

**INTERNATIONAL  
TRAINING FUND**

**Apprentice Selection  
Process Overview for  
Candidates**

**aptMetrics®**  
Global Strategies for Talent Management.

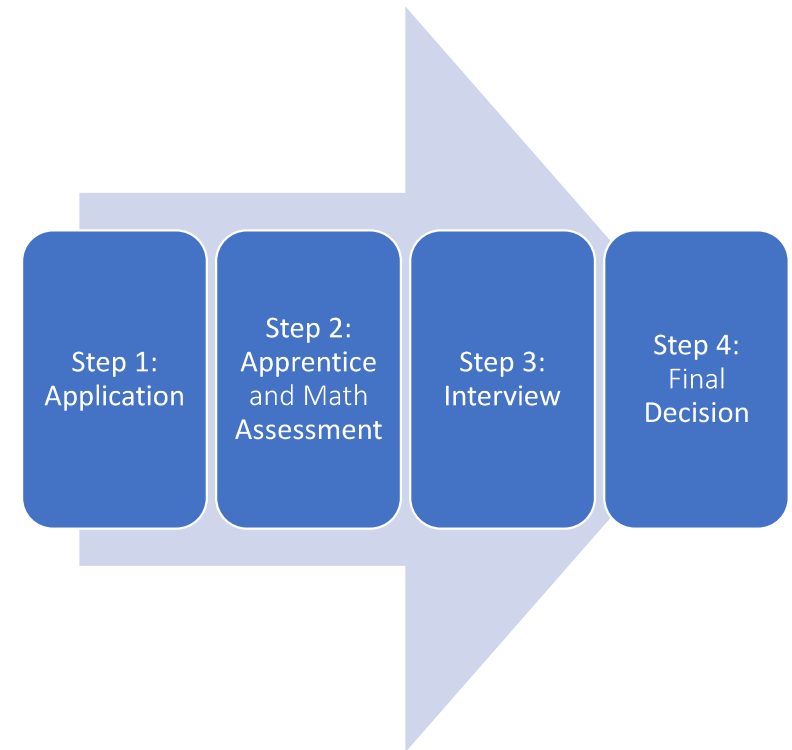


**BUILT ON  
EXCELLENCE**

*Rooted in the Apprenticeship Program*

# Applicant Process Flow

1. Application: complete & return to Local for registration
2. Journey Assessment and Math Assessments: Qualified Applicants receive an invitation from the Local to come into the hall and take in-person, online assessment.
  - Each assessment, taken back-to-back, takes approximately 30 minutes.
  - This totals approximately 60 minutes to take both assessments.
3. Interview: Local will contact qualified Applicants to schedule interview
4. Hiring: Local will contact qualified Applicants as Apprenticeship positions become open



# What is the Journey Assessment?

## Explore the Journey Assessment

Swipe/Scroll to browse and Tap/Click an image to pick a company to explore (5 options)



Journeyworker



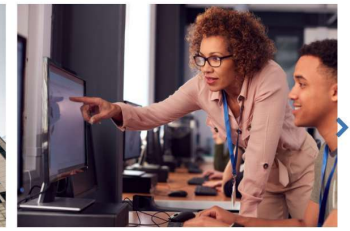
Hospital Job Site



Construction Job Site



Office Building Job Site



Apprenticeship School

The Journey Assessment is a brief, validated assessment that will help locals select applicants for open spots in the Apprentice Program using an objective, fair and consistent process. The assessment will also help you learn about the Apprentice Program and determine if the program is the right career step for you.



29 questions

Approximately 30 minutes to answer the 29 questions



Validated for the Apprentice Program

Provides a preview of the Apprentice Program & Predicts performance



Your Local will contact you to come to the Hall to take this assessment.

JWC

## Journey Assessment FAQ



*Q: How long will it take for me to complete the Journey assessment?*

*A: From start to finish, the Journey assessment takes approximately 30 minutes to complete. You will be asked to answer 29 questions, lasting approximately 30 minutes.*



*Q: What happens if I am disconnected or experience technical difficulty while I'm taking the Journey assessment? Will I still be able to complete it?*

*A: Your assessment will always return to the question in the assessment at which you were disconnected or experienced technical difficulties. Logging in again will take you back to where you were.*

# How to Prep for the Journey Step

- Get enough sleep the night before taking the Journey Assessment so you will feel rested and able to do your best.
- Have something to eat before going to the testing session.
- Arrive early at the Local to receive your Logon info and computer/tablet assignment. Arriving early will help you to stay relaxed and focused.
- You are NOT penalized for guessing, so be sure to answer every question.
- Read ALL the answer choices to a question before deciding which answer is best.
- When answering questions that ask you how you would handle a situation, eliminate the alternatives that are clearly not the correct choice.
- Think about what the potential consequences would be for each alternative. Alternatives that result in positive outcomes and resolve the issue will be the most correct choices. If you come across two alternatives that both appear correct, ask yourself which alternative would result in the most positive outcome and/or best resolves the issue presented in the scenario.
- Approach the assessment with confidence. Consider it an opportunity to demonstrate your skills and abilities.

Assessment

Image to pick a company to explore (5 options)



Construction Job Site



Office Building Job Site



Apprenticeship School

Assessment

Image to pick a company to explore (5 options)



Journeyworker

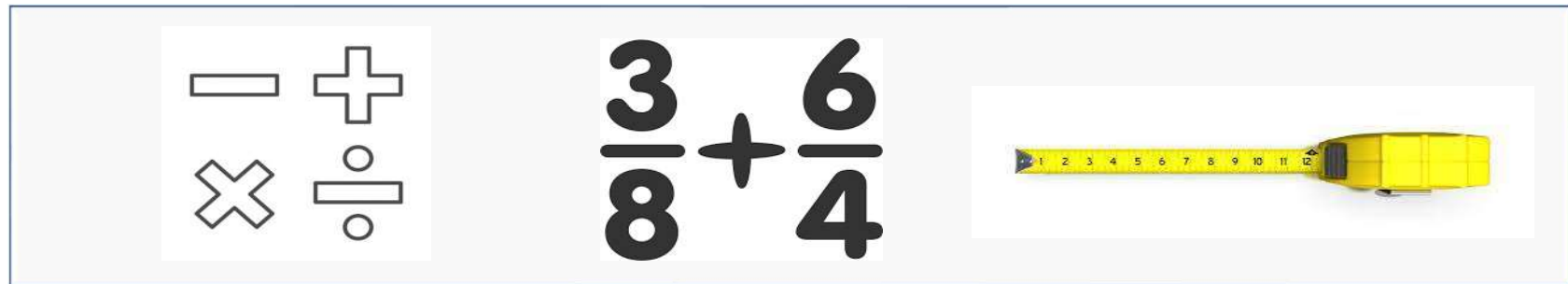


Hospital Job Site





Construction Job Site


# What is the Math Assessment?



The math Assessment is a brief, validated assessment that will help locals select applicants for open spots in the Apprenticeship Program using an objective, fair and consistent process. This assessment was designed to include an assessment of basic math skills that are required to be successful in the Apprenticeship Program - both in the classroom and on job sites.

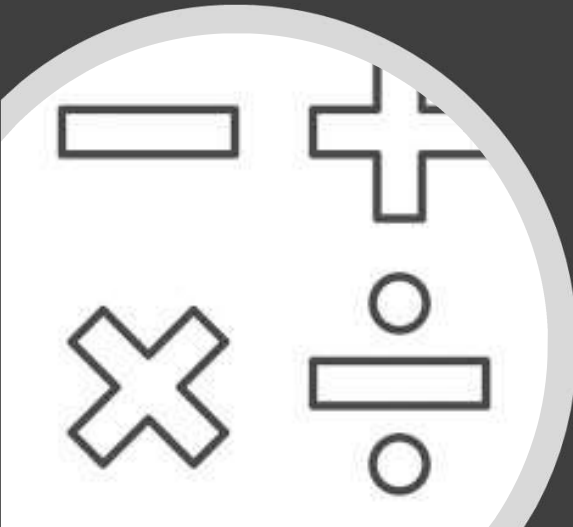
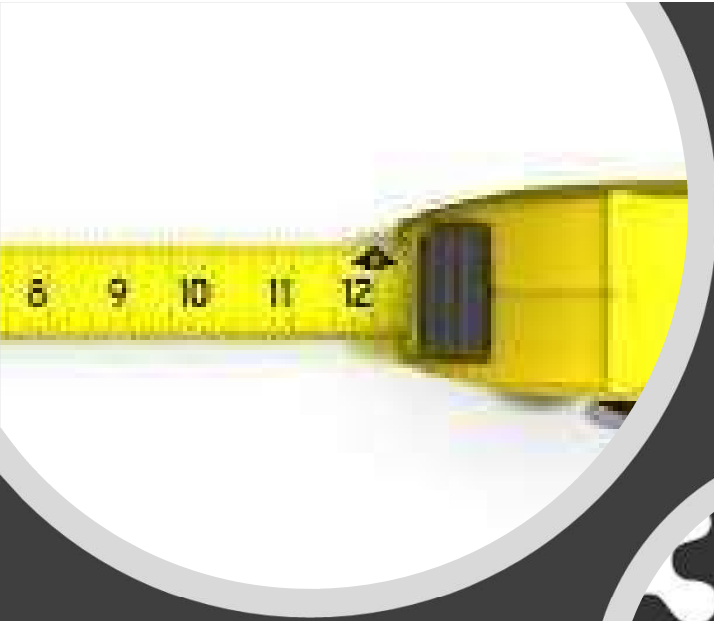
 29 questions  
Approximately 30 minutes to complete

 Validated for the Apprenticeship Program  
Addition, Subtraction, Division, Multiplication, Fractions,  
Ruler Measurement, Converting Feet to Inches

 The Math Assessment will be taken at the Local directly after the Apprenticeship Assessment.

# How to Prep for the Math Assessment Step

- Get enough sleep the night before taking the Math Assessment so you will feel rested and able to do your best.
- You are NOT penalized for guessing, so be sure to answer every question.
- All materials you need to take the test will be provided at the testing session. Test aids such as your phone or calculators are not allowed to be used.
- Your local library and bookstores may have books that deal with improving your basic math skills. In addition, adult education programs might offer courses. The Internet is another place to look for information.
- Basic math books which have addition, subtraction, multiplication and division problems may be a good source for preparing for arithmetic tests. Be sure to work on problems across all four areas. Elementary algebra books include problems on how to solve basic algebraic equations.
- Approach the testing session with confidence. Consider it an opportunity to demonstrate your skills and abilities.








# What is the Apprentice Program Interview?



The Apprentice Program Interview involves a brief set of questions asked by a panel of interviewers who are involved in the Apprentice Program. The questions will be about your past experiences in other jobs or at school that are related to areas important for success in the Apprentice Program. All candidates will be asked the same questions that are evaluated by the interview panelists using the same standards.

 **Structured Interview Questions**  
About 20-30 minutes to complete

 **Validated for the Apprentice Program**  
Questions about your past experiences that are related to performance in the Apprentice Program

 The interview will be completed at the JATC with a panel of interviewers



# How to Prep for the Interview Step

- Get enough sleep the night before the interview so you will feel rested and able to do your best.
- Plan to get to the interview early. Arriving early will help you to stay relaxed and focused.
- Prior to your interview, think of examples from your education and work experience where you had to: work with others; pay attention to details or work safely; manage your time or work schedule; or learn something new or difficult. Be prepared to share these examples during the interview.
- When thinking about those past examples, be prepared to explain the situation, the actions you took and the results of your actions.
- During the interview:
  - Listen to the question carefully.
  - Make sure you understand the question before you start to answer.
  - Organize your answer by explaining the situation, the actions you took, and the results of your actions.
  - Check with the interviewers to make sure your answers are giving them the information they need and answer any follow-up questions they have.
- Be confident and clear when you give your responses.
- Don't ramble - stay focused when you are answering each question.

