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# APPRENTICESHIP INTERVIEW RATING FORM

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Name of Applicant \_\_\_\_\_ Application Number \_\_\_\_\_

Social Security Number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Interview \_\_\_\_\_

\*REQUIRED FOR VALIDATION PURPOSES ONLY.

Program Number \_\_\_\_\_ Name of Interviewer \_\_\_\_\_

Prior to interviewing the applicant, the Interviewer may review a copy of the Application Form (if provided) and the Applicant Education and Training Summary Sheet—which indicates the applicant's high school record, as well as, any other course work or training that has been completed and documented.

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## Interview Questions

Nine areas for evaluating an applicant are shown on the following pages. Areas 1 through 7 have three different probing questions to choose from. Indicate the question asked (in each area) during the interview by circling A, B or C on the rating form. After listening to the applicant's response (in each area), indicate your rating by circling a roman numeral between I and VII and summarizing the response to the question in the space provided. After you have completed the interview, rate the applicant in items 8 and 9 and then make an overall rating of the applicant, taking into account **all** of the information you have received.

### 1. Interest in Apprenticeship

- A Can you tell us some of the reasons why you decided to apply for an electrical apprenticeship?
- B What are some of the experiences you have had in the past that increased your interest in becoming an electrical worker?
- C What knowledge do you have about what an electrical worker does on the job?

Notes:

I	II	III	IV	V	VI	VII
Appears to have little interest in the trade; has little knowledge of the work and no related hobbies			Has some interest in the trade; has some knowledge of the work and has related hobbies or interests			Has a strong interest in the trade; understands the work and has many related interests and hobbies

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Structuring Statement for Items 2 through 7:

***For the bulk of the interview, we will ask you questions about how you have handled different kinds of situations at work or in school. In responding to these questions, we would like you to tell us THREE things—a little about the SITUATION, what YOU did in each situation, and HOW it turned out.***

***We will want YOU to do most of the talking. We will be asking you several different questions, and will keep things moving right along. We will move quickly from question to question, allowing sufficient time for your responses.***

1. WHAT WAS THE SITUATION. 2. WHAT DID YOU DO. 3. WHAT WAS THE RESULT.

**2. Ability to develop alternative solutions and choose the best alternative to a problem**

- A Describe a time when you were missing something you needed to finish a project or job.
- B Tell us about a time when you had some work to do, but you were not exactly sure how to do it.
- C Describe a time when you had an idea about a different way to make, build, or repair something.

Notes:

I	II	III	IV	V	VI	VII
Could have difficulty solving problems, either in developing solutions or choosing one			Could probably solve simple problems, but does not appear to develop many solutions before choosing one or has trouble choosing a solution			Could solve problems in a creative way, thinking of workable solutions and choosing the best approach

**3. Ability to plan and organize tasks to meet deadlines**

- A Describe how you went about planning a project that you completed from start to finish.
- B Tell us about a time when you were proud of the way you organized a job.
- C Describe a time when you were working on an important deadline, but something of higher priority came up and prevented you from making the deadline.

Notes:

I	II	III	IV	V	VI	VII
Could have difficulty planning and organizing work; may frequently miss deadlines			Could plan work and usually make deadlines			Could plan and organize work so that deadlines are almost always met

**4. Ability to maintain good relations with others in a work setting**

- A Tell us about a time at work, or in school, when someone really got on your nerves.
- B Tell us about a time when someone criticized something you made, or something you did.
- C Describe a time when a co-worker, or friend, wanted to do something that you did not agree with.

Notes:

I	II	III	IV	V	VI	VII
Could have difficulty at times, in getting along with others at work.			Could usually get along with others at work with few difficulties.			Could be expected to consistently maintain good relationships with others at work almost all of the time.

**5. Ability to work smoothly with others as a team to complete a task**

- A Tell us about a time when you had to work with three or more people to get something done.
- B Describe a time when you were given a choice of doing a group project, or working on your own.
- C Describe a team activity that you like to participate in.

Notes:

I	II	III	IV	V	VI	VII
Could probably only be productive working alone			Would be able to work on a team at times, but may experience some difficulties			Would almost always work very well with others on a team

**6. Ability to be self-motivated, responsible, and dependable without close supervision**

- A Think of a time when the instructions you received from a teacher, or supervisor, were not very clear about how to complete a specific task.
- B Describe a time when you knew that a chore or project had to get done, but no one was standing over your shoulder forcing you to complete it.
- C Tell us about the most challenging project you've ever done *completely* on your own.

Notes:

I	II	III	IV	V	VI	VII
Appears to need encouragement to work; could require constant supervision			Could usually get the job done; may require encouragement to work at times			Could almost always work with very little supervision; would almost always get the job done

**7. Ability to remain calm in an emergency situation**

- A Describe a time when you, a friend, a co-worker, or a family member were injured.
- B Tell us about a time when an accident happened and when you, or someone around you, panicked.
- C Tell us about a time at school, or work, when something went wrong, quite unexpectedly.

Notes:

I	II	III	IV	V	VI	VII
May become easily upset by circumstances; might tend to panic			May become upset in stressful circumstances, but appears to monitor own reactions and tries to remain calm			Would usually remain calm in stressful situations and be able to guide others

For the following two areas, please make your ratings based on your observation of the applicant during the interview. Explain your rating in the space provided (Notes:).

**8. Ability to understand verbal instructions**

Notes:

<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>
Could have difficulty understanding simple instructions			Could understand simple instructions, but could have difficulty with complex task descriptions			Could understand complex instructions in almost all situations

**9. Ability to communicate orally with others**

Notes:

<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>
Provided incomplete or difficult-to-follow responses to interview questions			Provided understandable answers to most interview questions			Spoke clearly; provided complete, understandable responses to interview questions

**Overall Rating**

After careful consideration of all information concerning this applicant, in the appropriate box below, ENTER your exact numerical rating for the applicant, such as 12, 33, 50, 68, 88 etc., based on overall compatibility with industry needs. (Remember, when interviewing you are NOT comparing applicant to applicant—You are comparing applicant qualifications to Industry needs and Standards).

0	10	20	30	40	50	60	70	80	90	100
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Interviewer \_\_\_\_\_  
SIGNATURE

Date \_\_\_\_\_