Logo, company name

Description automatically generated **Pre-apprenticeship Training Program  
Interview Questionnaire**

**Interview Directions:**

Each participant interview must be conducted simultaneously by two program representatives who independently score the applicant’s responses using the rating scale below. Interviewers must take detailed notes regarding the applicant’s responses. Once the interviewers have completed their questionnaires and scored the applicant’s answers, the total scores from both interviewers must be averaged. An average score of **40 (100%) is the maximum score** a participant can receive, while the **minimum score for acceptance to the program is 32 (80%)**. Once the average score has been calculated, it must be entered into the Illinois Works Reporting System (ILWRS) along with scanned copies of both questionnaires. Applicant interviews usually last 45 – 60 minutes. Time should be allocated for interviewer questions as well as a dedicated time for the applicant to ask questions. **Rating Scale:** 1 = Poor 2 = Average 3 = Good 4 = Excellent   
  
**Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_   
 **Interviewer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Interviewer Title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Interview Type: Face to Face \_\_\_\_ Phone \_\_\_\_**    
  
**Interview Questions: Scores & Probing Questions**

1. Why are you interested in the construction industry? Score = \_\_\_\_\_\_\_\_

What trades are you interested in? (carpentry, operator, laborer etc.)

Do you have members of your personal or professional network that are in the construction trades?

2. What do you know about construction pre-apprenticeship programs? Score = \_\_\_\_\_\_\_\_

Have you researched other construction pre-apprenticeship programs?  
  
Do you know what type of training is offered in these programs? Classroom, work-based learning etc.

3. Why are you interested in this pre-apprenticeship program? Score = \_\_\_\_\_\_\_\_

Are you being asked and/or required to participate in this   
program?  
  
What are the top 2 or 3 things you are expecting to gain from participating in this program?

4. From your perspective, what qualifies you as a candidate for this program? Score = \_\_\_\_\_\_\_\_

Do you have any experience with construction/building/rehab work (personal or professional)?

5. What are some of your strengths and weaknesses as it relates to your career? Score = \_\_\_\_\_\_\_\_

If I were to ask a friend or family member what your greatest skills are what would they say?

When you think about your future career are there certain skills you feel you lack or want to improve?

6. Where do you see yourself in 5 years? Score = \_\_\_\_\_\_\_\_

What are you career aspirations?   
  
What do you hope to accomplish in 5 years?

7. The Illinois Works pre-apprenticeship program’s primary goal is transitioning Score = \_\_\_\_\_\_\_\_  
students to construction apprenticeship programs. How does this goal align with your long-term career goals?

Is pursuing a construction apprenticeship something you see yourself pursuing immediately after this program?

8. Are there any potential barriers that could hinder your progress in the program? Score = \_\_\_\_\_\_\_\_

If yes, can you provide an example on how you will deal with potential barriers?

9. As part of the requirements to be accepted, you must commit to attend 80% of the Score = \_\_\_\_\_\_\_\_  
training hours and 100% of student support services hours. You must also have at least a   
70% passing rate on the program’s tests. Do you foresee any problems completing   
these requirements?

Based on your typical work or life commitments, can you commit to being present as required?  
  
Are there any barriers that might make it difficult for you to meet the 70% passing rate?

10. One of the core values of our program is building a community of collaboration. This Score = \_\_\_\_\_\_\_\_  
includes demonstrating respect and professionalism. Please explain how you have   
demonstrated respect and professionalism toward others in the past.

When thinking about “respect and professionalism” what actions come to mind?

Describe how you have had a positive relationship with others in the past either in a professional, educational, or personal setting (community groups, sports teams etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer’s Signature Date Total Score**

*This document was developed by the Office of Illinois Works utilizing the interview questionnaire from the Hispanic American Construction Industry Association (HACIA) for the use by Illinois Works Pre-apprenticeship Program grantees.*