**Questions for Use by Job Corps Admissions Staff – Observations of Readiness tool**

Answers to these questions will help determine program readiness, and will provide a platform to assist Admissions staff in completing the Observations of Readiness (OR) tool.These questions would be asked at three points during the admissions process as described in the table below.

|  | **Initial Conversation****(during the first telephone contact)** | **Application Mid-Point****(during the first face-to-face interview)** | **Application End-Point****(during the second face-to-face interview)** |
| --- | --- | --- | --- |
| **Interest in Job Corps** |  |  |  |
| Why do you want to enroll in Job Corps at this time?  | X |  |  |
| Who referred you to Job Corps? How did you find out about it?  | X |  |  |
| Now that you have a better understanding about the Job Corps program and what is required of students, do you see any roadblocks that might affect your participation in Job Corps?  |  |  | X |
| Do you have any questions about the Job Corps program at this time? | X |  | X |
| **Education** |  |  |  |
| Why did you leave school?  | X |  |  |
| What subjects did you like?  | X |  |  |
| What didn’t you like about school?  | X |  |  |
| Why do you want to come back to a school setting now?  | X |  |  |
| What educational opportunities do you want to get through coming to Job Corps?  |  | X |  |
| Tell me about what you would do to gain respect as a new student on center.  | X |  |  |
| **Work Attitude** |  |  |  |
| What have you been doing since you left school?  | X |  |  |
| Do you help out at home? Please describe. |  | X |  |
| What time did you go to bed last night?  |  |  | X |
| When was the last time you got up at 6:30 or 7:00 a.m. to arrive some place by 8:00 a.m.? |  |  | X |
| Is there anything in your background that an employer would be concerned about?  |  | X |  |
| IF A CRIMINAL BACKGROUND IS PRESENT: Since you do have some criminal convictions on your record, what would you say to an employer about that?  |  | X |  |
| Did those crimes happen? Do you want to tell me about them?  |  | X |  |
| How do you handle stress or what do you do when things are not going your way?  |  | X |  |
| **Attitude Toward Peers** |  |  |  |
| Do you like working alone or with other people?  |  | X |  |
| Have you ever worked as part of a team or group?  |  | X |  |
| How well do you get along with people?  | X |  |  |
| How would you feel about working with people of the opposite sex or race?  | X |  |  |
| How would you feel about sharing a dorm room with up to two other roommates?  |  | X |  |
| How would you feel about sharing a dorm room with people of other races?  |  | X |  |
| How do you react to other people’s challenges? For example, if a personal is having a bad attitude day, doesn’t do their part on a project, or is having trouble getting along with others.  |  |  | X |
| Do you have a tendency to help others when they are in need, and if so, give me a good example.  |  |  | X |
| Tell me about a time when you got angry with a friend. How did you handle it?  | X |  |  |
| **Leadership** |  |  |  |
| Have you ever been seen as a leader? If so, tell me about that.  |  |  | X |
| Have you ever been the one who made good things happen for other people? If so, describe it.  |  | X |  |
| Where do you see yourself in a year, in three years, in five years?  | X |  |  |
| What changes would you like to see in your community? |  |  | X |
| How do you think that could be done?  |  |  | X |
| What changes would you like to see in yourself, and why? |  | X |  |
| How do you think that could be done?  |  | X |  |
| Is there someone in your group of family or friends that you admire or look up to as a leader? If so, why?  |  |  | X |
| **Complying with Rules** |  |  |  |
| How do you feel about following rules and requirements?  | X |  |  |
| How do you feel about taking direction from others – like teachers, administrators, and other adults that hold authority? | X |  |  |
| Do you see yourself as someone who challenges the rules, and if so, give me an example of when you challenged a rule, either at school, at home, at work, in the community, or with the law.  |  | X |  |
| What did you think of the Job Corps video? Do you have any questions about it?  |  | X | X |
| Do you understand that following rules is required when you are in Job Corps and that not following them could result in separation from the program?  |  |  | X |
| When you are worried, mad, or sad what do you do to make yourself feel better?  |  |  | X |

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