

Productive Aging Recruitment Email for Business/Employer representatives

My name is Karla Armenti, an Assistant Research Professor in the Institute on Disability, Occupational Health Surveillance Program, at the University of New Hampshire (UNH). My partners at the UNH Center on Aging and Community Living and I are conducting a research study to learn more about employer policies and practices targeted toward the promotion of healthy, safe, and more age-friendly workplaces across NH.

The study targets New Hampshire local businesses with 100 or more employees as well as older workers of age 65 or more. Focus group sessions will be held among employer representatives and older workers separately. Eligible individuals for the employer focus groups should be persons who can speak for the company on its policies towards older workers.

I am writing to invite you to participate in one of focus group sessions of employer representatives. You are invited because you are listed as the point of contact for your company. Benefits of participation include the opportunity to share strategies that your business uses to support older workers as well as learn from others. Study results will be shared with participants along with policy and practice recommendations for creating workplaces that support the recruitment and retention of older workers.

The first step toward participation as a representative who can speak for the company is to take a short survey on a few basic things about your company and your role at the company. **The survey should not take more than a few minutes to answer a few questions about your basic demographics** and you may provide your contact information to let us know you are interested in participating in our focus group sessions. If you do agree to participate in this study, we will reach out to invite you to one of the focus group sessions, using the Zoom platform, that will last approximately 60-90 minutes. The focus group session will likely take place in the following two months. Sessions will be audio recorded for notetaking purposes only. For your participation, **you will be given a \$50 gift card** (Visa or MasterCard) that will be digitally sent to your personal email within 5 business days of your participation in the session.

Follow this link to the Survey:

https://unh.az1.qualtrics.com/jfe/form/SV_9Y3eDyHxZ6B9eq6

The study has been approved by the UNH Institutional Review Board for the Protection of Human Subjects in Research (UNH IRB # FY2022-234). We wish to note that taking part in this study is completely voluntary. You may choose not to take part at all. If you agree to participate, you may refuse to answer any question. If you change your mind, you may stop participating at any time. Your participation will have no bearing on your job, or any work-related activities.

Any data collected as part of your participation will remain part of the study records. When reporting the data, we will not identify you nor will there be a link or connection to your employment except for type of industry you are in. Data from all respondents will be grouped together and shared in reports or publications.

If at any time you have questions about this study, contact Karla Armenti, Program Director of the NH Occupational Health Surveillance Program at UNH (karla.armenti@unh.edu) at 603-862-2923. If you have questions about your rights as a research subject, you may contact Melissa McGee in UNH

Research Integrity Services at 603-862-2005 or Melissa.McGee@unh.edu to discuss them. We thank you for your interest and hope to hear back from you soon.

Productive Aging Recruitment Email for Employee participants

My name is Karla Armenti, an Assistant Research Professor in the Institute on Disability, Occupational Health Surveillance Program, at the University of New Hampshire (UNH). My partners at the UNH Center on Aging and Community Living and I are conducting a research study to learn more about employer policies and practices targeted toward the promotion of healthy, safe, and more age-friendly workplaces across NH.

The study targets New Hampshire local businesses with 100 or more employees as well as older workers of age 65 or more. Focus group sessions will be held among employer representatives and older workers separately. Eligible individuals for the employee focus groups should be persons of age 65 or over from New Hampshire local businesses with 100 or more employees.

I am writing to invite you to participate in one of several focus group sessions focusing on workers to learn about your experience as an older worker (age 65 and over) in New Hampshire local businesses. Benefits of participation include the opportunity to share your experience as well as learn from others. Study results will be shared with participants and help guide policy and practice recommendations for creating workplaces that support the recruitment and retention of older workers.

The first step toward participation is to take a short survey on a few basic things about you and your company. **The survey should not take more than a few minutes to answer a few questions about your basic demographics** and you may provide your contact information to let us know you are interested in participating in our focus group sessions. If you do agree to participate in this study, we will reach out to invite you to one of the focus group sessions, using the Zoom platform, that will last approximately 60-90 minutes. The focus group session will likely take place in the following two months. Sessions will be audio recorded for notetaking purposes only. For your participation, **you will be given a \$50 gift card** (Visa or MasterCard) that will be digitally sent to your personal email within 5 business days of your participation in the session.

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We thank you for your interest and hope to hear back from you soon.

Sincerely,

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