



JOBS FOR THE FUTURE

ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

TOOL 3.5 ATTRIBUTES INTERVIEWERS ASSESS IN CANDIDATES

This tool provides a list of different types of attributes interviewers consider during an interview. Students can use as reference in conjunction with Tool 3.4 to better prepare for interviews.

This tool is also from a section 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.

ATTITUDE AND BEHAVIOR

- > Timely
- > Prepared
- > Enthusiastic
- > Energetic
- > Respectful
- > Appropriate
- > Attentive
- > Committed
- > Sincere
- > Honest
- > Confident but not arrogant

COMMUNICATION STYLE

- > Speaks confidently and clearly
- > Answers questions thoroughly and specifically without rambling
- > Makes the interview more of a dialogue than an interrogation
- > Does not give superficial or only yes and no answers
- > Demonstrates logical thinking
- > Gives specific and concrete examples:
 - » "I'm dependable—I maintained perfect attendance in my pre-apprenticeship class."
 - » "I'm a hard worker, my productivity exceeded expectations on my last job."

NON-VERBAL SIGNALS

- > Well-groomed appearance
- > Eye contact
- > Composure
- > Posture
- > Facial expressions
- > Handshake
- > Walk
- > Arm/hand movement and placement
- > Nods while listening
- > Smile

KNOWLEDGE, SKILLS, AND ABILITIES

- > Ability to describe the duties of the occupation and the working conditions
- > Ability to describe the qualifications and characteristics of a model apprentice or employee
- > Demonstrates basic technical understanding of the occupation
- > Demonstrates an understanding of the meaning of apprenticeship and the specifics of the apprenticeship applied for
- > Provides the information/documents requested
- > Familiar with occupational terminology and safety standards