

THE PINK TO GREEN TOOLKIT: BUILDING CULTURAL COMPETENCY AND RESPECT FOR DIVERSITY

CREATED BY WIDER OPPORTUNITIES FOR WOMEN FOR THE GREENWAYS
INITIATIVE

DECEMBER 2014

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 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

THE PINK TO GREEN TOOLKIT

This tool is part of *The Pink to Green Toolkit: Adding a Gender Lens to Green Jobs Training Programs*, created by Wider Opportunities for Women for the GreenWays initiative. All tools are available online at: www.jff.org/pinktogreen

The GreenWays initiative provides high-quality workforce services to employers and to workers seeking to advance their careers in the green economy. The initiative invests in 20 workforce partnerships across six diverse industry sectors

in eight metropolitan labor markets. It builds on JFF's approach of organizing employers and workforce resources into sectoral workforce partnerships to promote career advancement for lower-skilled workers. GreenWays is supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

www.jff.org/initiatives/greenways

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 trade and the working conditions
- > Ability to describe the qualifications and characteristics of a model apprentice or employee
- > Demonstrates basic technical understanding of the trade
- > Demonstrates an understanding of the meaning of apprenticeship and the specifics of the apprenticeship applied for
- > Provides the information/documents requested