

Appendix D

(SAMPLE)

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

American Fire Protection Group, Inc.

(dba Insert Name)

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR OFFICE OF
APPRENTICESHIP**

**APPROVED BY: _____
REGISTRATION AGENCY**

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 Title 29 CFR Part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

1. Be at least 18 years of age.
2. Provide a certified copy of high school diploma and official transcripts, or certified copy of GED.
3. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
4. Be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Some essential functions of the sprinkler trade may include: handling material in excess of 100 pounds, working with tools off scaffolds, ladders and aerial lifts at heights potentially in excess of 100 feet, working in confined spaces and in trenches of eight feet or greater depth, working in adverse weather conditions.
5. Applicants may be required to submit to a physical agility or fitness test.
6. All applicants may be required to pass any specified aptitude test(s) required for a craft or trade.
7. Have a dependable means of transportation to the employer's place of business and/or jobsite and to the place where any classroom job-related instruction is held.
8. Read and write English to comprehend instructions on the job and in related instruction classes.

SECTION II. - APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year. All persons requesting an application will have one made available upon signing the applicant log. Advertisement of Apprenticeship Openings within AFPG will be on the AFPG website, the APi website, the AFPG Quarterly Newsletter, or via US mail to current eligible employees.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age or driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

SECTION III. - SELECTION PROCEDURES

- A. In accordance with 29 CFR 30.5(b)(3), the Sponsor will be selecting apprentices from its pool of current employees. This selection method is in compliance with the AFPG promotion policy of considering current AFPG employees who meet specific qualifications for job openings before outside candidates. The Sponsor shall establish goals and timetables for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR 30.4(d),(e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women

(minority and nonminority) in the apprenticeship of journeyperson crafts represented by this program.

- B. The Sponsor will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- C. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable, and the. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- D. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- E. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- F. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
- G. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- H. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two - year (2) period that were on the ranking list will be required to reapply.

- I. During the two-year (2) period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor or, at the apprentice or applicant's election, with a private review body established by AFPG (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program,

including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

American Fire Protection Group, Inc., (dba Insert Name) hereby officially adopts these Selection Procedures on this _____ Day of (Insert Month/Year).
Day Month/Year

SIGNATURE OF SPONSOR

PRINTED NAME

SIGNATURE OF SPONSOR

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

APPLICANT INTERVIEW & RATING FORM

NAME: _____ APPLICATION # _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SSN LAST 4: _____ DATE OF INTERVIEW: _____

NAME OF INTERVIEWER(S): _____

The purpose of this form is to give Sponsors and other managers a tool to rate potential apprenticeship candidates for suitability to be entered into the Program, as well as to rank order the candidates. The procedure is to evaluate each applicant's qualifications and interview responses based on the following criteria, and then determine their overall score. If more than one person interviews an applicant, each interviewer will individually score the interview portion, and then all interview scores will be averaged together. The final scores will be recorded at the end of this sheet.

QUALIFICATIONS:

POINTS EARNED:

EDUCATION: Does the applicant have applicable vocational education?

- High School Diploma (15 points)
- GED (10 points)
- Related Vocational Training (1 point/semester hour)
- College Education (1 point/semester hour)

Total Education Points (Max 20):

EXPERIENCE: Does the applicant have any trade or related experience? Point determinations may be made through questions & answers, documentation, references, or a combination of all of these.

- Equal Fire Sprinkler Trade Exp. (up to 5 points per 6 months exp.)
- Related Trade Experience (up to 5 points per 6 months exp.)
- Relevant Military Service (up to 5 points per 6 months exp.)
- Other Related Experience (up to 5 points per year exp.)

Total Experience Points (Max 20):

INTERVIEW

Listed are several interview categories with questions that you should ask the applicant. After listening to the applicant's response, indicate your rating by circling the appropriate number on a scale of as shown below each question. Additionally, write down a summary of the response in the space provided. These questions are meant to gauge the applicant's interest in the trade, interest in the Apprenticeship Program, attitude towards work, physical fitness & disposition, ability to work with others as a team, ability to take initiative, and ability to plan and organize tasks. After you have completed the interview, rate the applicant on their ability to understand your instructions, and their ability to communicate verbally.

1. INTEREST IN THE TRADE (5 points)

What knowledge do you have of what a sprinkler fitter does, and why does it interest you?

Notes: _____

| | | | | |
|-----------------------------------------------------------------------------------------------------|----------|----------|----------------------------------------------------------------------------------------------------------------------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| Shows little interest in the trade; Has little knowledge of the trade; Has no related hobbies | | | Shows strong interest in the trade; Understands what's involved in the work; Has several related interests & hobbies | |

2. INTEREST IN THE APPRENTICESHIP PROGRAM (5 points)

Why do you want to enroll in the AFPG Apprenticeship Program and why do you think you can succeed?

Notes: _____

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------------------------------------------------------------------------------------------------------------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| Shows little interest in the Program; Cannot explain why he/she wants to enroll; Has not given this challenge much thought | | | Shows strong interest in the Program; Provides good explanation on why; Has a plan and the attitude to succeed | |

3. ATTITUDE TOWARDS WORK (5 points)

What's more important to you and why: Getting a job done on time, or getting a job done right?

Notes: _____

| | | | | |
|---------------------------------------------------------------------------------------------------|----------|----------|-------------------------------------------------------------------------------------------------------------------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| Doesn't take both aspects into consideration; Doesn't make a decision; Has flawed reasoning | | | Shows good grasp on why both are important; Makes a decision w/ good explanation why; Sound & comprehensive logic | |

4. PHYSICAL FITNESS & DISPOSITION (14 points) (Note, this ranking also takes into account the applicant's work prior to this interview)

Realizing that this job requires working at heights, working with heavy objects, and working with materials above your head. Tell me about your physical fitness, why you feel that you are going to be able to meet these demands, and if there are any physical issues that would prevent you from doing this job?

Notes: _____

| | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| No prior sports/fitness history; Afraid of Heights, lifting heavy objects, etc.;; Not confident or willing to complete required tasks | | | | | | | | | Prior/current athlete or fitness buff; No fear of heights or other aspects; Confident and willing to complete required tasks | | | | |

From this point of the interview forward, there are choices for questions in each category. You may choose either of the two questions (a. or b.).

Please read the following statement to the applicant:

“For the remainder of the interview, we will ask you questions about how you have handled various situations in a work, school, or team environment. When you answer each question, we would like you to explain to three things to us: 1) The situation; 2) What you did; and 3) The final result. Once again, that is 1) The situation; 2) What you did; and 3) The final result. Do you have any questions?”

5. ABILITY TO WORK WITH OTHERS AS A TEAM (5 points)

- a. Tell us about a time when you had to work with more than two people to get something done.
- b. Tell us about a team activity that you enjoy participating in.

Notes: _____

| | | | | |
|-------------------------------------------------|----------|----------|----------|----------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| Could probably only be productive working alone | | | | Would nearly always work very well within a team setting |

6. ABILITY TO TAKE THE INITIATIVE (5 points)

- a. Describe a time when you received unclear instructions from a superior on how to complete a specific task.
- b. Think of a time when you knew that a chore or project had to get done, but no one was forcing you to do it.

Notes: _____

| | | | | |
|-----------------------------------------------------------------------|----------|----------|----------|----------------------------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| Seems to need encouragement to work; May require constant supervision | | | | Could almost always work with very little supervision; would almost always |

finish the task on his/her own

7. ABILITY TO PLAN AND ORGANIZE TASKS WITH A DEADLINE (5 points)

- a. Tell us how you planned a project which you completed, from beginning to end.
- b. Tell us about a time when you had a deadline to meet, but something of higher priority came up and did not allow you to make the deadline.

Notes: _____

| | | | | |
|----------------------------------------------------------------------------------|----------|----------|----------|--------------------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| May have difficulty planning and organizing work; may often times miss deadlines | | | | Would most likely plan and organize work so that deadlines are met |

Please read the following statement to the applicant:

“At this time the interview questions are complete. Do you have any questions for me regarding the position or the process from this point forward?”

8. OVERALL UNDERSTANDING OF VERBAL INSTRUCTIONS (8 points)

Notes: _____

| | | | | | | | |
|--------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|---------------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| May have a tough time understanding simple, straightforward instructions | | | | | | | Could understand complex instructions in nearly any situation |

9. OVERALL ABILITY TO COMMUNICATE VERBALLY WITH OTHERS (8 points)

Notes: _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------------------------------------------------------------------------------------------------|---|---|---|---|--------------------------------------------------------------------|---|---|
| Provided incomplete or hard-to-follow responses to interview questions; Mumbled or didn't speak clearly | | | | | Spoke clearly and concisely; provided well-understood responses | | |

TOTAL RANKING SCORE:

Education & Experience (40 points possible) Points Earned:

Interview Score (60 points possible) Points Earned:

TOTAL RANKING SCORE (100 points possible):

Applicants who receive a score less than **60 points** do not qualify. Inform the applicant that they did not qualify and can reapply in 180 days.