



JOBS FOR THE FUTURE

ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

TOOL 2.2 **ASSESSMENT QUESTIONS AND EVALUATION CRITERIA**

Use this tool to identify questions and evaluation criteria that assess a candidate's fit for your training program and case management needs. These sample questions apply a gender lens to assessment in order to get beyond stereotypes, identify transferable skills, and determine how to best serve incoming participants.

WHO SHOULD USE THIS TOOL

Case managers; intake staff

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.

SAMPLE ASSESSMENT QUESTIONS— CONSTRUCTION

Case managers or other intake staff members can use the sample questions during an application interview in the intake process or during the first meeting with the participant.

- > Why do you want to work in construction or the construction-related industry? What makes you a good candidate for this type of work?
- > Describe a time when you worked with others as a team to build a project.
- > Can you follow the directions of crew leaders even if the directions are given quickly or you don't like that person?
- > How will you maintain a sense of humor when dealing with difficult people?
- > How do you know that you can work in a physically demanding environment for extended periods of time and in all weather conditions?
- > Can you work at heights or in small, confined spaces?
- > Can you work in environments that may be extremely noisy, dirty, hot, cold, wet, smelly, or potentially dangerous?
- > What do you do when repairs are needed around your home (e.g., fixing outlets, toilets, or leaks)?
- > Do you like to start and end your workday early?
- > Do you like solving technical problems and puzzles? Can you give me an example?
- > Have you worked from a pattern, blueprint, or diagram to construct or make things? Example?
- > Give me an example of a challenge you overcame.

ADD OTHER ASSESSMENT QUESTIONS

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ASSESSMENT EVALUATION CRITERIA

These sample criteria can help intake staff select program participants.

- > Does the applicant understand the nature of the work and the working conditions?
- > Does the student have (or can gain) the physical capacity to succeed in a job that requires physical labor?
- > How well can the applicant follow directions?
- > Does the applicant have a good attitude about entering a male-dominated work environment?
- > Has the applicant demonstrated commitment to the program by showing up at various assessment points?
- > Does the applicant have strengths that balance out the weaker areas?

ADD OTHER EVALUATION CRITERIA

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SAMPLE ASSESSMENT QUESTIONS—TRUCKING

Case managers or other intake staff members can use the sample questions during an application interview in the intake process or during the first meeting with the participant.

- > Why do you want to work as a trucker? What makes you a good candidate for this type of work?
- > How will you maintain a sense of humor when dealing with difficult people?
- > Do you have experience stick shifting?
- > How will you feel if you are the only woman doing your job?
- > What do you expect your day to be like on the job?
- > Apart from a good income, what else do you think would bring you satisfaction from a job?
- > Are you comfortable being away from home for extended periods?
- > Can you describe an experience for which you kept good records?
- > Would you describe yourself as self-motivated and, if so, why?
- > Give me an example of a challenge you overcame.

ADD OTHER ASSESSMENT QUESTIONS

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SAMPLE ASSESSMENT QUESTIONS—LOGISTICS

Case managers or other intake staff members can use the sample questions during an application interview in the intake process or during the first meeting with the participant.

- > Why do you want to work in logistics or warehousing? What makes you a good candidate for this type of work?
- > How will you maintain a sense of humor when dealing with difficult people?
- > What do you expect your day to be like on the job?
- > Apart from a good income, what else do you think would bring you satisfaction from a job?
- > Can you provide an example that shows you are detail oriented and organized?
- > Do you have basic computer skills and experience using software?
- > How well do you work on teams?
- > How will you feel if you are the only woman doing your job?
- > Do you feel comfortable operating heavy machinery?
- > Give me an example of a challenge you overcame.

ADD OTHER ASSESSMENT QUESTIONS

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