

APPRENTICESHIP SELECTION PROCEDURES

FOR THE

Electrical Joint Apprenticeship and Training Committee

Representing the

_____ Chapter

National Electrical Contractors Association, Inc.

and

Local Union No. _____

International Brotherhood of Electrical Workers

ADOPTED, APPROVED AND CERTIFIED AS REFLECTED ON THE SIGNATURE PAGE OF THIS DOCUMENT

THESE PROCEDURES ARE CONSIDERED CONSISTENT WITH THE DEPARTMENT OF LABOR'S REGULATIONS,
TITLE 29 CFR PART 30, AS AMENDED MAY 12, 1978

Procedure For Registering New Selection Procedures or Amending Existing Selection Procedures

1. The local JATC will obtain seven (7) copies of the Apprenticeship Selection Procedures from the NJATC.
2. The local JATC will complete all seven (7) copies of the Selection Procedures, being careful to make proper entries everywhere within the Selection Procedures that require a specific entry by the JATC. These areas are identified in the DIRECTIONS on page 1.
3. The JATC will officially adopt the Selection Procedures, as provided in the Apprenticeship Standards. Date of adoption will be indicated on the signature page of all seven (7) copies of the Selection Procedures.
4. The JATC Chairman and Secretary will sign and date all seven (7) copies of the Selection Procedures. The procedures have been pre-approved by the NJATC and the United States Department of Labor, Office of Apprenticeship and bear the proper signatures.
5. The local JATC will then forward seven (7) copies of the Selection Procedures to the Registration Agency along with the JATC's Apprenticeship Standards and Affirmative Action Plan. [The JATC should make a duplicate copy of the submitted package for their records].
6. The Registration Agency will review the submitted Selection Procedures. When approved, the Selection Procedures will be signed by the Registration Agency Representative. The Registration Agency will retain the necessary number of copies and return the remainder directly to the local JATC. The local JATC will forward one (1) copy directly to the NJATC, provide one (1) copy to the NECA Chapter Manager, provide one (1) copy to the IBEW Business Manager and retain the remaining copies.
7. No part of the Selection Procedures shall be implemented, in any manner, prior to the approval and registration of the Selection Procedures by the Registration Agency.

DIRECTIONS

These Selection Procedures are to be adopted by local JATCs as prepared by the NJATC — as stipulated in the Apprenticeship Standards adopted by the Local JATCs of the IBEW and NECA. These procedures are in accordance with Industry Policy and CBA language.

There are several places within the Selection Procedures where the local JATC will need to enter specific information. Entries *must* be made in these areas and shall be legibly entered in non-erasable ink.

In Section I, the JATC will select the method they wish to use for making application forms available to all potential applicants. The JATC is to CHECK THE APPROPRIATE BOX (A or B) to indicate the method selected. Please note, the NJATC highly recommends method A. The JATC must also CHECK THE APPROPRIATE BOXES to indicate time of day, day or days of week and week or weeks of month, as is applicable.

While the NJATC recommends that all Local JATCs make applications available on a year-round basis, for a minimum of one (1) day per month, a Local JATC may select an alternative procedure for providing applications on a more limited basis, as determined by that JATC (Method B). All JATCs are strongly urged to make accessibility to the application process as “applicant friendly” as possible. The NJATC recommends that all application forms be maintained in the JATC office. However, Section III, Paragraph 9, does provide specific instructions for JATCs who elect to mail applications.

In Section III, Paragraph 8, the JATC will enter the appropriate number of days that an applicant has to provide all transcripts and other documentation required by the JATC to qualify for an oral interview. This time frame should be no less than thirty (30) days and no more than ninety (90) days.

**PROCEDURES FOR PROCESSING APPLICATIONS
AND
SELECTING APPRENTICES**

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures, as stated, shall be uniformly maintained and consistently applied to all parties interested in the Apprenticeship Program.

Any amendments to these Selection Procedures shall not be implemented, in any manner, prior to the approval and registration of such amendments—first by the NJATC and then by the Registration Agency.

The terms Journeyworker and Craftsmanship, as used in these Procedures, are meant to define a recognized level of competency and include both male and female.

SECTION I: APPLICATION AVAILABILITY

The JATC has selected a procedure for issuing and accepting applications for apprenticeship to all potential applicants on predetermined and published dates and times at a designated location or locations. The frequency of application acceptance will be as indicated below.

A. YEAR-ROUND APPLICATIONS

The JATC will make applications available from: _____ a.m. or p.m. until _____ a.m. or p.m., on: Monday Tuesday Wednesday Thursday Friday — (optional) and from: _____ a.m. or p.m. until _____ a.m. or p.m., on Saturday, during the: First Second Third Fourth week(s), or Every Week, of each month.

NOTE: The time, number of days per week and week or weeks of the month the JATC will issue application forms may be changed by the JATC—with proper notification given to all interested parties and the Registration Agency. Using year-round application procedures, the JATC will be open at least one day per month and will extend the time beyond the normal working hours to be more applicant friendly for those potential applicants presently employed and unable to make application during the normal JATC office hours.

The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC’s approved Affirmative Action Plan, semi-annually, informing them of its year-round application procedure—including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. (See Appendix A).

INTERVIEW FREQUENCY - The JATC will determine how often interviews will be conducted. If a fixed interview schedule is established (e.g. monthly, quarterly or semi-annually), the JATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the JATC decides to interview on an as needed basis, the Registration Agency will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Registration Agency.

The JATC will interview on the following basis.

- Monthly Quarterly Semi-annually Annually As Needed

B. TEN DAY APPLICATION PERIOD ON AN AS NEEDED BASIS

The JATC will make applications available from: _____ a.m. or p.m. until _____ a.m. or p.m., for _____ consecutive working days (minimum of ten [10]), except that the JATC will extend the closing time until 7:00 p.m. for two of the days during the application period for the benefit of applicants whose present job prohibits or makes it difficult for them to make application during the normal JATC hours.

The JATC will notify the Registration Agency and other appropriate parties in writing (as indicated in the JATC's approved Affirmative Action Plan) of the application period a minimum of thirty (30) days in advance—including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. (See Appendix A). Such notification will identify the specified intervals for the application period, including: exact location of application site, time, days, month(s) and year(s).

INTERVIEW FREQUENCY - The JATC will conduct interviews at the conclusion of the application period.

SECTION II: GENERAL RULES CONCERNING APPLICATIONS AND RECORD KEEPING

1. Application forms will be issued in accordance with the procedure adopted by the JATC as indicated in SECTION I above.
2. Application forms will be made available exclusively by the JATC, as indicated in Section I. All such application forms will be serially numbered and accounted for in the Application Record Book (See Appendix H - Sample of Standard Application Record Book), identifying the applicant and the serially numbered application form issued.
3. Anyone expressing an interest in making application with the JATC, and requesting an application, will be issued an application form during the application period regardless of any other consideration.

NOTE: Even those known not to qualify for interview will be issued an application form. Their application will be processed and the proper documentation and notifications will be maintained and provided according to these procedures.

4. All application forms and all related information and documents pertaining to applicants shall be the property of the sponsor and shall be considered information protected under the Privacy Act.
5. The Application Record Book will be maintained by the JATC and shall be considered confidential in nature and shall not be disclosed, except to authorized JATC staff and Registration Agency Representatives having authority or responsibility on such matters. The sponsor shall record all information in the Record Book to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant outside the applicable meetings of the JATC.
7. All application forms and related documents will be maintained and retained (for a minimum of five (5) years) by the JATC as per the JATC Standards and industry policies, and shall comply with all applicable regulations having authority concerning such matters (See Appendix C - Application Form and Appendix D - Apprenticeship Application EEOC Supplemental Information Form).

SECTION III: STEP-BY-STEP APPLICATION PROCESS

1. The applicant will complete an official application request form (See Appendix B).
2. The applicant will be issued the next available, unused, serially numbered application form.
3. The applicant's name and date of application will be entered in the Record Book, along with the serial number of the application form issued.
4. The applicant will be provided with a list of the Basic Qualifications required for one to enter the pool of eligible applicants. A one-page description of basic requirements will be provided to anyone expressing an interest in the apprenticeship program. This information will be posted where application forms are issued (See Appendix E).
5. A copy of the registered apprenticeship Standards, the Affirmative Action Plan, the Selection Procedures and the JATC's Rules and Regulations, including Statement of Policy, will be available for all applicants to read. The applicant's attention will be called to the work processes stipulated in the Standards. Applicants shall be made aware of the apprentice's obligations and requirements to participate in, and complete, related classroom instructions.
6. Each applicant will be provided with specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period (See Appendix F).
7. The JATC will provide each applicant with a list of things they must do, and items they must provide, in order to qualify for an oral interview with the JATC. This document will also inform the applicant of any aptitude test they may be required to complete to qualify for the oral interview. Furthermore, this document will inform the applicant that qualified applicants are interviewed in the order in which they complete their application—by providing all required documents and transcripts (See Appendix G).
8. Applicants will be informed that they have _____ days to provide all transcripts and any other documentation, required by the JATC, to qualify for an interview (See Appendix G).
9. If it is necessary for application forms to be mailed, or allowed to be removed from the JATC office, they will not leave the office until specific information is provided via an official application request form (See Appendix B), allowing the JATC to assign the application number to a specific applicant and to obtain the necessary EEOC information (voluntarily supplied). This information will be recorded in the Record Book to comply with all applicable regulations. All application forms will to be accounted for.
10. Upon completion of the application form, the JATC will properly record all information in the Record Book and properly file the application form.
11. As applicant information is received, the JATC will record dates and other pertinent information in the Record Book.
12. When all information and documentation is complete, the date will be recorded in the Record Book in the completion column. This date indicates the day the last piece of information or documentation was received.
13. If the individual fails to provide all required documentation by the cut-off date (See Appendix G), the column indicating "APPLICATION NOT COMPLETED" will be checked (See Appendix H).
14. The JATC will schedule all qualified applicants for the properly validated aptitude test required by the JATC and approved by the NJATC and the Registration Agency. The applicant will be notified in writing as to the time, place and date they are to complete the aptitude test (See Appendix I).
15. The applicant's aptitude test results will be entered in the Record Book.

16. After all transcripts, materials and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant qualifies for an oral interview based on the qualifications outlined in the Standards of Apprenticeship. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified using a standard letter (See Appendix J). The column in the Record Book marked "NOT QUALIFIED FOR APPRENTICESHIP" will be checked and the date the letter was sent recorded.
17. The JATC will interview all applicants who qualify for an oral interview and report for said interview as scheduled (See Appendix K). The JATC will schedule oral interviews as indicated in Section I, in order to maintain an adequate list of qualified applicants available for potential ranking and selection to meet industry needs.
18. Copies of all correspondence sent to applicants shall be retained by the JATC, properly filed and maintained for a period of five (5) years.

SECTION IV: PROCEDURES FOR INTERVIEWS

1. All applicants meeting the qualifications for interview will be listed in the order in which they are to be interviewed. The order of interview will be determined by the date the application process was completed, not by the date the application form was issued. The first applicant to complete his or her application, will be interviewed first. Where several applicants completed their applications on the same date, they will be interviewed in the order in which the application forms were issued (the applicant with the lowest application number will be interviewed first).
2. The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled.
3. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an oral interview before selection.
4. Applicants will be notified to appear for interview, using a standard letter (See Appendix K). A reply will be required by a specific date. Such notification will specify the Date, Time and Location for the oral interview.
5. Prior to the interview, the APPLICANT EDUCATION & TRAINING SUMMARY SHEET (See Appendix T) will be filled-out and a copy made for each interviewer. Copies of the Application Form may be made as well, and provided to each interviewer.
6. To conduct an ORAL INTERVIEW, each interviewer is to be provided with an INTERVIEW RATING FORM and a copy of the EDUCATION & TRAINING SUMMARY SHEET. A copy of the applicant's completed APPLICATION FORM may also be provided. At the top of the Rating Form, the interviewer will fill in the Applicant's NAME, APPLICATION NUMBER and SOCIAL SECURITY NUMBER (if it hasn't already been entered). The interviewer will then enter the DATE, the JATC PROGRAM NUMBER and his or her NAME. Interviewers will be given sufficient time to look over the Education & Training Summary Sheet and Application Form. The applicant will then be introduced to the JATC interviewers and the interview will commence.
7. The applicant will be called before the JATC and put at ease by introduction and brief general conversation. Interviewers will be sensitive to the fact that this is an important step for the applicant, they may very well be under some minor stress and/or nervous tension. Therefore, it is imperative that proper interviewing techniques and decorum be employed at all times (See Appendix S).
8. JATC members will ask questions of the applicant with the purpose in mind of determining as much as possible about them as an individual, and their capacity to become an apprentice and eventually a Journeyworker. The applicant will be interviewed and evaluated with due consideration of industry standards and needs. Applicants will not be judged against, or compared to, other applicants. They will be rated based on the standards and needs of the industry. The Interview Rating Form will provide a summary

of the questions asked of the applicant and responses to said questions. On the rating form, each interviewer will indicate (by circling) the questions that were asked of an applicant and how they rated the applicant in each area.

9. Before being excused from the interview, the applicants will be told that they will be notified by letter of the JATC's decision.
10. When the interview is over and the applicant has been excused, the interviewers will individually review their Interview Rating Form and award a final overall rating (INTERVIEW SCORE), using the scale provided at the bottom of page 4 on the Rating Form (See Appendix L). Each interviewer will then SIGN and DATE his or her Rating Form for that applicant.
11. Interview assessments will take into account:
 - A. Education - Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/ Programming, Related Vocational/Technical Courses, etc. Attendance records and grades received will be reviewed along with work history, experience and past performance.
 - B. Ability to punctually report for OJT assignments and related instructional classes—on a regular and continuous basis.
 - C. Factors which are brought out during the oral interview, such as:
 1. Interest in Apprenticeship
 2. Personal Character
 3. Cooperativeness
 4. Judgement
 5. Ability to develop alternative solutions and choose the best alternative to a problem
 6. Ability to plan and organize tasks to meet deadlines
 7. Ability to maintain good relations with others in a work setting
 8. Ability to work smoothly with others as a team to complete a task
 9. Ability to be self-motivated, responsible, and dependable without close supervision
 10. Ability to remain calm in an emergency situation
 11. Ability to understand verbal instructions
 12. Ability to communicate orally with others
 - D. Rating of individual applicants shall be done against a standard of what the industry needs; not as a comparison to the other applicants.
12. ALL Interview Rating Forms, Summary Sheets and Application copies are to be immediately collected at the end of the interview. The names of the interviewers and their individual scores will be recorded on the JATC Summary Sheet that is printed on the Jacket Folder (See Appendix S). The individual scores will then be combined and a final INTERVIEW SCORE will be computed and properly recorded on the Committee Summary Sheet and in the Official Apprentice Application Record Book.
13. The original Application Form, Education & Training Summary Sheet and ALL Interview Rating Forms shall be placed in the Applicant's folder—becoming a part of the JATC's official record. Copies of the Education

& Training Summary Sheet and the Application Form used during the oral interview shall be properly destroyed. Confidential information shall NOT be disclosed.

14. Upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of two (2) years from the date of their oral interview (See Appendix M). Said notification shall indicate that on the second anniversary date, their eligibility shall expire.
15. If after a minimum of ninety (90) days from the date of their most recent interview with the JATC, an applicant has gained at least 450 hours of documented work experience in the electrical construction industry, or has successfully completed two (2) or more post-secondary, industry related classes (See Section IV, Paragraph 11 A.), they may be re-interviewed by the JATC. The applicant must submit a request for a re-interview by the JATC. The JATC will consider the request and determine whether or not, a re-interview is justified. If such a request is made, the individual will complete the Re-Interview Request Form (See Appendix Q). The JATC will respond to the request using the Re-Interview Response Form (See Appendix R). This provision shall be equitably applied to ALL applicants.
16. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to two decimal places and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration of any individual entering the apprenticeship program through the selection process (See Appendix N).
17. When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency. All lists will be maintained by the JATC for a minimum of five (5) years.

SECTION V: SELECTION OF APPRENTICES

1. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
2. Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through the approved organizing procedures, or via the approved transfer of apprenticeship procedure.
3. The actual selection of individuals will be made by using the current ranked list, starting with the top score and continuing on, in descending order, until the desired number of accepted applicants has been reached—excluding those entering through approved direct entry, transfer and organizing procedures. (See Apprenticeship Standards, Section VIII for direct entry, transfer and organizing. For organizing, also see Appendix O of these Selection Procedures).
4. All selected applicants will be notified of the JATC's offer of apprenticeship. Applicants selected will be advised in writing (See Appendix P).

SECTION VI: APPRENTICE APPLICANT APPEALS PROCEDURE

1. An Appeals Committee is hereby established composed of one member appointed by Labor, one member appointed by Management and a Public member jointly appointed by both Labor and Management. Each sponsoring organization shall appoint its own representative on the Appeals Committee in such a manner as it desires, except that no member of The JATC, or officer of either sponsoring party, shall serve on the Appeals Committee.

2. Where an Appeals Committee exists under an established referral procedure and it is of the type outlined above, it will be used for this purpose.
3. Management and Labor shall mutually agree to, and select, the Public member of this committee.
4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving UNJUST TREATMENT of applicants for the apprenticeship program with regards to selection. This Appeals Committee shall have no other involvement whatsoever with the JATC. This Appeals Committee shall not determine basic qualifications for apprenticeship or selection procedures.
5. Any appeal must be filed in writing within thirty (30) days of the date of notification to the applicant—regarding the JATC’s decision concerning application for apprenticeship. Appeals will be filed directly with the Appeals Committee at its address, as posted in the local union referral hall. This address shall also be posted in the JATC’s office and provided to all applicants.
6. A copy of the appeal shall be filed with the JATC.
7. The JATC shall provide the Registration Agency with a copy of the appeal immediately upon receipt.
8. The JATC must file a written answer to the appeal within thirty (30) days of receiving a copy of the appeal. The JATC will provide the Registration Agency with a copy of its response to the appeal.
9. The Appeals Committee shall consider the written evidence and shall, on request, grant a hearing.
10. A final decision shall be rendered within thirty (30) days of the date that the JATC filed its response to the appeal, or from the date of the hearing.
11. Decisions of the Appeals Committee shall be final and binding upon the JATC.
12. The letters that appear in Appendices J and M shall include notification of the right to appeal.
13. The Complaint Procedure that appears in the JATC’s Affirmative Action Plan applies to apprenticeship applicants who feel that they have been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that equal opportunity standards have not been followed. (except applicant must meet the minimum age requirement).

[FOR TIPS ON CONDUCTING AN ORAL INTERVIEW, SEE APPENDIX S]

JOINTLY ADOPTED BY JATC ON THIS _____ DAY OF _____, _____.

SIGNATURE OF JATC CHAIRMAN

DATE

SIGNATURE OF JATC SECRETARY

DATE

REGISTERED WITH AND APPROVED BY:

REGISTRATION AGENCY

DATE

BY: _____
REGISTRATION AGENCY REPRESENTATIVE

TITLE: _____

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— APPENDICES —

APPENDIX A
(TO BE REPRODUCED ON JATC LETTERHEAD)

[PARAGRAPH A]

NOTICE OF APPRENTICESHIP OPPORTUNITY

FOR THE POSITION OF INSIDE WIREMAN (ELECTRICIAN) APPRENTICE

This Joint Apprenticeship and Training Committee (JATC) will accept applications for apprenticeship from _____ (time) until _____ (time) on _____ (day(s) of the week) during the _____ (number of week[s]) of each month. Applications will also be available on the _____

Applications will be accepted at _____

_____ (complete address).

You must apply in person. (if applications are available by mail, insert appropriate language)

[PARAGRAPH B]

NOTICE OF APPRENTICESHIP OPPORTUNITY

FOR THE POSITION OF INSIDE WIREMAN (ELECTRICIAN) APPRENTICE

This Joint Apprenticeship and Training Committee (JATC) will accept applications for apprenticeship from _____ (date) through _____ (date), from _____ (time) until _____ following dates: _____.

Applications will be accepted at _____

_____ (complete address).

You must apply in person. (if applications are available by mail, insert appropriate language)

APPENDIX A
(TO BE REPRODUCED ON JATC LETTERHEAD)
EXAMPLE OF
NOTICE OF APPRENTICESHIP OPPORTUNITY
FOR THE POSITION OF INSIDE WIREMAN (ELECTRICIAN) APPRENTICE

[INSERT APPLICABLE PARAGRAPH, EITHER A OR B FROM PAGE 16]

To meet minimum qualifications for apprenticeship, applicants must:

(Insert requirements as per Section VIII of your registered Apprenticeship Standards)

AN EXAMPLE WOULD BE AS FOLLOWS:

- a. Complete an application form.
- b. Be a minimum of 18 years of age.
- c. Provide an official transcript for high school and post high school education and training. All GED records must be submitted if applicable.
- d. Show evidence of successful completion of: one full credit of high school algebra, or one post high school algebra course, or the NJATC Math Course.
- e. Obtain a qualifying score using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
- f. Possess a valid Driver's License.
- g. Individuals who can verify (proper documentation required) that they have worked a minimum of two-thousand (2000) hours specifically in the electrical construction industry will qualify for an oral interview by meeting the requirements of items (a.), (b.) and (e.).
- h. Honorably discharged veterans and individuals with previous electrical work and/or training experience may also qualify. For details, contact (inserts the JATC's website and email address).
- i. Prior to being registered, applicants selected from the pool of interviewed applicants will be required to pass a physical examination, a drug test, a background check and a preparatory boot camp.
- j. At time of application, there is an application fee of \$20.00.

Applicants who meet all basic requirements will be interviewed by the JATC. Apprentices will be selected in order of their final ranking.

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

APPENDIX B

(TO BE REPRODUCED ON JATC LETTERHEAD)

Apprenticeship Application Request Form

NAME _____

DATE _____

ADDRESS _____

PHONE NUMBERS (AM/PM)

AREA CODE

NUMBER

AREA CODE

NUMBER

CITY

STATE

ZIP

I do hereby request an application form to apply for apprenticeship with your apprenticeship program. I understand and accept full responsibility for completing the application form upon receipt, returning it to the apprenticeship program's office, and submitting all subsequent required documents and information within the specified time frame. I am requesting this application form for my own personal use. I understand that it is my responsibility to keep the apprenticeship program's office notified of my current mailing address and telephone number where I may be reached in the morning, or evening, or both.

Application Fee

IN ORDER TO RECEIVE THE APPLICATION FORM FOR THIS APPRENTICESHIP PROGRAM, AN APPLICATION FEE OF \$_____ MUST ACCOMPANY THIS APPRENTICESHIP APPLICATION REQUEST FORM. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO: _____.

DOCUMENTED ECONOMIC HARDSHIPS MAY BE CONSIDERED FOR WAIVER ON A CASE BY CASE BASIS.
CONTACT THE JATC FOR ADDITIONAL INFORMATION

PLEASE NOTE, IF YOUR CHECK IS RETURNED BY YOUR BANKING INSTITUTION, YOUR APPLICATION WILL BE WITHHELD FROM FURTHER PROCESSING UNTIL FULL PAYMENT IS PROPERLY MADE—INCLUDING REIMBURSEMENT FOR ANY RETURNED CHECK CHARGES.

IF YOU ARE MAILING THIS FORM, BE SURE TO ENCLOSE YOUR PAYMENT IF YOU WISH TO RECEIVE AN APPRENTICESHIP APPLICATION FORM.

❖ DO NOT SEND CASH — ONLY CHECKS OR MONEY ORDERS ARE ACCEPTABLE PAYMENT ❖

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

APPENDIX C
(APPLICATION FORM)

APPENDIX D
(TO BE REPRODUCED ON JATC LETTERHEAD)

YOUR APPLICATION NO. IS

Apprenticeship Application EEOC Supplemental Information Form

THIS APPRENTICESHIP SPONSOR IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS. THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR SEX. THE APPLICANT MUST BE AT LEAST 18 YEARS OF AGE TO MEET MINIMUM QUALIFICATIONS. THE JATC DOES NOT, AND WILL NOT, DISCRIMINATE AGAINST A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THE DISABILITY OF SUCH INDIVIDUAL. WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

— PLEASE COMPLETE THE FOLLOWING —

The information voluntarily provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

Social Security Number: _____ - _____ - _____

Date of Birth: _____ month _____ day, _____ year

Sex: Female Male

Race: CHECK ONLY ONE

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black
- White

Ethnic Group: CHECK ONLY ONE

- Hispanic Origin
- Not of Hispanic Origin

How did you become aware of this apprenticeship opportunity?

- Word-of-Mouth
- TV
- Career Day
- Posted Announcement
- Guidance Counselor
- Outreach Organization
- Radio
- Newspaper (name of paper) _____
- Other _____

This form will not become part of your personal file. It will be maintained in a separate file, used only for EEOC reporting purposes.

APPENDIX E

(TO BE REPRODUCED ON JATC LETTERHEAD)

Qualification for Apprenticeship

AN INDIVIDUAL WHO CAN SHOW THAT THEY MEET THE CONDITIONS LISTED BELOW, AFTER MAKING APPLICATION FOR APPRENTICESHIP, WILL BE AFFORDED AN INTERVIEW BY THE JATC. IF INTERVIEWED, THE APPLICANT WILL BE LISTED AMONG THOSE APPLICANTS QUALIFIED FOR SELECTION, FOR A PERIOD OF TWO CALENDAR YEARS FROM THE DATE OF INTERVIEW.

TO BE INTERVIEWED THE APPLICANT MUST: (Insert requirements as per Section VIII of your registered Apprenticeship Standards)
AN EXAMPLE WOULD BE AS FOLLOWS:

- A. Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 1. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 2. Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 3. Able and willing to attend all related classroom training as required to complete their apprenticeship.
 4. Able to climb and work from ladders, poles and towers of various heights.
 5. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 6. Able to read, hear and understand instructions and warnings.
- B. Meet the minimum age requirement of eighteen (18) at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations).
- C. Obtain a qualifying score of "4" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research. The aptitude test will be administered to all applicants and used as part of the overall evaluation of the applicant.
- D. Be at least a high school graduate, or have a GED, or, in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.
- E. Show evidence of successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade, or provide evidence of having successfully completed the NJATC On-Line Tech Math Course.
- F. Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)
- G. Possess a valid Driver's License.
- H. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- I. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship will qualify on:
 1. A physical examination conducted by a licensed physician in order to determine if the selected applicant is capable of performing the essential functions of the occupation, with or without reasonable accommodations being made. Cost of the examination is to be borne by the selected applicant.*
 2. A drug-screen test. Cost of the test is to be borne by the JATC.
The JATC's Drug Policy is a part of its official Rules and Policies. Applicants shall be notified that such a policy exists and given an opportunity to review it.

APPENDIX F

(TO BE REPRODUCED ON JATC LETTERHEAD)

Apprenticeship Program Participation

AS AN APPRENTICE IN THIS APPRENTICESHIP AND TRAINING PROGRAM YOU MAY BE REQUIRED TO REPORT FOR OJT ASSIGNMENTS ANYWHERE WITHIN THE EMPLOYMENT JURISDICTION OF THE JATC. THE GEOGRAPHIC JURISDICTION, BY COUNTY, OF THIS JATC IS AS FOLLOWS:

IN THE STATE OF _____, THE COUNTIES OF: _____

A. AS AN APPRENTICE IN THE TIME-BASED APPRENTICESHIP PROGRAM, PERIODIC ADVANCES ARE PRESENTLY AWARDED ACCORDING TO THE FOLLOWING SCHEDULE.

Period	Percent of Journeyworker Rate	Minimum Accumulative OJT Hours	+	Related Training
1	_____ %	0	+	N/A
2	_____ %	1000	+	Satisfactory Progress
3	_____ %	2000	+	1 st Year School Completed
4	_____ %	3500	+	2 nd Year School Completed
5	_____ %	5000	+	3 rd Year School Completed
6	_____ %	6500	+	4 th Year School Completed
Completion	100%	8000	+	5 th Year School Completed

At the time of registration of these Standards, the Journeyworker rate is \$_____. The Registration Agency will be notified of all changes to the Journeyworker rate in a timely manner.

[Example: To advance to third period, one must have satisfactorily completed the first year of related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

B. AS AN APPRENTICE IN THE HYBRID APPRENTICESHIP PROGRAM, PERIODIC ADVANCES ARE PRESENTLY AWARDED ACCORDING TO THE FOLLOWING SCHEDULE.

Period	Percent of Journeyworker Rate	Minimum Accumulative OJT Hours	+	Related Training
1	_____ %	0	+	N/A
2	_____ %	1000	+	Complete 1 Core Competency
3	_____ %	2000	+	Complete 2 Core Competencies
4	_____ %	3500	+	Complete 4 Core Competencies
5	_____ %	5000	+	Complete 6 Core Competencies
6	_____ %	6500	+	Complete 7 Core Competencies
Completion	70%	8000	+	Complete 8 Core Competencies

At the time of registration of these Standards, the Journeyworker rate is \$_____. The Registration Agency will be notified of all changes to the Journeyworker Electrician rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training. Successful completion of one-year of related training and the minimum OJT hours are required for advancement - except for advancement to the second period, during the probationary period. In this case, a minimum of 1000 OJT hours and satisfactory progress in related training are required.

APPENDIX G

(TO BE REPRODUCED ON JATC LETTERHEAD)

Information Needed to Complete the Application Process

AS AN APPLICANT FOR THE APPRENTICESHIP PROGRAM, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO PROVIDE ALL OF THE FOLLOWING INFORMATION. I FURTHER ACKNOWLEDGE THAT I MUST SUBMIT ALL REQUIRED INFORMATION TO THE JATC WITHIN _____ DAYS OF THE DATE THAT I SUBMITTED MY APPLICATION FORM. THEREFORE, I AM RESPONSIBLE TO SEE THAT ALL DOCUMENTS ARE RECEIVED BY THE JATC NO LATER THAN _____, 20____.

(INSERT REQUIREMENTS AS PER SECTION VIII OF APPRENTICESHIP STANDARDS)

FOR EXAMPLE:

1. Provide reliable documentation for proof of meeting minimum age requirement.
2. Provide an OFFICIAL transcript for high school and post high school education and training. All GED records must be submitted if applicable.
3. Submit a DD-214 to verify military training and/or experience if a veteran and wish to receive consideration for such training/experience.
4. Provide evidence of having a valid Driver's License.
5. Provide any other required documentation or information such as letters of recommendation, personal merit citations, achievement awards, etc. that the applicant would like the JATC to consider.

PLEASE NOTE

IN ORDER TO QUALIFY FOR AN ORAL INTERVIEW, AN APPLICANT MUST OBTAIN A QUALIFYING SCORE ON THE ELECTRICAL TRADE'S APTITUDE TEST DEVELOPED AND VALIDATED BY THE AMERICAN INSTITUTES FOR RESEARCH. ‡

APPLICANTS WHO QUALIFY FOR AN ORAL INTERVIEW ARE INTERVIEWED IN THE ORDER IN WHICH THEY COMPLETE THE APPLICATION PROCESS.

PRIOR TO BEING REGISTERED, APPLICANTS SELECTED FROM THE POOL OF INTERVIEWED APPLICANTS MAY BE REQUIRED TO PROVIDE RESULTS OF A PHYSICAL EXAMINATION AND A DRUG TEST AS DETERMINED BY THE JATC.

‡ LISTED IF A PART OF THE JATC'S REGISTERED STANDARDS

APPENDIX H
(APPLICATION RECORD BOOK)

APPENDIX I
(TO BE REPRODUCED ON JATC LETTERHEAD)

Date

Dear (Applicant's Name):

Your application for apprenticeship, as well as, information/documentation subsequently submitted has been thoroughly reviewed by this JATC. We are pleased to inform you that you have met the minimum requirements for apprenticeship. Therefore, you have been scheduled for an aptitude test as follows:

Date: _____ **Time:** _____ AM / PM (CIRCLE ONE)

Location: _____

Your failure to report at the scheduled time and date, will indicate that you are no longer interested in pursuing your application for an apprenticeship indenture with this JATC and your application will become null and void. If it is impossible to report as scheduled, you need to notify the JATC office immediately.

You should allow sufficient travel time to the test location. If you arrive late, after testing has commenced, **YOU WILL NOT BE ADMITTED TO THE TEST SESSION.** There are no exceptions to this regulation. You should report well rested. You **MUST** bring a photo ID to the test session for identification purposes. You will not be admitted without one. You **DO NOT** need to bring anything else with you. You will be provided with pencil and paper.

An informational pamphlet, concerning the aptitude test battery, is enclosed for *your* review. Please take the time to read it over carefully.

If you have any questions, please contact the JATC. Remember, in order to be considered for an oral interview and possible selection, you must report for the aptitude test as scheduled above.

Sincerely,

APPENDIX J

(TO BE REPRODUCED ON JATC LETTERHEAD)

Date

Dear (Applicant's Name):

Your application for apprenticeship, as well as, information/documentation subsequently submitted has been thoroughly reviewed by this JATC. Based on this information, the JATC finds that you do not meet the basic requirements for an oral interview due to:

- Education Attainment**
- Minimum Age**
- Math Requirement**

In order to take the aptitude test, to possibly qualify for an oral interview for this apprenticeship program, you will need to address any deficiencies indicated above and then re-apply when applications are again being accepted.

- Aptitude — Did not obtain a qualifying score on the electrical trade's aptitude test developed and validated by the American Institutes for Research.**

If you did not qualify for an oral interview due to the results of your aptitude test, as indicated above, remember that you cannot retest for a period of six (6) months (180 days) from the date that you completed the test battery. At the end of the six months (180 days), it will be necessary for you to re-apply if you remain interested in becoming an apprentice in this program and would like to sit for the test again.

If you have any questions, you may contact the JATC.

Sincerely,

Notice

If you feel this JATC has failed to implement its Standards, Rules, or Policies equally, without discrimination; you may appeal, in writing, to the JATC (or the Appeals Committee at the following address [insert address]) within thirty (30) days of receiving this notification, or you may appeal directly to the Registration Agency or the EEOC.

APPENDIX K

(TO BE REPRODUCED ON JATC LETTERHEAD)

Date _____

Dear (Applicant's Name):

Application No. _____

We are pleased to inform you that you have met the minimum qualifications for apprenticeship and have been scheduled for an oral interview with the JATC. You are to report for an oral interview with the JATC as follows:

Date: _____ **Time:** _____ AM / PM (CIRCLE ONE)

Location: _____

PLEASE NOTE:  **IT IS NECESSARY TO REPLY IN WRITING WITHIN TEN DAYS OF THE DATE THAT APPEARS AT THE TOP OF THIS LETTER.**

Your failure to respond (using the bottom cutoff portion of this letter) within ten (10) days, or to report at the scheduled time and date, will indicate that you are no longer interested in pursuing your application for an apprenticeship with this JATC and your application will become null and void.

Be sure to allow yourself sufficient travel time to the interview location. Interviews are conducted in the order that they are scheduled. Every effort is made to maintain the established schedule; however, sporadic delays are possible. Please allow ample time in your personal calendar.

If you have any questions, please contact the JATC. Remember, in order to be considered for possible selection, you must report for the oral interview as scheduled above.

— cut on dotted line and immediately return the bottom portion to the jatc —

.....

I WILL REPORT FOR AN ORAL INTERVIEW AS SCHEDULED, ON _____.

I AM NO LONGER INTERESTED IN THE APPRENTICESHIP PROGRAM AND WILL NOT REPORT FOR THE ORAL INTERVIEW SCHEDULED ON _____.

Name: _____
please print

Application No. _____
see top of page

Signature: _____

Date: _____

APPENDIX L
(4-PAGE INTERVIEW RATING FORM)

APPENDIX M
(TO BE REPRODUCED ON JATC LETTERHEAD)

Date

Dear (Applicant's Name):

This is a follow-up notification concerning your application for an IBEW-NECA apprenticeship. This notice contains important information. Please be advised, your name will remain on an active list for possible selection into apprenticeship for a period of two (2) full calendar years from the date of your oral interview, which was conducted by the JATC on _____.

Your overall score based on a scale of 0 to 100 resulted in a score of _____.

Please be advised, you may request consideration for a re-interview after ninety (90) days from the above date of interview; provided that you submit information and documentation, as evidence of the fact, that you have gained at least 450 hours of electrical construction work experience, or successfully completed two or more post-secondary, trade related classes which you feel may enhance your chances for possible selection into the apprenticeship program. Such a request would be reviewed by the JATC to determine if another interview would be warranted, based on the information submitted.

In order to pursue a re-interview, you must do so by contacting the JATC and requesting an official Applicant Re-Interview Request Form.

If, after two (2) years from your last interview, you have not been selected for apprenticeship, it will be necessary for you to complete a **new application**, if you elect to do so.

Sincerely,

Notice

If you feel this JATC has failed to implement its Standards, Rules, or Policies equally, without discrimination; you may appeal, in writing, to the JATC (or the Appeals Committee at the following address [insert address]) within thirty (30) days of receiving this notification, or you may appeal directly to the Registration Agency or the EEOC.

APPENDIX N
(TO BE REPRODUCED ON JATC LETTERHEAD)

RANKED LIST OF ELIGIBLE APPRENTICESHIP APPLICANTS

AS OF: _____
(EFFECTIVE DATE)

Rank	Name	Applic.	Interview Date	Score†	Eligibility Expires
1	Applicant A	577	12/18/01	97.85	12/18/03
2	Applicant B	698	1/22/02	97.50	1/22/04
3	Applicant C	700	1/22/02	97.00	1/22/04
4	Applicant D	582	12/18/01	96.97	12/18/03
5	Applicant E	599	12/18/01	96.64	12/18/03
6	Applicant F	565	11/20/01	95.80	11/20/03
7	Applicant G	570	12/18/01	95.67	12/18/03
8	Applicant H	585	12/18/01	95.58	12/18/03
9	Applicant I	600	12/18/01	95.50	12/18/03
10	Applicant J	690	1/22/02	95.50	1/22/04
11	Applicant K	702	1/22/02	95.38	1/22/04
12	Applicant L	711	1/22/02	95.25	1/22/04
13	Applicant M	555	11/20/01	94.70	11/20/03
14	Applicant N	578	12/18/01	93.84	12/18/03
15	Applicant O	688	1/22/02	93.78	1/22/04
16	Applicant P	709	1/22/02	93.48	1/22/04
17	Applicant Q	713	1/22/02	93.22	1/22/04
18	Applicant R	691	1/22/02	93.00	1/22/04

— AND SO ON, UNTIL ALL ELIGIBLE APPLICANTS ARE PROPERLY RANKED —

†scores entered to two decimal places.

APPENDIX O

(TO BE REPRODUCED ON LOCAL UNION LETTERHEAD)

Date

Name and Address of JATC

Dear JATC:

By way of this communication, I am officially advising you, as Business Manager of IBEW Local Union (#), that the following individuals are classified as an apprentice Inside Wireman and should be immediately evaluated for placement into the Inside Wireman Apprenticeship program. They have met qualifications for entry (as per the registered Apprenticeship Standards) as indicted below:

The electrical contractor (employer) they are currently actively employed with became signatory to a collective bargaining agreement with Local Union (#) on _____. The individuals listed below are classified as apprentices.

[List name, address, phone number and social security number of all those qualifying under this provision.]

Electrical workers involved in an organizing effort wherein thirty (30) percent or more of the employees of an electrical contractor (employer) signed representation authorization cards with Local Union (#). The individuals listed below were among the thirty (30) percent or more who signed authorization cards and are classified as an apprentice Inside Wireman. A copy of each individual's signed authorization card is attached for your files.

[List name, address, phone number and social security number of all those qualifying under this provision.]

Electrical apprentice currently registered in another IBEW-NECA Inside Apprenticeship program. The individual listed below is currently registered in the _____ Inside Apprenticeship program and has requested permission to transfer into our program. IBEW Local Union (#) hereby grants permission for said transfer—acknowledging that permission must also be granted by our JATC, our NECA Chapter and the original sponsoring JATC, IBEW Local Union and NECA Chapter.

[List name, address, phone number and social security number of the individual qualifying under this provision.]

Please notify the above individual(s) immediately of any additional information you need from them to complete their application process.

I appreciate your expedient attention to this matter and respectfully request that you contact me directly should any questions or problems arise during the evaluation/slotting process.

Respectfully,

Business Manager
IBEW Local Union (#)

APPENDIX P

(TO BE REPRODUCED ON JATC LETTERHEAD)

Date _____

Dear (Applicant's Name):

Application No. _____

Your application for apprenticeship has been properly considered by the JATC. We are pleased to inform you that you have been selected as one of those to receive an offer of apprenticeship opportunity. In order to receive further instructions pertaining to your entrance into the apprenticeship program, please report to the JATC as follows:

Date: _____ **Time:** _____ AM / PM (CIRCLE ONE)

Location: _____

— PLEASE NOTE —
IT IS NECESSARY TO REPLY IN WRITING WITHIN TEN DAYS OF THE DATE THAT APPEARS AT THE TOP OF THIS LETTER.

Your failure to respond within ten (10) days, or to report at the scheduled time and date, will indicate that you are no longer interested in pursuing your application for an apprenticeship with this JATC and your application will become null and void. Please be punctual, allowing yourself sufficient travel time to the designated location. If you are currently employed, we would recommend that you refrain from giving any official notification of your acceptance at this time. When you report as scheduled, you will be given specific instructions concerning any additional admission requirements that must be met prior to registration and employment.

Remember, in order to *accept* this apprenticeship opportunity, you must complete the bottom portion of this letter, return it directly to the JATC and report as scheduled above.

— CUT ON DOTTED LINE AND IMMEDIATELY RETURN THE BOTTOM PORTION TO THE JATC —

.....

I WILL REPORT FOR ENTRANCE INSTRUCTIONS AS SCHEDULED, ON _____.

I AM NO LONGER INTERESTED IN THE APPRENTICESHIP PROGRAM AND WILL NOT REPORT FOR ENTRANCE INSTRUCTIONS AS SCHEDULED, ON _____.

Name: _____
PLEASE PRINT

Application No. _____
SEE TOP OF PAGE

Signature: _____

Date: _____

APPENDIX Q

(TO BE REPRODUCED ON JATC LETTERHEAD)

Applicant Re-Interview Request Form

NAME _____

DATE _____

I understand that after ninety (90) days from the date of initial interview with the JATC, if I have gained at least 450 hours of work experience in the electrical construction industry, or successfully completed two or more post-secondary, trade related classes, I may request a re-interview with the JATC. Therefore, I am at this time respectfully requesting that the JATC consider the documentation I have submitted to determine if a re-interview is warranted.

Work Experienced I Have Gained (DOCUMENTATION ATTACHED):

Additional Related Education & Training I Have Gained (DOCUMENTATION ATTACHED):

My signature below indicates I fully understand that if a re-interview is granted, the resulting interview score will supersede any previous scores.

APPLICANT'S SIGNATURE

— TO BE COMPLETED BY THE JATC —

APPLICATION NUMBER _____ DATE OF ORIGINAL INTERVIEW _____

APPENDIX R

(TO BE REPRODUCED ON JATC LETTERHEAD)

Re-Interview Response Form

NAME _____ DATE _____

ORIGINAL APPLICATION NUMBER _____ DATE OF ORIGINAL INTERVIEW _____

After ninety (90) days from the date of initial interview with the JATC, an applicant who has gained at least 450 hours of work experience in the electrical construction industry, or successfully completed two or more post-secondary, trade related classes, may request a re-interview with the JATC. The JATC will consider the request and determine whether or not a re-interview is justified.

Your request for a re-interview has been duly considered by this JATC, including a thorough review of all information and documentation you submitted. Based on the evidence presented, the JATC has determined that:

- A re-interview would not be in order at this time. Your original interview score will remain active and you will be eligible for selection until such time that your original two (2) year eligibility expires. Following that expiration, you may reapply when applications are again being accepted.

- A re-interview would be in order at this time. You will be notified by this office of the exact day, time, and location of your re-interview. In order to bring your file up-to-date, you will be required to complete a new application form. Your failure to report at the designated time will indicate that you are no longer interested in a re-interview. Be advised and reminded, the interview score that results from your re-interview will supersede your previous interview score. Your new score and eligibility for selection will remain active for two (2) years from the date of your re-interview.

Sincerely,

JATC CHAIRMAN

JATC SECRETARY

DATE

DATE

APPENDIX S

— INTERVIEW GUIDE —

This section provides procedures for conducting the oral interview and evaluating the applicant. It covers:

- Basic interviewing tips that will help inexperienced interviewers, and
- Specifics about the oral interview that will be important for experienced interviewers, as well as, new ones.

This section reviews five major topics:

- Preparing for the interview,
- Opening the interview,
- Asking questions,
- Closing the interview, and
- Evaluating the applicant.

The Apprenticeship Interview Rating Form is to be used with this section.

The Interview Rating Forms are to be treated as secure materials (i.e., kept in a locked area). The interview questions, as well as, the rating materials should be kept confidential.

The Interview

Some of the abilities identified as related to job performance—according to a Job Description developed through a scientific research project conducted by the American Institutes for Research (AIR)—are abilities that can be measured during an interview. We have developed an interview guide for evaluating eight of these abilities.

The interview procedures described here are to be used with all interviewed applicants.

Preparing for the Interview

Prior to the interview, the procedures described in this section need to be reviewed by the JATC committee members. Each interviewer needs to become familiar with the forms prior to conducting the interviews. On the day of the interviews, committee members will need to:

- Review the Summary Sheet,
- Ensure that the top of the Interview Rating Form is completely filled in,
- Organize the interview setting.

Review the Applicant Education and Training Summary Sheet

Review the summary sheet before the oral interview to get an overview of the applicant's background. When appropriate during the interview, refer to aspects of the applicant's background. This will let the applicant know that you are interested in them.

Organize Committee Members' Roles

Before the interview, committee members should:

- Select a lead interviewer. The lead interviewer will be responsible for making introductions and getting the interview started. The role of lead interviewer may be rotated among committee members, as determined by the JATC.
- Divide the interview questions among the committee members. There will be more about this in the section on "Asking questions."
- Assign someone to watch the clock—interview time is precious and needs to be used wisely. Do not spend too much time in any one area, take proper steps to ensure that time control does not get too far out-of-hand.

Organize the Interview Setting

Some tips for creating a workable setting for the interview are:

- Arrange chairs so that the applicant doesn't have to face the glare of a window or light fixture. Make sure the applicant is seated in a manner that allows them to comfortably see every interviewer and vice-versa.

- Make sure that interviewers have a convenient place for completing the Interview Rating Form.
- Position a clock so the lead interviewer can glance at it without distracting others.
- Hold phone calls and avoid other distractions.
- Do Not allow any type of interruption.
- Avoid sitting behind a desk, try interviewing in a “conversational” setting.
- An interviewer should not leave the room while an interview is in progress.
- Make sure each interviewer has the Interview Guide and the Interview Rating Form.

Opening the Interview

Most applicants will be somewhat nervous about the interview. Putting the applicant at ease will help you get better information during the interview. Some suggestions for putting the applicant at ease are:

- Introducing the applicant.
- Let the applicant know what to expect.
- Use “small talk” to help put the applicant at ease, mentioning items such as weather, sporting activities and current events.
- Assuring the applicant that this is an opportunity for them to share information with the interviewers—It is not an interrogation, please, relax.

Introduce the Applicant

Introduce the applicant, using their full name, to the committee members. Also, summarize the applicant’s work and educational history. An example is:

This is Scott Johnson. Scott graduated from Edison High School in Wichita Kansas last May, and he has been working for Kingstowne Construction since then.

Some other tips are:

- If the applicant appears nervous, take a few minutes to talk about the weather or some other innocuous topic.
- Remember that you are the *host*. Treating the applicant like your *guest* can help create an open atmosphere. Show the applicant where they can place personal belongings, and be considerate of the applicant's personal needs.
- Keep your thoughts, and eyes, focused on the applicant.
- The applicant must remain the center of attention during the interview. Eye contact should be maintained throughout, by all interviewers.
- Interviewers should smile and be most agreeable to all statements made by the applicant. This will encourage the applicant to continue talking, which allows the interviewers to listen, learning more about the applicant.
- The interviewer learns about the applicant by being a focused listener.
- Listen, listen, listen.

Let the Applicant Know What to Expect

Structure the interview by letting the applicant know what to expect and how long the interview will last. In particular, be sure to give the applicant an idea about the kind of questions you will be asking and the type of responses you want. The structuring statement you should use appears below.

*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.

Asking Questions

As you ask questions, you will gather information that will help you predict how well an applicant would perform as an electrician. The best predictions of future behavior are based on a person's past behavior in similar situations. That is, behavior is relatively consistent across situations and over time.

Following the Interview Guide

The Interview Guide has been designed to elicit information about the applicant's behavior relevant to eight abilities that are important for successful performance in the apprenticeship program (see Figure 4-1):

1. Ability to develop alternative solutions and choose the best alternative to a problem,
2. Ability to plan and organize tasks to meet deadlines,
3. Ability to maintain good relations with others in a work setting,
4. Ability to be self-motivated, responsible, and dependable without close supervision,
5. Ability to work smoothly with others as a team to complete a task,
6. Ability to remain calm in an emergency situation,
7. Ability to understand verbal instructions and warnings, and
8. Ability to communicate orally with others.

During the interview, you will ask the applicant several questions—one for each of the first six abilities listed above. Plan to spend a few minutes on each question. There are three questions for each of the six abilities. Before the interview, you should **choose one of the three questions to ask the applicant**. If the applicant has trouble answering the question you chose, pick one of the others. Do not ask more than one question for each ability unless the applicant has trouble answering the initial question.

Each interviewer will circle A, B or C on their Interview Rating Form to indicate which of the three questions were asked of the applicant concerning the six abilities. The question circled should be the one that the applicant actually responded to. Naturally, every interviewer must have the same questions circled on their rating form.

Prior to the interview, committee members should decide who is responsible for asking questions. Usually, each committee member will take responsibility for asking questions relevant to one or more of the abilities. You will do the best job interviewing if you know what you are looking for in an applicant. Studying the abilities in Figure 4-1 before the interview will help you gather useful information.

For *each* question asked, after listening to the applicant's response, each interviewer will indicate their rating of the applicant by circling the appropriate Roman numeral (between I and VII) that matches the applicant's behavior to the descriptions on the Interview Rating Form. A summary of each response must be included in the "notes" section.

Abilities 7 and 8 are oral communication skills. Instead of asking questions about oral communication skills, **observe** how well the applicant communicates with you during the interview. You will make your ratings of the applicant based on your observations during the interview.

Notation space has been provided on the Interview Rating Form.

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

In electrical work, many unexpected problems arise. Blueprints may not be followed exactly and then adjustments will need to be made in the way that particular materials are installed. Schedules may slip and time must be made up by rearranging jobs. Such difficulties require an ability to solve problems on the job.

2. Ability to plan and organize tasks to meet deadlines

Construction projects must meet schedules, which require effort on the part of everyone involved. Each worker must be capable of organizing and planning what they need to accomplish on schedule.

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

Electrical work frequently takes place in setting with many other people. Sometimes problems may occur that could be dangerous if people do not work well together. Electrical workers need to be able to maintain good relationships with other electrical workers and with workers from other crafts.

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

An electrical worker frequently must work independently after receiving instructions. A supervisor will not be able to check on everyone's work constantly and everyone must be able to pull their own weight.

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

Workers must be able to do more than just get along with others they work with. They must also be able to accomplish work activities in cooperation with others. Many tasks can only be accomplished if everyone works together.

6. Ability to remain calm in an emergency situation

Emergencies can occur suddenly when performing electrical work and these emergencies can be life threatening. Everyone involved in an accident must remain calm and carry out the steps necessary to get assistance as soon as possible. Workers who panic easily in this type of situation can be dangerous to themselves and to others.

7. Ability to understand verbal instructions and warnings

Apprentices and Journeymen are constantly receiving verbal instructions about tasks that they need to perform and the way the task must be performed. Also, emergency situations require immediate understanding and reaction to verbal warnings

8. Ability to communicate orally with others

An electrical worker interacts with many others on a job site, both within the trade and with other crafts, as well as, with the public and customers. The worker must be able to converse with others and give instructions when required.

Figure 4-1. Abilities Important for Apprenticeship Success

Probe to Understand the Applicant's Behavior

Take a few minutes to look at the interview questions. A major goal of the interview is to find out *what* the applicant did and *how* they behaved, when faced with different situations or problems. There are THREE very important pieces of information you will need to obtain for each question:

- **SITUATION** A BRIEF DESCRIPTION OF THE BACKGROUND FOR THE EVENT.
- **ACTION** A FULL DESCRIPTION OF THE APPLICANT'S BEHAVIOR, WHAT THEY DID, WHAT THEY SAID, HOW THEY BEHAVED IN THE SITUATION.
- **RESULT** A BRIEF DESCRIPTION OF THE RESULT OF THE APPLICANT'S ACTIONS.

An example of a complete response to the question “*Describe a time when you had an idea about a different way to make, build, or repair something*” (Ability #2), appears below.

SITUATION:

“My mom’s birthday was coming up and I wanted to make her a jewelry box. I wanted to have the wood and hinges on the box match her bedroom furniture. But, I couldn’t find an existing design that would let me use the hinges I wanted. So, I needed to come up with a design of my own for the jewelry box”.

ACTION:

“I looked at a variety of designs for jewelry boxes and went to a jewelry store, looking at different boxes for ideas. I figured out two ways that I thought I could do it, and prepared a diagram for each one. Then I went to consult with a neighbor down the street, he’s an expert craftsman. He helped me choose the best design and gave me several helpful hints”.

RESULT:

“My mom was really surprised and quite pleased with the jewelry box. It matched her furniture perfectly and works like a charm”.

The applicant may not readily give you all three parts to the answer. Here are some example probes for getting at the **SITUATION**, **ACTION**, and **RESULT**:

SITUATION

“Tell me about one time in particular . . .” (repeat the stem of the question)

“Describe one time when this happened.”

“What was the situation?”

ACTION

“How did you handle that situation?”

“What did you do?”

“How did you go about . . . ?”

(repeat part of what the applicant has said, but be careful not to lead the applicant)

RESULT

“How did it turn out?”

“What happened then?”

“What was the result?”

The actual probes you use will depend on the applicant’s responses to the broad questions. There are several rules-of-thumb you should keep in mind as you ask probing questions. They are listed in Figure 4-2.

Closing the Interview

After you have asked a question for *each* of the six ability areas, close the interview. In closing the interview, answer any questions the applicant has and thank them for their time.

That completes the interview. Before we excuse you, do you have any questions you would like to ask us?

Thanks for spending time with us today. We will mail you notification concerning the status of your application in the near future.

Remember to probe for a specific situation, action, and result.

Some applicants tend to say “we did . . .” or “our group . . .” Be sure to narrow in on what *the applicant* did in the situation.

Avoid leading probes.

Try to avoid telling the applicant what you want to hear. For example, if you want to know about the applicant’s tendency to work hard, a question such as, “Did you have to work long hours to do the task?”, is a giveaway. Try asking “How did you accomplish this task?”

Ask open-ended questions unless you are looking for a yes/no response.

Avoid questions that begin with “did”, “should”, “will”, and other verbs that elicit strictly “yes” or “no” responses. Use words like “how”, “tell me about”, and “describe”.

Don’t talk too much.

The applicant should do *most of the talking*. Interviewers are to listen, observe and evaluate—based on industry standards and needs.

Be nonevaluative.

Avoid frowning; frowning will make the applicant hesitant to talk openly with you. Also, avoid asking questions that begin with “Why...”. “Why” questions often sound evaluative and may make the applicant defensive.

Maintain eye contact.

Eye contact will let the interviewee know that you are interested in them.

Use non-verbal cues.

Use head-nodding, pauses, and “uh-huhs” to indicate interest. Look at your watch or lean back in your chair to control a talkative applicant. Smile, smile, smile . . . while nodding approvingly to show concurrence. This will facilitate open, informative dialogue.

Avoid irrelevant questions.

Make sure that your probes are relevant to the ability you are trying to assess.

Figure 4-2. Rules of Thumb for Probing

Evaluating the Applicant

The key to evaluating the applicant accurately is to match the applicant's behavior to the descriptions given on the Interview Rating Form. After listening to the applicant's response (in each area), **circle** the Roman numeral (on the Interview Rating Form Scale) that best matches the applicant's behavior in each of the nine categories. Be sure to circle the exact question (A, B or C) that was asked in each area. All interviewers' rating forms must indicate the same question being asked of an individual applicant.

After the interview, review your notations on the Interview Rating Form for each of the nine abilities, then record on the Interview Rating Form your overall personal evaluation of the applicant, by entering the numerical rating that reflects your overall evaluation of that individual applicant. Remember, applicants are to be interviewed and evaluated with due consideration of Industry standards and needs—not against each other. Interviewers are NOT to consult with each other in an effort to determine what score to give.

Some additional tips for making your evaluations are:

- Remember that everyone has some strengths and some weaknesses. Most applicants will not be high on every ability or low on every ability. Your ratings should indicate which abilities are the applicant's strengths and which ones are weaknesses.
- Focus on the applicant's behavior. Avoid being misled by personal characteristics or family background information that is not relevant to an apprenticeship.
- Avoid being misled by general or rehearsed responses. Applicants are likely to try to tell you that they are "hardworking", "creative", etc. You will find that they have a great deal of difficulty giving you "pat" responses if you pin them down to a situation. A "hardworking" applicant **will be** able to give you a specific example of their work effort. Focus on behavior and actions.
- Remember, all information presented concerning an applicant is confidential and protected by law. It is not to be disclosed in any manner.

Record Keeping

Both the Interview Guide and the Interview Rating Form should be secured (i.e., locked in a file cabinet or in a padlocked storage bin) before and after the interview.

After all of the committee members complete their ratings of the applicant, the committee leader should collect the ratings and turn them in to the Training Director or the JATC Secretary.

All interview scores should be properly recorded as described in the instructions that accompany the Interview Rating Form packet supplied by the NJATC (see attached).

Photocopies made for the interview session should be properly and immediately destroyed.

