

## Washtenaw Community College Comprehensive Report

### UAT 382 Apprentice Selection Procedures and Interview Process (UA 9010) Effective Term: Spring/Summer 2024

#### Course Cover

**College:** Advanced Technologies and Public Service Careers

**Division:** Advanced Technologies and Public Service Careers

**Department:** United Association Department (UAT Only)

**Discipline:** United Association Training

**Course Number:** 382

**Org Number:** 28200

**Full Course Title:** Apprentice Selection Procedures and Interview Process (UA 9010)

**Transcript Title:** Appr Selection Procedure 9010

**Is Consultation with other department(s) required:** No

**Publish in the Following:**

**Reason for Submission:** New Course

**Change Information:**

**Rationale:** New United Association course

**Proposed Start Semester:** Spring/Summer 2024

**Course Description:** In this course, students will develop an understanding of the how to conduct efficient, fair, non-biased and accurate structured interviews for the apprenticeship selection process. Discussion topics will include creating a positive experience for apprenticeship candidates, avoiding legal challenges in the interview process, and training others to conduct appropriate apprenticeship interviews. Students will participate in mock interviews as both an interviewer and an apprentice. Group feedback will be an essential component of this training. Limited to United Association Instructor Training program graduates.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1.5

**The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min**

**Lecture Hours: Instructor: 22.5 Student: 22.5**

**The following Lab fields are not divisible by 15: Student Min, Instructor Min**

**Lab: Instructor: 1.5 Student: 1.5**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 24 Student: 24**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

#### Requisites

## **General Education**

### **Degree Attributes**

Below College Level Pre-Reqs

## **Request Course Transfer**

### **Proposed For:**

## **Student Learning Outcomes**

1. Identify the key points of effective interviewing and its impact on the apprentice program and candidate experience.

### **Assessment 1**

Assessment Tool: Outcome-related quiz

Assessment Date: Winter 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

2. Identify bias that may occur in the interview process; how to handle bias situations when they come up, and approaches to prevent or eliminate bias.

### **Assessment 1**

Assessment Tool: Outcome-related quiz

Assessment Date: Winter 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

3. Explain how to conduct an effective apprentice program structured interview as well as how to fairly and accurately evaluate the data gathered while creating a positive impression on all candidates, regardless of selection.

### **Assessment 1**

Assessment Tool: Outcome-related presentation

Assessment Date: Winter 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

4. Identify the legal context for the Apprentice Selection Process including risks and strategies to mitigate them.

### **Assessment 1**

Assessment Tool: Outcome-related quiz

Assessment Date: Winter 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

### **Course Objectives**

1. Discuss why structured interviewing is an effective approach to making hiring decisions.
2. Discuss common concerns about interviews and how the structured approach can overcome these concerns.
3. Explain how an interviewer can have a positive impact on the candidate's experience through the actions taken during the interviewing process.
4. Discuss the different steps in the Apprentice selection process including the tools that are used, how they were developed, and how they are scored.
5. Discuss how to recognize different types of bias that can impact the interview process and where they are likely to occur.
6. Explain the different approaches to prevent and eliminate bias by reviewing content and through discussion.
7. Discuss inappropriate interview questions and how they can be avoided.
8. Describe the situation, task, action, and result (STAR) method for gathering interview data and practice its use to gather interview data.
9. Discuss how to best prepare for an interview including how to plan and collaborate with other interviewers in the interview panel.
10. Explain how to use the Apprentice structured interview guide including how to ask appropriate follow-up questions to gather complete STARs and effectively manage the flow of an interview.
11. Learn how to fairly and accurately evaluate data gathered during the Apprentice interview by reviewing notes, reviewing the behavioral anchors, and assigning an individual rating for each question.
12. Discuss how to best open and close an interview.
13. Practice conducting the Apprentice structured interview, gathering STARs, and taking notes.
14. Practice evaluating behaviors and assigning ratings using the evaluation guidelines provided in the Apprentice interview guide.
15. Review and discuss the different knowledge, skills and abilities associated with effectively delivering the interview training through the use of the facilitator materials
16. Demonstrate the foundational knowledge associated with structured interviewing.
17. Observe others and practice giving feedback to interviewer training participants to reinforce the interviewing skills taught in the course.
18. Discuss the legal guidelines that apply to the Apprentice Selection Process.
19. Discuss how to adhere to legal guidelines to eliminate risks that may come up when implementing the Apprentice Selection Program.

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

#### **Equipment/Facilities**

**Reviewer**

**Action**

**Date**

**Faculty Preparer:**

*Tony Esposito* Faculty Preparer Jan 02, 2024

**Department Chair/Area Director:**

*Marilyn Donham* Recommend Approval Jan 02, 2024

**Dean:**

*Jimmie Baber* Recommend Approval Jan 10, 2024

**Curriculum Committee Chair:**

*Randy Van Wagnen* Recommend Approval Mar 20, 2024

**Assessment Committee Chair:**

*Jessica Hale* Recommend Approval Mar 21, 2024

**Vice President for Instruction:**

*Brandon Tucker* Approve Apr 06, 2024