

Intent to Hire & Interview Feedback Form

Training Agent Name: _____

Candidate Name: _____

Please check the applicable boxes below regarding the outcome of the interview and return this form to the apprenticeship department by email to eva@iecoregon.org or fax to (503) 598-1192.

Did not interview – Check reason(s) below

- Unable to reach candidate (invalid contact info)
- No call back – left messages on:
Date: _____ & Date: _____
- Candidate did not appear for interview
- Previous employee – not rehireable
- Other: _____

Note: If you email candidates and they don't respond, please call them as well. Some emails go to spam and candidates don't receive them.

Interviewed and did not hire – Check reason(s) below

- Invalid or no driver's license
- Unable to insure on company vehicles
- Did not pass pre-employment drug screening
- Did not pass criminal background check
- Other: _____

Note: If a training agent rejects a candidate, they must provide the committee with a valid reason that is consistent with their employment policies and state and federal EEOA requirements.

Interviewed and hired – Please fill out and return the bottom part of this form ASAP

■ Hired candidate from:

- Out of Work List** – Individual already has apprentice card
- Ready for Employment List** – The apprenticeship department needs 24-48 hours notice to issue your new employee their temporary apprentice card. We will also need to complete a new apprentice orientation with your employee before they can work in the field as an apprentice.

■ **Official start date** with company as an apprentice: _____

■ Please acknowledge that you have covered the following topics with your new apprentice (**required**):

- Company policies
- Appropriate work attire (uniform, boots, vest, safety gear, etc.)
- Tools required (hammer, screwdrivers, drill, tool bag, etc.)
- Company policies on educational benefits (reimbursement for tuition/books if applicable, etc.)

■ **Ratio Verification**

To stay in compliance with the JATC and apprenticeship laws, all training agents must follow proper ratio procedures. The ratio for this program is **1 journey worker to every 1 apprentice per job site**.

Please list all **licensed journey workers (JLE, LEA, and LEB)** and **apprentices** (including your new hire) at your company below (you may attach a separate page if necessary):

	License #	Journey Worker Name		Apprentice Name
1.			1.	
2.			2.	
3.			3.	
4.			4.	