

Sample Interview Questions

1. Tell me about yourself and your career goals.
2. Why do you want to work for XYZ company?
3. What are some of your professional strengths/weaknesses?
4. Will you be comfortable working for someone younger/older?
5. Describe three things that are important to you in a job.
6. How has your education prepared you for your career?
7. If I were to ask your instructors or past employers to describe you, what would they say?
8. Why should we hire you instead of someone more experienced/qualified?
9. Who has impacted you most in your career or education, and why?
10. What has been your biggest accomplishment and failure?

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**INTERVIEWING:
GET THE CAREER
YOU WANT**

While interviewing is not always easy, there are certain tricks which can be implemented to increase one's odds of getting the offer and making the hiring manager confident that you are the right applicant.

INTERVIEWING SKILLS

- **Preparing for the interview (Career Readiness)**
 - **Research the company**
 - Go to their website—what products or services do they offer? Have they been in the news recently?
 - **Practice**
 - Go over your resume
 - Write out and study an interview script
 - **Anticipate problems**
 - Be prepared to discuss gaps in employment and answer some difficult questions.

10 MOST POPULAR INTERVIEW QUESTIONS

- **What is your greatest strength?**
 - The best way to respond is to describe the skills and experience that directly correlate with the job you are applying for.
- **What is your greatest weakness?**
 - Non-essential skills, skills you have improved, or turn a negative into a positive
- **How do you handle stress?**
 - How do you handle pressure? Give examples of how you have handled stress—the employer gets a picture of how you work in those situations.
- **Describe a difficult work situation / project and how you overcame it.**
 - Prepare stories that illustrate times when you have successfully solved a difficult situation.

10 MOST POPULAR INTERVIEW QUESTIONS

- **How do you evaluate success?**
 - I evaluate success in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. After work, I enjoy playing softball, so success on the field is catching the winning pop-up.
- **Why are you leaving or have left your job?**
 - Don't bad mouth former boss
 - Some examples may include looking for new challenges, an elimination occurred, personal or professional growth opportunities, finished educational program, intrigued by this position, better fit for skills and interests
- **Why do you want this job?**
 - Keep in mind that you can customize these answers to fit your particular circumstances and the job you are applying for.

10 MOST POPULAR INTERVIEW QUESTIONS

- **Why should we hire you?**
 - What makes you the best fit for this position? Your answer to this question should be a concise "sales pitch" that explains what you have to offer the employer.
 - The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job.
 - Think of the job listing, keep it concise, focus on your uniqueness
- **What are your goals for the future?**
 - Refer to the position and the company you are interviewing with. Don't discuss your goals for returning to school or having a family, you out of contention for the job.
 - My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.
- **Tell me about yourself.**
 - One-sentence description of who you are, your biggest strength and the major benefit that a company will derive from this strength.
 - Be specific and be prepared.

INTERVIEWING SKILLS

- **Phone Interviews**
 - Quiet place
 - Clear cell phone reception
 - Speak clearly
 - Take notes
 - Smile
 - Don't eat or drink
 - Thank the interviewers

INTERVIEWING SKILLS

- **Preparing for face to face interviews**
 - 55% of other's first impression of you is based on your appearance and body language
 - Appropriate clothing
 - Good hygiene
 - Positive non-verbal cues

INTERVIEWING SKILLS

- **What to wear**
 - Appropriate vs. Inappropriate attire
 - Piercings, tattoos
 - Shoes

INTERVIEWING SKILLS

- **You and your employer**
 - **The employer interviewing you**
 - Go alone to the interview
 - Be energetic throughout
 - Give direct answers
 - Practice interview questions with a friend
 - **You interviewing the employer**
 - Ask questions, this shows your interest in the position

Why should we hire you?
"I would be a great asset to the events team because I party all the time." - Bill McGowan, founder, Clarity Media Group

INTERVIEWING SKILLS

- **Following Up**
 - Remind the interviewers of your qualifications for the position and confirm your excitement and commitment
 - Send thank you letters within 24 hours of the interview via email or snail mail

FORBES 'INTERVIEWING LIKE AN ENTREPRENEUR: 20 TIPS TO LAND JOB OFFERS'
BY KEN SUNDHEIM

1. Positive Energy

- People are attracted to those who are upbeat and optimistic about their career outlook.
- Be enthusiastic about the position. By doing this, you are ensuring the interviewer that you are interested in the job and ready to contribute to the team.

Why did you leave your last job?
"I have a problem with authority." - Carrie Roche, COO of HousingLink

Tell us about a problem you had with a co-worker and how you resolved it.
"The resolution was we were both fired." - Jason Shunder, CEO, Curvino Web Solutions

10 TIPS TO LAND JOB OFFERS

2. Set firm goals

- The best companies set firm goals and do everything possible to obtain them. As a job seeker, you should be no different.
- Prior to interviewing, take the time to write down where you want to be in 1 year, 3 years and 5 years. Map out a step by step plan to ensure that you get there. If we don't know where we are going, our overall achievements are going to end up a fraction of what they could be. Be focused and tenacious in your goals and let those ambitions be heard by the hiring company.

10 TIPS TO LAND JOB OFFERS

3. Remember It's what you can do for the employer

- The best way to sell is to talk in terms of what the other person wants.
- Take the time to think about what benefits and skills you bring to the table. Read over the job description and envision the concerns and needs of that employer.
- By speaking about how you can deliver the desired results, you are more likely to get an offer and, when you do you have more leverage negotiating the salary you want. In essence, give the employer what they want and you will get everything you need.

10 TIPS TO LAND JOB OFFERS

4. Be approachable and likable

- The hiring manager is going to look for intangibles such as whether you are going to fit in with the corporate culture a.k.a. will you get along with the employees and enjoy working there.
- The best way to make the interviewer confident that you'll fit in is to be approachable and likable throughout the interviewing process. Don't play hard to get, remain easy going and connect with the individual on a personal basis. Smile!

10 TIPS TO LAND JOB OFFERS

5. Focus

- If we are focused 100% on an interview, psychologically we can't be nervous, tense or judgmental of ourselves. The best conversations occur when both parties are fully engaged and this happens when everyone is focused on only the interview and nothing else.
- Leave everything unrelated outside of the room and if you find yourself getting nervous the simple remedy is to put your mind at ease listening only to what the interviewer is saying.

10 TIPS TO LAND JOB OFFERS

6. Strong mentality

- Remember to always approach the interview with fearlessness, optimism and confidence. Don't be afraid of failure. Be honest and authentic; it's the most anyone can ask of you.

10 TIPS TO LAND JOB OFFERS

7. Never get discouraged during tough interviews

- The best interviewers are going to ask you tough questions. Never take it personally, rather consider it a process that everyone must go through.
- When we think upbeat thoughts, the positive energy allows us to focus and come across more optimistic and engaging. Everyone gets discouraged; though, when we begin to take difficult interviewing questions as due diligence as opposed to a personal knock, we are more apt to be successful.

10 TIPS TO LAND JOB OFFERS

8. Be determined to get the job

- Luck favors those who are determined to reach a specific goal. As a job seeker, you should have a focus and drive to ace every interview that you go on making sure to leave multiple positive impressions on employees throughout the company.
- You should expect to win. When we are focused, driven and expecting success, it comes.

10 TIPS TO LAND JOB OFFERS

9. Ask the right questions in the right manner

- When you ask questions, don't come across as skeptical or prying, rather ask the questions because you want the information.
- People don't like hidden agendas and interviewers are no different. Prior to interviewing, formulate some interviewing questions that you are comfortable with and deliver those inquiries in a non-assuming, intelligent manner.

10 TIPS TO LAND JOB OFFERS

10. Focus on the positive aspects of the position

- Regardless of pay, title or industry, there are both positive and negative aspects to any position. It's your choice what you focus your attention on and it's a lot more productive to hone in on the things you enjoy about the job rather than letting the downsides cloud your judgment and outlook.

INTERVIEW EXERCISE

- **Machine Operator Job Interview**
 - Measure and inspect machined parts to ensure conformance to product specifications.
 - Read work orders or blueprints to determine specified tolerances and sequences of operations for machine setup.
 - Start machines to produce sample work pieces, and observe operations to detect machine malfunctions and to verify that machine setups conform to specifications.
 - Repair, maintain, and replace parts on dies.
 - Set up, operate, or tend presses and forging machines to perform hot or cold forging by flattening, straightening, bending, cutting, piercing, or other operations to taper, shape, or form metal.
 - Install, adjust, and remove dies, synchronizing cams, forging hammers, and stop guides, using overhead cranes or other hoisting devices, and hand tools.
- Prepare to answer some interview questions!

INTERVIEW ANSWERS

Do you have any questions for us?

"What do you want me to do if I cannot walk to work if it's raining? Can you pick me up?" - Christine Pechstein, career coach

"Can we wrap this up fairly quickly? I have someplace I have to go." - Bruce Carnabell, vice president of marketing, Citre Computer Solutions

"What is your company's policy on Monday absences?" - Carnabell

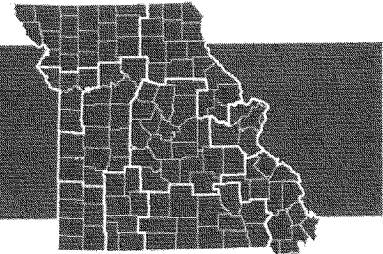
"If this doesn't work out can I call you to go out sometimes?" - Christine Bolzan, founder of Graduate Career Coaching

"When you do background checks on candidates, do things like public drunkenness arrests come up?" - Bolzan

REFERENCES

- **Forbes "Interviewing Like an Entrepreneur: 10 Tips to Land Job Offers" By: Ken Sundheim**
- **Career Readiness Nebraska Department of Labor and Nebraska Department of Education**
<http://nelearn.mylearning.org>

II. MoSTEMWINS Real Time Career Pathway Sheets



Health and Life Sciences | March 2017

State Wide

The STEM (Science, Technology, Engineering and Mathematics) Pathway Summary is a summary of real time labor market analysis for the Pathway occupations across the state region over the last 6 months for jobs in the Health Care and Life Sciences Clusters.

Occupations in the areas of Science, Technology, Engineering and Mathematics (STEM) are some of the most in-demand and highest paying jobs in Missouri. STEM occupations can be found a wide range of industries, such as Healthcare and Life Sciences.

HEALTH AND LIFE SCIENCES

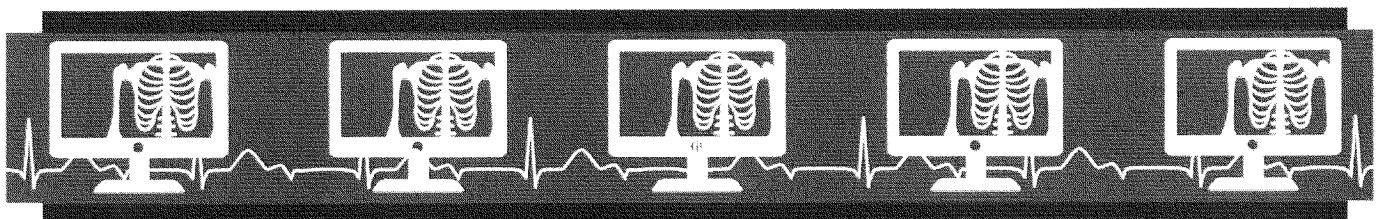
There were a total of 16,874 job postings in the Health Care and Life Sciences Pathway Occupations across the state during the last 6 months. The top job was Registered Nurse with 11,369 online job postings.

Health Sciences

Occupation Title	Online Job Ads	Entry Wage	Average Wage	Experienced Wage
Registered Nurse	11,369	\$42,800	\$59,150	\$67,320
Nursing Assistant	2,443	\$19,080	\$23,880	\$26,280
Medical Coding and Health Information Management	931	\$26,460	\$38,780	\$44,950
Pharmacy Technician	719	\$21,320	\$29,090	\$32,980
Radiologic Technologists and Technicians	519	\$33,625	\$47,035	\$53,735
First Responder Operator	309	\$22,470	\$34,540	\$40,580
Diagnostic Medical Sonographer	303	\$52,210	\$66,360	\$73,440
Occupational Therapy Assistant	141	\$41,780	\$55,520	\$62,390
Dental Hygienist	39	\$53,870	\$67,410	\$74,180

Life Sciences

Life Science Lab Assistant	68	\$26,780	\$40,810	\$47,830
Chemical Laboratory Technician	33	\$31,630	\$46,010	\$53,190



TOP SKILLS

The top requested basic skill was Communication, followed by Planning and Team Work. Communication skills were requested in the majority of the pathway occupations, showing that this soft skill is important to have for all career paths. Patient Care was the top requested specialized skill, found in over one-fourth (26%) of total job postings.

Top Basic Skills	
Skill	Online Job Ads
Communication Skills	2,144
Planning	1,997
Team Work/ Collaboration	1,313
Writing	1,143
Critical Thinking	1,019

Top Specialized Skills	
Skill	Online Job Ads
Patient Care	4,393
Patient Direction	1,854
Treatment Planning	1,733
Advanced Cardiac Life Support (ACLS)	1,356
Cardiopulmonary Resuscitation (CPR)	1,271

TOP CERTIFICATES AND EMPLOYERS

Registered Nurse was the top occupation for the time period, and the top requested certificate, with 9,405 online job ads requesting R.N. certification. Top employers included SSM Health Care, BJC Healthcare and Hospital Corporation of America.

Top Certificates	
Certificate	Online Job Ads
Registered Nurse	9,405
Certified Nursing Assistant	1,594
First Aid CPR AED	1,060
Basic Cardiac Life Support Certification	761
Advanced Life Support (ACLS) Certification	457

Top Employers
SSM Health Care
Mercy Health
BJC Healthcare
Hospital Corporation of America
Truman Medical Centers



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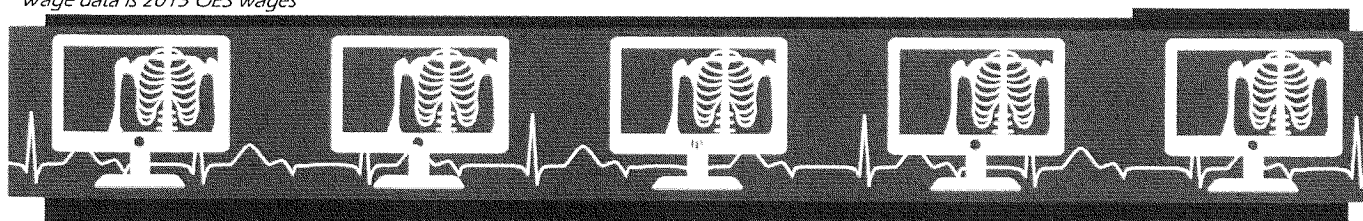
Sources:

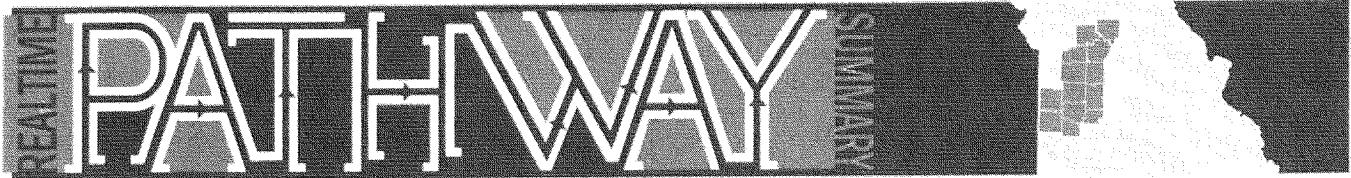
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Data for this analysis has been extracted using Burning Glass Technologies Labor/Insight™ tool which collects information from over 35,000 web sources, including job boards, newspapers, and employer websites. While this analysis presents a broad picture of hiring activity and serves as a measure of labor demand, it does not capture openings that are filled through other networks.



Wage data is 2015 OES wages





Health and Life Sciences | March 2017

West Central Region

The STEM (Science, Technology, Engineering and Mathematics) Pathway Summary is a summary of real time labor market analysis for the Pathway occupations in the West Central region over the last 6 months for jobs in the Health Care and Life Sciences Clusters.

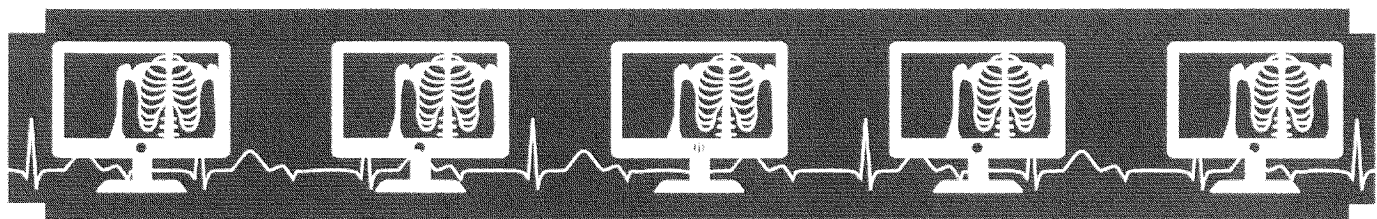
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HEALTH AND LIFE SCIENCES

There were a total of 572 job postings in the Health Care and Life Sciences Pathway Occupations in the West Central region during the last 6 months. The top job was Registered Nurse with 364 online job postings.

Health Sciences				
Occupation Title	Online Job Ads	Entry Wage	Average Wage	Experienced Wage
Registered Nurse	364	\$41,544	\$54,081	\$60,350
Nursing Assistant	120	\$17,516	\$19,919	\$21,121
First Responder Operator	26	\$18,411	\$26,054	\$29,876
Medical Coding and Health Information Management	20	\$24,357	\$34,670	\$39,826
Radiologic Technologists and Technicians	11	\$33,625*	\$47,035*	\$53,735*
Pharmacy Technician	11	\$19,517	\$25,684	\$28,768
Diagnostic Medical Sonographer	11	\$52,210*	\$66,360*	\$73,440*
Occupational Therapy Assistant	8	\$41,780*	\$55,520*	\$62,390*
Dental Hygienists	0	\$56,878	\$59,885	\$61,389
Life Sciences				
Life Science Lab Assistant	1	\$26,780*	\$40,810*	\$47,830*
Chemical Laboratory Technician	0	\$31,630*	\$46,010*	\$53,190*

*Regional Wage N/A, therefore Statewide wage is shown



TOP SKILLS

The top requested basic skill was Communication, followed by English and Planning. Communication skills were requested in the majority of the pathway occupations, showing that this soft skill is important to have for all career paths. Patient Care was the top requested specialized skill.

Top Basic Skills

Skill	Online Job Ads
Communication Skills	57
English	20
Planning	16
Computer Skills	13
Organizational Skills	13

Top Specialized Skills

Skill	Online Job Ads
Patient Care	83
Cardiopulmonary Resuscitation (CPR)	51
Advanced Cardiac Life Support (ACLS)	47
Treatment Planning	34
Case Management	28

TOP CERTIFICATES AND EMPLOYERS

Registered Nurse was the top occupation for the time period, and the top requested certificate, with 272 online job ads requesting R.N. certification. Top employers included Bothwell Regional Health Center and Fitzgibbon Hospital.

Top Certificates

Certificate	Online Job Ads
Registered Nurse	272
Certified Nursing Assistant	90
First Aid CPR AED	44
Basic Cardiac Life Support Certification	30
Critical Care Registered Nurse (CCRN)	17

Top Employers

Bothwell Regional Health Center
Fitzgibbon Hospital
StaffDNA Network
Health Trust Workforce Solutions
Hospital Corporation of America



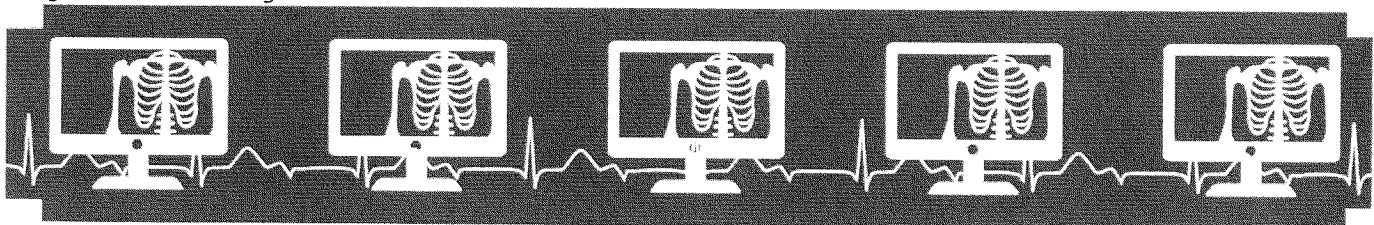
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Sources:

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Wage data is 2015 OES wages



II. MoSTEMWINS Grant Paperwork



State Fair Community College

MoSTEMWINS

Student Folder Checklist

Student's Name _____

Program of Study _____

Start Date _____

- Enrollment/Intake Form
- Consent Form
- Registered in Tool Box
- Copy of Social Security Card – If needed
- Admissions, Financial Aid and WorkKeys Form
- Program Application – If needed
- Priority Population Source Verification
- Veterans Priority of Service Policy
- Employment Verification – If needed
- Went Over Real Time Labor Market Pathway Summary
- Met with Student Career Services – Date _____
- Career Path Form
- SFCC Degree Audit
- Orientation - Date _____
- Program Admissions Notification – If needed
- Graduation Packet
- Exit Interview (Put any employment information on Career Path Form)
- Final Grade Reports
- Copy of each Certificate of Completion/Proficiency
- All Case Notes are up to date in Starfish
- Notations – Any pertinent comments applicable to training participant (e.g.,
If they exit the program early potential reason/issues as to why, etc.).

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State Fair

Community College

REGISTRATION FORM PLEASE PRINT

(Some programs of study require a social security number in order to comply with Admission's background check and drug testing requirements.)

Office Use Only	Office Use Only
Referral Source	Data Entry
<input type="checkbox"/> ABC _____	<input type="checkbox"/> Toolbox _____
Date _____	Date _____
<input type="checkbox"/> Inst. Referral	<input type="checkbox"/> Master Spreadsheet
<input type="checkbox"/> CSC	<input type="checkbox"/> Other _____
<input type="checkbox"/> Foundation Seminar	Date _____
<input type="checkbox"/> Scholarship Recipient	<input type="checkbox"/> File
<input type="checkbox"/> MoSTEMWINS	
<input type="checkbox"/> Other _____	

Today's date: _____ Student ID # _____

STUDENT INFORMATION

Last name:	First:	Middle:	Birth date:	Age:	Gender:
			/ /		<input type="checkbox"/> M <input type="checkbox"/> F
Street address:			City:	State, ZIP Code:	
Contact phone # : () _____	Social Security#:		Email address:		
Ethnicity:		Are you of Hispanic/Latino origin?	Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, but work authorized		

MILITARY/DISABILITY/EMPLOYMENT/SCHOOL INFORMATION

DISABILITY INFORMATION		TAA/TRA INFORMATION	
Are you disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible for TAA/TRA benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what percent? _____			

EMPLOYMENT INFORMATION	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who is your employer? _____	
If no, do you receive Unemployment Benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your occupation? _____	
What is your current monthly gross earnings? \$ _____	

MILITARY INFORMATION			
Are you a US Military Veteran?	Branch of Military Service	From (dates)	To (dates)
<input type="checkbox"/> Yes <input type="checkbox"/> No		/ /	/ /
			Are You a Spouse to a Veteran?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

SCHOOL INFORMATION	
Are you currently attending _____ College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Semester:	Highest Educational Level Completed:
<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	<input type="checkbox"/> Less than HS Diploma/ no GED <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> Some College, no degree <input type="checkbox"/> Completed AA/AAS degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Graduate Study above Bachelor's
Year: _____	Are you Full time or Part time?
	<input type="checkbox"/> Full Time (12 or more credit hours for fall/spring, 6 or more credit hours for summer) <input type="checkbox"/> Part Time (less than 12 for fall/spring, less than 6 for summer)

What is your major? _____

If UNDECIDED, what majors are you considering? _____

What is your educational goal?

Non-credit certificate completions
 Credit less than 1 year certificate
 Credit 1 year certificate
 Credit Associate Degree

OFFICE USE ONLY

Acceptance Date to MSW Program:		Student ID:	Declared Major:
Financial Aid Status:		Pell Grant Eligible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verify Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Non Credit Student	Credit accepted for prior learning	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessment Scores	Date Taken	Source: <input type="checkbox"/> Accuplacer <input type="checkbox"/> ACT <input type="checkbox"/> WorkKeys/NCRC <input type="checkbox"/> Other	
Reading Score		Level: <input type="checkbox"/> College Level <input type="checkbox"/> One Level Below <input type="checkbox"/> Two Levels Below <input type="checkbox"/> Three Levels Below	• Refer to ACCUPLACER Placement Guide for Levels
English Score		Level: <input type="checkbox"/> College Level <input type="checkbox"/> One Level Below <input type="checkbox"/> Two Levels Below <input type="checkbox"/> Three Levels Below	
Math Score		Level: <input type="checkbox"/> College Level <input type="checkbox"/> One Level Below <input type="checkbox"/> Two Levels Below <input type="checkbox"/> Three Levels Below	
Campus Code	Program Code	Term Code	Semester Start Date
Credit/Non Credit Code	Entering Student Status	<input type="checkbox"/> New, first-time any college <input type="checkbox"/> Previously attended any college <input type="checkbox"/> Returning student from current college	Term Credit Hours Attempted:
			Term GPA:
			Term Credit Hours Completed:

Pre WorkKeys Assessment	Date Taken:	MHW Completed
Applied Math	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 5	<input type="checkbox"/> Transitions Course <input type="checkbox"/> AAS Health Information Management <input type="checkbox"/> Certificate <input type="checkbox"/> CMT program
Reading for Information	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 5	
Locating Information	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

EXIT USE

Exit Date from Program:		
Post WorkKeys Assessment	Date Taken:	MSW Completed
Applied Math	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 5	<input type="checkbox"/> Transitions Course <input type="checkbox"/> AAS Health Information Management <input type="checkbox"/> Certificate <input type="checkbox"/> CMT program
Reading for Information	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 5	
Locating Information	Score: <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

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Written Consent Statement for Participation in MoSTEMWINs Evaluation

This document provides informed, written consent request for participation in an evaluation of the MoSTEMWINs grant conducted by Cosgrove & Associates for the MoSTEMWINs Consortium. This Consortium consists of Missouri's 12 community colleges and the State Technical College of Missouri (i.e., "Linn State Technical College of Missouri). This Consortium received a federal grant from the United States Department of Labor to train Missourians for jobs in transportation, manufacturing, information technology, health services/health sciences, and science. As a participant, you will gain access to the new curriculum and you may also be selected to receive supplementary information designed to encourage your success in the program.

We are asking for your consent to participate in the study by participating in the MoSTEMWINs curriculum/services and allowing your college to release your student data, including demographic and educational data. In order to gather your data over time, the evaluators will create a Proxy ID that will be used throughout the lifespan of the grant. Over the entire period, no personal identifying information will be released by the evaluators, so your information will remain completely anonymous throughout the entire period of the grant. Transmission of your student data will happen quarterly through Fall 2018.

To ensure the security of the data, all student data files will be encrypted prior to transmission, sent electronically through secure online connections, and housed on a password-protected computer maintained by the evaluator. The data will be used for several purposes. First, the Department of Labor requires regular reporting of program results. Second, the data will be used to improve programs. Third, the evaluators will produce results that may be reported, in aggregate, in refereed publications or articles. For all of these reporting purposes, personally identifying information will never be used.

Please note that your participation in this project is completely voluntary and you are free to withdraw at any time and for any reason without penalty. Refusal to participate will not result in any negative impact on your current or future relationship with your college or state agency, the third party evaluator, or any other community college or workforce provider, or the U.S. Department of Labor.

If you are willing to participate in this study and consent to participate in the study, please sign this form.

Participant's name: _____ Date: _____

Participant's signature: _____ Participant's Student ID: _____

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Labor is authorized to collect information to implement the Trade Adjustment Assistance Community College and Career Training Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files of the grantee and may be released to other Department officials in the performance of their official duties.

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Admissions, Financial Aid and WorkKeys Information

Student Name _____

Student ID# _____

Electronic admissions file available via Banner – Hopkins Building

Electronic financial aid files available via Banner – Hopkins Building

WorkKeys Assessment Scores:

Date of WorkKeys _____

Applied Math _____

Locating Information _____

Reading for Information _____

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Priority Population Source Verification Form

Name _____ Student ID # _____

_____ **Trade Adjustment Assistance**

_____ TRA6 Form

_____ TRA18 Form

_____ TRA22 Form

_____ Cover Letter

_____ **Veteran Status**

_____ DD214

_____ **Unemployed**

_____ Provided Documentation, (Pat stub, Employer Verification, State MIS, Case Notes for Current WIA Participants, Rapid Response List, Notice of Layoff, Public Announcement with follow-up cross-match with UI Records, Public Assistance Records)

_____ Applicant Self Attestation – Signature _____ Date _____

_____ **Underemployed**

_____ Provided Documentation, (Pat stub, Employer Verification, State MIS, Case Notes for Current WIA Participants, Rapid Response List, Notice of Layoff, Public Announcement with follow-up cross-match with UI Records, Public Assistance Records)

_____ Applicant Self Attestation – Signature _____ Date _____

_____ **Low Skilled**

_____ NCRC/ WorkKeys Assessment below 5 in one category

_____ Compus/ACT/Accuplacer Score

****Attach a copy of employment verification if needed****

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VETERANS PRIORITY OF SERVICE POLICY

Please sign and date at the bottom after reading.

Under the Grant Terms and Conditions of Public Policy of the grant, the agreement states grantees are to provide priority of service to veterans, and spouses of certain veterans, for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL, consistent with the Jobs for Veterans Act.

As stated in TEGL 10-09, issued November 10, 2009, "Priority of service means that veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training, and placement services provided under a qualified job training program. Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse either received access to a services earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

It is important to note that state and local program operators do not have the discretion to establish further priorities within the overall priority established by the regulations. The Jobs for Veterans Act reserves that authority to the Secretary of Labor and it was not exercised in the current regulations.

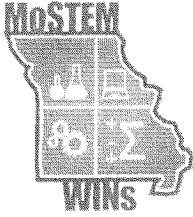
For a service such as classroom training, priority of service applies to the selection procedure, as follows. First, if there is a waiting list for the formation of a training class, priority of service is intended to require a veteran or eligible spouse to go to the top of that list. Second, priority of service applies up to the point at which an individual is both: a) approved for funding; and, b) accepted or enrolled in a training class. Therefore, once a non-covered person has been both approved for funding and accepted/enrolled in a training class, priority of service is not intended to allow a veteran or eligible spouse who is identified subsequently to "bump" the non-covered person from that training class. Section 10 of this policy guidance provides additional detail regarding the ways that priority of service applies in the context of other statutory and discretionary priorities."

Student signature

Date

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Career Path Form

Date: _____

Student Name: _____ Student ID#: _____

Education Plan:

Short Term: _____

Long Term: _____

Target Start Date: _____ Target End Date: _____

Revisions/Comments to the Education Plan:

Career Goals

What are your career Goals – Short-term and long-term?

How important is income to you? So you have a minimum salary or salary range?

Job Security and Benefits: How important are these to you? Are you willing to take risks with a small company or do you prefer and established, large corporation? What benefits are important to you – i.e. health insurance, life insurance, paid vacation, a retirement plan, etc? How does your personal life impact your work schedule (children or other responsibilities)?

Location Considerations: Are you willing/able to relocate for a job? Are you willing/able to work in an urban area or in a different state? Are you willing/able to commute for a job? How far?

Employment

Employer Name _____

Location _____

Date of Employment _____

Job Title _____

Salary _____

Comments:

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