



Sponsor Code _____
Trade Code(s) _____

Selection Standards and Evaluations

Name of Candidate _____ Trade _____
Address _____ City _____ State _____ Zip _____

Table with 5 rows of evaluation criteria: Educational Achievement, Work Experience, Seniority, Job Aptitude, Oral Interview. Each row includes checkboxes for various criteria and a grid for scoring points.

Total Allowable Points -> Total Score ->

Rank _____

Evaluated by _____ Date _____

Sponsor Name _____

Sponsor Address _____

Instructions

Use this form to demonstrate the proposed selection factors for apprentice recruitment. After approval, individual forms are used to document the scores given to apprentice applicants.

Name of candidate, Address and Trade – Self-explanatory.

Selection Factors

Check the box for each selection factor used.

Educational Achievement

If used as a selection factor, enter the number of points to be awarded for completion of each year of general education beyond the minimum qualification. For example, 2 points for each year completed beyond the 12th grade (if completion of high school or GED was a minimum qualification).

Points for related technical education such as technical college or trade school attendance or vocational high school may be awarded beyond the selected grade level.

Points for completion of trade related continuing education or adult education courses such as BOCES or school district night school may be awarded. For example: Blueprint Reading, Shop Math, Power Tool Safety, etc.

Credit for education completed in the military service should be given as appropriate.

Work Experience

Points may be awarded for trade related work experience including appropriate military service work experience.

Points may be awarded for recognition of military service.

Points may be awarded for general work experience, i.e., non trade related experience.

Seniority

Points may be awarded for length of service for an in-house recruitment or an open recruitment which includes the sponsor's employees.

Job Aptitude

If used, aptitude test results must be significantly related to job performance. Insert the name of the aptitude test and who will administer it. Selected test must meet New York State Department of Labor approval.

Oral Interview

Limited to objective questions that determine the fitness of applicants to enter the apprenticeship program. Questions relating to qualifications previously determined in gaining entrance to the eligibility pool shall not be included. Interviewers should keep a record of questions asked, the general nature of the applicant's responses and a summary of any conclusions. Interview points cannot exceed 40% of the total score.

Determining Scores

First, assign the total maximum number of points allowable for each chosen selection factor. For example, 25 total points for Educational Achievement, 20 total points for Work Experience, etc. The proportion of allowable points for each selection factor should be directly related to job performance and performance in the apprenticeship program. Next, determine the maximum number of points for each checked factor of the selection criteria. For example, under work experience 12 points for the maximum allowable credit for Trade Related Work Experience and 8 points for Active Military Experience credit. It is permitted for the total of allowable points for two or more checked selection factors to exceed the assigned Total Allowable Points for the category. For example, under Work Experience the total allowable points may be 20; for Trade Related Work Experience, 15, and for Active Military Experience, 10. The maximum number of points a candidate could be credited remains at 20 regardless of the combined allowable points earned.

To score individual candidates, multiply the number of years credited times the points assigned for each year completed for Educational Achievement, Work Experience, and Seniority. Enter the total in the score column and total the points for each category. Enter the amount in the 'Total' box for each category. That amount may not exceed the total maximum points allowable for each category.

For determining allowable points for other than the SATB (Specific Aptitude Test Battery) Job Aptitude, use the following formula:

$$\text{Applicants Points} = \frac{\text{Applicant's test score} \times \text{maximum points allowable}}{\text{Maximum test score}}$$

For example, if an applicant scored 70 out of a possible 80 on an aptitude test and the maximum allowable points for the test was set at 24, then:

$$\frac{70 \times 24}{80} = 21 \text{ points}$$

For oral interviews, total the points awarded in each checked standard and indicate the amount in the 'Total Score' box. Points awarded for the oral interview cannot exceed 40% of the Total Score.

To determine the applicant's Total Score, add all the bolded 'Total Score Box' scores.