



# **Collaborative Information Gathering Tool**

## **Career Nexus**

Developed by CVCF: August 2023

## Part 1: INTERNSHIP APPLICANTS

11. First, we'd like to understand information about the individuals that applied to an internship with Career Nexus.
1. Please report the total number of individuals who applied to an internship with Career Nexus.
  2. Please provide a breakdown of participants who applied to an internship with Career Nexus by race/ethnicity:
    - a) American Indian:
    - b) Southeast Asian:
    - c) Asian:
    - d) Latino/a/x:
    - e) Black:
    - f) White:
    - g) Multi-race:
    - h) Other:
  3. Please provide a breakdown of participants who applied to an internship with Career Nexus by gender:
    - a) Female:
    - b) Male:
    - c) Transgender:
    - d) Non-binary/non-conforming (a person who does not identify with any gender):
    - e) Other:
  4. Please provide a breakdown of participants who applied to an internship with Career Nexus by age category:
    - a) 16-17 years:
    - b) 18-21 years:
    - c) 22-24 years:
    - d) 25-28 years:
    - e) 29-30 years:

- f) 31+ years:
5. Please provide a breakdown of participants who applied to an internship with Career Nexus by residential zip code. (enter zip codes and the total # for each zip code listed below.) For example, if 8 individuals attended from zip code 92027, you would write "92027: 8". Add additional lines as needed.
    - a)
    - b)
    - c)
  6. Please provide a breakdown of participants who applied to an internship with Career Nexus by school grade completed:
    - a) Current High School Senior:
    - b) High School Diploma/GED:
    - c) AA degree:
    - d) Bachelor's Degree or higher:
2. Next we'd like to understand more about potential barriers that could inhibit someone from getting a job.
    1. Please consider the list of potential barriers and indicate how many individuals who have applied to an internship fall into these categories:
      - a) English Language Learner:
      - b) Foster Youth (past or present):
      - c) Homeless or Runaway Youth:
      - d) Parent or Pregnant:
      - e) Past involvement with Juvenile or Adult Justice System:
      - f) Being raised in a single parent home by guardian/relative/non-parent:
      - g) Disability or need Physical Accommodation:
      - h) Level of reading and/or math below 9<sup>th</sup> grade level:
      - i) Unstable employment or out of school:

## Part 2: INTERNSHIP COMPLETION

3. First, we'd like to understand information about the individuals that completed an internship with Career Nexus.
  1. Please report the total number of individuals who completed an internship with Career Nexus.

2. Please provide a breakdown of participants who **completed** an internship with Career Nexus by race/ethnicity:
  - a) American Indian:
  - b) Southeast Asian:
  - c) Asian:
  - d) Latino/a/x:
  - e) Black:
  - f) White:
  - g) Multi-race:
  - h) Other:
  
3. Please provide a breakdown of participants who **completed** an internship with Career Nexus by gender:
  - Female:
  - Male:
  - Transgender:
  - Non-binary/non-conforming (a person who does not identify with any gender):
  - Other:
  
4. Please provide a breakdown of participants who **completed** an internship with Career Nexus by age category:
  - a) 16-17 years:
  - b) 18-21 years:
  - c) 22-24 years:
  - d) 25-28 years:
  - e) 29-30 years:
  - f) 31+ years:
  
5. Please provide a breakdown of participants who **completed** an internship with Career Nexus by residential zip code. (enter zip codes and the total # for each zip code listed below.) For example, if 8 individuals attended from zip code 92027, you would write "92027: 8". Add additional lines as needed.
  - a)
  - b)
  - c)
  
6. Please provide a breakdown of participants who **completed** an internship with Career Nexus by school grade completed:

- a) Current High School Senior:
- b) High School Diploma/GED:
- c) AA degree:
- d) Bachelor's Degree or higher:

4. Now we'd like to assess the industry categories for internships associated with Career Nexus. Please fill in column A with industry categories and report the total number of **completed** internships for that industry category in column B. Add rows as needed.

A. Industry Category	B. Number of Completed Internships

5. Please consider the list of potential barriers and indicate how many individuals who have **completed** an internship fall into these categories:

- a) English Language Learner:
- b) Foster Youth (past or present):
- c) Homeless or Runaway Youth:
- d) Parent or Pregnant:
- e) Past involvement with Juvenile or Adult Justice System:
- f) Being raised in a single parent home by guardian/relative/non-parent:
- g) Disability or need Physical Accommodation:
- h) Level of reading and/or math below 9<sup>th</sup> grade level:
- i) Unstable employment or out of school:

2. Are there any other barriers that individuals in your program face that were not listed above? If yes, please explain:

6. Now we'd like you to consider individuals who did **not complete** their internship.

1. How many individuals started and did not complete their internship?
2. For those who did not complete their internship, as mentioned above, please explain why.
3. When in the process do most of the dropouts occur (e.g., before soft skills training, during soft skills training, during internship, etc.)?

7. We are interested in learning ways in which the soft skills training may or may not be culturally competent. Please share how the training is currently culturally competent (e.g., translation of materials, scheduling of meetings, avoids jargon, creating a safe environment, etc.) and areas for improvement.
8. In order to better understand the downstream effects of this program, we'd like to assess how many individuals got jobs or returned to school after completing their internship.
  1. How many individuals have reported **having a job** after completing their internship (measured at time of internship completion)? [enter total #]
    - a) Are you collecting data on wages, whether employment is full time, and opportunities for advancement within the organization? Please describe.
  2. How many individuals have reported **having a job** six months after completing their internship (measured at 6-months post-internship completion)? [enter total #]
  3. How many individuals have reported **returning to school** after completing their internship? [enter total #]

### Part 3: SKILLS

9. Transferable skills are skills that one can take with them from one job to another. Please consider the transferable skills of interns who participated in your program.
  1. Are you currently asking internship participants about soft and hard skills they've learned during their time in your program?
  2. What transferable soft skills did interns report learning?
  3. What transferable hard skills did interns report learning?

### Part 4: EMPLOYERS

10. Now we'd like to understand more information about employers who participate in the program.
  1. How many employers, in total, have ever participated in the program?

2. How many employers are **currently** participating in the program?
3. Please breakdown the **current** employers by industry by filling in the chart below.

Industry [text]	Number of employers [enter #]

4. Have any businesses changed their recruitment or hiring practices as a result of the internship experience? If yes, please explain.
  5. Have employers reported any increases in hiring and retention of BIPOC employees as result of the internship experience? Please explain.
  6. Have employers reported any other actions to embed equity in the organization (e.g., equity-focused trainings, tracking race/ethnicity of staff/vendors, building relationships with communities of color as key stakeholders, etc.) as a result of the internship experience? Please explain.
  7. Please share any data you are collecting on employers' satisfaction with the internship program.
11. Please consider the experience of employer CEOs for the next set of items.
1. Please describe any trainings that CEOs underwent as part of the program.
  2. Have CEOs reported any increases in knowledge or mind shifts as a result of their participation (e.g., knowledge of systemic barriers faced by BIPOC, business case for a diversified workforce among CEOs, etc.)? Please explain.

## Part 5: CAREER NEXUS

12. In this section, we'd like to understand more about Career Nexus' growth and capacity building.
1. How many total employees does Career Nexus currently have?
  2. Please share any new staff hires in the past year.
  3. Please describe any new systems that have been, or are in the process of being, developed.
  4. Discuss any adoption of the Career Nexus model by other organizations inside/outside of Fresno.
  5. Please list and describe any notable partnerships that have been developed with the following:
    - a) Employers:
    - b) Workforce development systems:
    - c) Government:
    - d) Community partners (e.g., CBOs that can help with recruitment):
    - e) Other:
  6. Please provide an update on the Career Nexus program financial sustainability.

## Part 6: STORIES

13. Please use this space to share any notable stories of specific interns and their experiences.
14. Are you currently asking interns to share their stories about their experiences? If so, please elaborate on how you are collecting this information.

## Part 6: SELF-EFFICACY



For Part 6, please consider these questions as ‘placeholder’ items that do not need to be responded to. Our hope is that we can discuss these items together to develop a process for future data collection. Please refer to Part 7 for possible resources.

15. Self-efficacy for getting a job.

## Part 7: Additional Notes, Reminders, and Discussion Points

1. Community Engagement □ DRIVE Community Engagement Survey to be completed by Career Nexus leader(s).
2. Career Self-Efficacy Scales from Part 6 of cross-cutting self-efficacy DRIVE survey to use for collecting self-efficacy data:

### Part 6: Career Self-Efficacy

Career self-efficacy is the personal belief in one’s ability to successfully make a career.<sup>1</sup> Social cognitive career theory, an expansion of Bandura’s social cognitive theory, highlights the importance of self-efficacy as a predictor of career planning, goals, and performance.<sup>2</sup>

#### Part 6a: Career Search Self-Efficacy Scale (Solberg, et al., 1994)

Please select the number that best represents how confident you are regarding the following questions; 0 being least confident and 9 being most confident.

##### A. Job Search Efficacy

How confident are you in your ability to. . . ?

1. Organize and carry out your career plans. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

2. Identify an employer with job opportunities you want. *[numeric]*

---

<sup>1</sup> Rigotti, T., Korek, S., & Otto, K. (2020). Career-related self-efficacy, its antecedents and relationship to subjective career success in a cross-lagged panel study. *The International Journal of Human Resource Management*, 31(20), 2645-2672.

<sup>2</sup> Choi, B. Y., Park, H., Yang, E., Lee, S. K., Lee, Y., & Lee, S. M. (2012). Understanding career decision self-efficacy: A meta-analytic approach. *Journal of Career Development*, 39(5), 443-460.

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

3. Research potential career options prior to searching for a job. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

4. Achieve a satisfying career. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

5. Identify your work skills. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

6. Deal effectively with societal barriers. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

7. Deal effectively with personal barriers. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

8. Identify the resources you need to find in the career you want. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

9. Know how to relate to your boss in order to enhance your career. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

10. Contact a personnel office to secure a job interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

11. Know where to find information about potential employers in order to make good career decisions. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

12. Understand how your skills can be effectively used in a variety of jobs. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

13. Dress in a way that communicates success during a job interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

14. Develop a variety of skills you can use throughout a lifetime of career decision-making. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

## **B. Interviewing Efficacy**

How confident are you in your ability to . . . ?

15. Conduct an information interview (informal information gathering from a professional in your field). *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

16. Evaluate a job during an interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

17. Evaluate the job requirements and work environment during a job interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

18. Develop effective questions for an information interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

19. Prepare for an interview. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

20. Develop an effective cover letter to send to employers. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

21. Select helpful people at the workplace with whom to associate. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

22. Market your skills and abilities to others. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

### **C. Networking Efficacy**

How confident are you in your ability to . . . ?

23. Join organizations that have a career emphasis (e.g., networking, professional development).

*[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

24. Use your social network to identify job opportunities. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

25. Utilize your social networks to gain employment. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

26. Integrate your knowledge of yourself, the beliefs and values of others, and your career information into realistic and satisfying career planning. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

27. Develop realistic strategies for locating and securing employment. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

28. Meet new people in careers of interest. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

29. Solicit help from an established career person to help you plan your career in a given field. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

30. Market your skills and abilities to an employer. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

#### **D. Personal Exploration Efficacy**

How confident are you in your ability to. . . ?

31. Clarify and examine your personal values. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

32. Identify and evaluate your personal values. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

33. Identify and evaluate your career preferences. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

34. Identify and evaluate your personal capabilities. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

35. Identify and evaluate your career goals. *[numeric]*

Very little 

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

 Very much

Source: Solberg, V. S., Good, G. E., Nord, D., Holm, C., Hohner, R., Zima, N., ... & Malen, A. (1994).  
Assessing career search expectations: Development and validation of the Career Search Efficacy Scale.  
*Journal of Career Assessment*, 2(2), 111-123.

## Part 6b: Work Self-Efficacy and Search for Work Self-Efficacy Scale (Pepe, et al., 2010)

Please select how well you believe you are at the following job and job searching attributes.

### Thinking of future work, how well can you. . . ?

1. Achieve goals that will be assigned. *[select one]*
  - Not well at all
  - Somewhat well
  - Fairly well
  - Well
  - Very well
  
2. Respect schedules and working deadlines. *[select one]*

- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
3. Learn new working methods. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
4. Concentrate all energy on work. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
5. Finish assigned work. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
6. Collaborate with other colleagues. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
7. Work with people of diverse experiences and ages. *[select one]*
- i. Not well at all
  - ii. Somewhat well

- iii. Fairly well
  - iv. Well
  - v. Very well
8. Have good relationships with direct supervisors. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
9. To behave in an efficacious way with clients. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
10. To work in a team. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well

**Thinking about the different activities that can be done when looking for a job, how well can you. . . .?**

11. Look for information that you will need. *[select one]*
- i. Not well at all
  - ii. Somewhat well
  - iii. Fairly well
  - iv. Well
  - v. Very well
12. Understand the found information. *[select one]*



- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

13. Select the most appropriate employment offers with respect to your competences. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

14. Consider a failure a challenge rather than a problem. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

15. Confront failures. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

16. Request advice from those with more experience. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

17. Respect the competences of others. *[select one]*

- i. Not well at all
- ii. Somewhat well

- iii. Fairly well
- iv. Well
- v. Very well

18. Work with new team members. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

19. Plan your own professional projects. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

20. Take new opportunities in the job market. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

21. Overcome encountered difficulties. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well
- v. Very well

22. Build strategies for the attainment of goals. *[select one]*

- i. Not well at all
- ii. Somewhat well
- iii. Fairly well
- iv. Well

v. Very well

**Source:** *Pepe, S. J., Farnese, M. L., Avalone, F., & Vecchione, M. (2010). Work Self-efficacy Scale and Search for Work Self-efficacy Scale: A validation study in Spanish and Italian cultural contexts. Revista de Psicología del Trabajo y de las Organizaciones, 26(3), 201-210.*