

## **Guidance for Collecting Self-Reported Data**

At the end of each SkillBridge program, program providers will be asked to report participant demographics for equity, compliance, and program evaluation purposes.

When collecting demographic data, it is imperative to ensure data is **voluntary** and **self-reported** by the program participant.

**Please do not attempt to interpret a participant's gender, race, or age for them.**

Participants must voluntarily consent to sharing that information.

We strongly recommend providing a short demographic questionnaire during participant onboarding to collect this information.

Below we provide sample instructions that your organization can use to collect demographic data from your SkillBridge program participants.

### **Sample Instructions**

#### **Introductory Instructions**

*Thank you for your participation in the SkillBridge program!*

*The purpose of this questionnaire is to gather demographic information that will help us better understand our program participants. We encourage you to provide honest and accurate responses. Please note that your responses are voluntary, and you can choose to skip any questions you do not feel comfortable answering. All responses will be kept confidential, anonymized, and used solely for equity, compliance, and program reporting purposes.*

#### **Concluding Statement**

*Thank you for your participation in our survey! Your feedback is greatly appreciated and will help to better serve you and other SkillBridge participants.*