

NEW MEXICO POST-SCHOOL OUTCOMES SURVEY

PHONE INTERVIEW GUIDELINES

Former students or a family member should be interviewed to fulfill the requirement for Indicator 14. The following interview script is provided as a general model to assist in conducting the phone interview. The survey should take no more than 5 minutes to complete.

Please make at least five attempts to contact the former student or family member if there is no answer to your first call. Best results will generally be after business hours or on weekends. Stipends are provided to interviewers as reimbursement for the extra work required.

The script below can be modified as needed depending upon the person being interviewed.

Sample Phone Introduction

Hello, my name is _____ I am with (the name of school district or REC).

We are contacting former students and asking a few questions to determine whether school programs and services were helpful in preparing you for jobs, careers, college and training.

Is your name _____ or are you a family member of this person?

Did you (or the former student) attend high school at _____ (name of school) _____ in the _____ school year?

Do you have a few moments to talk me? It will take less than 5 minutes.

If not, when would be a better time to call back?