



JOBS FOR THE FUTURE

ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

TOOL 3.4 CANDIDATE ATTRIBUTES SELF-ASSESSMENT WORKSHEET

Occupational training participants can use this tool to prepare themselves for interviews. Use Tool 3.5 as a reference for types of attributes or traits to consider. Thinking critically about these attributes will help students figure out ways to improve before a formal interview.

This tool is also part of the pre-apprenticeship Multi-Craft Core Curriculum of the Building and Construction Trades Department, AFL-CIO.

WHO SHOULD USE THIS TOOL

Occupational training instructors, with their students; case managers; job developers; soft skills instructors; career coaches

This tool is part of Adding a Gender Lens to Nontraditional Jobs Training, created by Wider Opportunities for Women for the GreenWays initiative and revised by JFF as part of the Delivering the TDL Workforce initiative. All tools are available online at: <http://www.jff.org/newlensonjobs>.

Supported by the Walmart Foundation, Delivering the TDL Workforce expanded high-quality transportation, distribution, and logistics training programs in ten regions and promoted best practices in program design and delivery, employer engagement, and workforce partnership development. GreenWays was supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

Interviewers are looking for candidates that appear to have the physical, emotional, and intellectual aptitude to succeed in an apprenticeship program and who are worth making a significant time and financial investment in.

Review the attributes handout for examples of what interviewers are assessing in the categories listed below. Identify three traits you have for each category and list what you consider to be your strength; identify one thing you need to improve and what steps you can take to improve.

ATTITUDE AND BEHAVIOR

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

NON-VERBAL SIGNALS

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

COMMUNICATION STYLE

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

KNOWLEDGE, SKILLS, AND ABILITIES

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____
