



# INSTRUCTIONS

This package contains the forms required to interview twenty-four (24) apprenticeship applicants—utilizing six (6) JATC interviewers. Two (2) Jacket Folders designed to accommodate: seventy-two (72) - Interview Rating Forms and twelve (12) - Applicant Education & Training Summary Sheets, are included. A Committee Summary Sheet—for recording and computing interview scores—is printed on each Jacket Folder.

Prior to the interview, the **APPLICANT EDUCATION & TRAINING SUMMARY SHEET** must be filled-out and then six (6) copies should be made of the completed form—one for each interviewer. Copies of the Application Form may be made as well and provided to each interviewer.

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 **APPLICATION** 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 their **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.

When the interview is over, the applicant will be excused and the interviewers will individually review their Interview Rating Form and award a final overall rating (**INTERVIEW SCORE**), using the 0 to 100 scale provided on the Rating Form at the bottom of page 4. Each interviewer will then **SIGN** and **DATE** their Rating Form for that applicant.

**ALL** Interview Rating Forms, Summary Sheets and Application copies are to be immediately collected. The names of the interviewers and their individual scores will be recorded on the Committee Summary Sheet that is printed on the Jacket Folder. 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.

The original Application, Education & Training Summary Sheet and **ALL** Interview Rating Forms shall be placed in the Applicant's folder—becoming a part of their official record. Copies of the Education & Training Summary Sheet and the Application shall be properly destroyed. This is confidential information—protected by law—and shall **NOT** be disclosed.

Those individuals who are interviewed shall be eligible for selection for a period of two (2) years from the date of their interview. If they are not selected within that time frame, their eligibility shall immediately expire.