Formerly eligible, benefits expired
<input type="checkbox"/> Not eligible for benefits		

5. What was your most recent job?	
Company/Industry	Position

6. How long were you on that job?		
<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> 6 months – 1 year	<input type="checkbox"/> More than 1 year – 3 years
<input type="checkbox"/> More than 3 year – 5 years	<input type="checkbox"/> More than 5 years	<input type="checkbox"/> No answer

7. Was that job considered:			
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Day labor
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Other:		

8. What was your pay rate on that job? (hourly, monthly, annually, other)	\$
---------------------------------------------------------------------------	----

Appendix 3: Sample Expanded Employment Questions for CES Assessment

9. What is your highest education credential?

No H.S. diploma or GED H.S. diploma GED Some college, but no degree

Associate's degree Bachelor's degree Master's Degree or higher

10. [If AA degree or higher] List major(s):

11. Do you have any vocational certifications or training? Yes No No answer

12. [If yes to 11:] What are the most recent credentials and industries they are in?

Credential/industry	Year of training/certification	Is certification current?	
A.		<input type="checkbox"/> Yes <input type="checkbox"/> No certification	<input type="checkbox"/> No <input type="checkbox"/> No answer
B.		<input type="checkbox"/> Yes <input type="checkbox"/> No certification	<input type="checkbox"/> No <input type="checkbox"/> No answer
C.		<input type="checkbox"/> Yes <input type="checkbox"/> No certification	<input type="checkbox"/> No <input type="checkbox"/> No answer

13. [If yes to 12:] Are you willing to work in any of these fields? Yes No No answer

14. [If yes to 13:] Which field:

Barriers

15. Do you have any barriers to being employed (check all that apply)

No marketable skills No child care for children
 Health limitations No care for other family members I look after
 Physical Disability or limitation No transportation to jobs I can do
 Mental health disability or limitation Felony record

16. [If yes to health or disability limitations:] Health or disability barrier description and type of work restriction:

Service interests/needs:

17. Are you interested in participating in a skill training program? Yes No No answer

18. [If yes to 17:] What field do you want to train in?

19. Are you interested in attending any educational programs? (Check all that apply)

Basic reading or math English as a Second Language Basic computer classes
 GED classes College classes Not interested in education program

20. [If yes to college:] What field of study:

Appendix 3: Sample Expanded Employment Questions for CES Assessment

21. Do you want any assistance with a job search (check all that apply)

- | | |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Understanding what jobs I can qualify for immediately | <input type="checkbox"/> Learning how to do online job applications |
| <input type="checkbox"/> Deciding what type of work to look for now | <input type="checkbox"/> Getting access to computers |
| <input type="checkbox"/> Deciding on a long term career | <input type="checkbox"/> Getting clothing for job interviews |
| <input type="checkbox"/> Getting job leads for type of work being sought | <input type="checkbox"/> Getting transportation assistance for job interviews |
| <input type="checkbox"/> Conducting a job search | <input type="checkbox"/> Other. Specify: |
| <input type="checkbox"/> Doing job interviews | |
| <input type="checkbox"/> Preparing a resume | |

22. Do you want any assistance obtaining benefits or finances?

- | | |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Understanding how earned income would affect public benefits | <input type="checkbox"/> Financial literacy classes |
| <input type="checkbox"/> Help applying for public benefits | <input type="checkbox"/> Repairing credit problems or credit education |
| | <input type="checkbox"/> Other. Specify: |

23. Are you currently participating in any educational or vocational services?

- Yes No No answer

24. [If yes to 23:] List services:

25. List any other services engaged in: