



JOBS FOR THE FUTURE

ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

TOOL 3.8 SAMPLE VOLUNTEER INVITATION LETTER

Job developers and other workforce development professionals can use this tool as a template to recruit volunteer industry and apprenticeship program staff to serve as volunteer interviewers. Session 2 of the facilitator guide offers details about having volunteers participate in two-hour sessions, interviewing each participant in pairs. Page 3 of this tool provides information for volunteers to prepare for the mock interview sessions.

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

WHO SHOULD USE THIS TOOL

Job developers; career coaches; case managers

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.

DATE: **[date]**
TO: **[union name]** Apprenticeship & Training Program
FROM: Job Developer
RE: Mock Interviews

Thank you for supporting the **[program name]** Training Program. I appreciate your continued partnership and support to build more pathways for women and people of color into **nontraditional industries**. As part of our program's job readiness curriculum on how to be a competitive candidate for an apprenticeship program or job, we provide students the opportunity to participate in a mock interviewing session with program coordinators, committee members, union leaders and contractors.

We would appreciate your participation in this session, which is both educational for the students and an opportunity for you to meet potential applicants to your apprenticeship program or job. Providing students the opportunity to receive real feedback from industry representatives is a critical part of building their skills and confidence for the interview process.

The mock interview session will be held on **[day, date, time]**. There will be a brief orientation for volunteer interviewers at **[time]** and interviews will begin at **[time]**; light refreshments will be served. Below are the instructions and logistics for the activity.

Please let me know, at your earliest convenience, of your availability to participate in this important program. A response prior to **[date]** is greatly appreciated in order for us to finalize the scheduling of volunteer interviewers. Thank you in advance for your participation and support of our program.

MOCK INTERVIEW SESSION

The goals of the session are to:

- > Simulate an actual apprenticeship committee or employer interview
- > Prepare students for real life interview experiences
- > Provide multiple opportunities for students to practice their answers, communication style, and interview protocol
- > Build student confidence
- > Provide feedback on areas needing improvement

PREPARATION

- > Please review the **Mock Interview Rating Sheet** prior to the session in order to be familiar with the form and feedback process.
- > Please record the student's name on the individual rating sheets.
- > You may wish to interview in teams to simulate the committee approach used in apprenticeship. Talk with your other team members to establish your collaborative approach to the interviews. One person should take the lead.

INTERVIEW

- > Please try to simulate as realistic an experience as possible.
- > Please stay in your role / in character.
- > Please feel free to be friendly, but not overly supportive during the interview.
- > Reserve your feedback until the interview is complete.
- > You may omit some of the questions if you feel the candidate has already adequately addressed the question.
- > Please feel free to add questions that you have asked, or been asked, during an interview for an apprenticeship program or similar occupation.
- > We have prepared our students to handle illegal interview questions (e.g., marital status, veteran's status, child care); it is helpful to ask one of these types of questions to see how well they address it.
- > Also make note of whether the student prepared a question to ask the interviewers.
- > Since apprenticeship programs allow little time for each interview, we want to keep the time per student to about 10 minutes.
- > When the interview is complete, please take a few minutes to give some immediate feedback to the student.

AFTER THE INTERVIEW

- > Immediately after each interview, complete a rating sheet for the student. The sheet will be given to the student as part of an interview assessment process. Please be as thorough as possible. Specific advice or praise will be much appreciated as students prepare for real world interviews.
- > After all students have completed two interviews, we will ask the interviewers to provide general feedback to the entire group. Specifically, we are asking you to share what strengths you noticed across the group, and what recommendations you have for improvement.