

APPLICATION PHASE – INTERVIEW

This questionnaire is a tool for the interviewer to use during the interview. Prepare for the interview by familiarizing yourself with the background form completed by the applicant in advance to be able to ask more specific questions.

The goal of the interview is to map the applicant's skills and readiness for vocational training and create a picture of the applicant's professional goals and ambitions, as well as his/her suitability and ability for the professions in question.

Each guidance process is unique. You can choose the most relevant questions.

Current situation

Do you have any future plans? / What is your professional goal? / Where do you see yourself in 5 years?

What is your situation in life right now? (Check the answers from the Background form).

How long have you been living in this country?



Where did you find our organization, do you have some background help from the immigrant coordinator's office, another school etc.?

Living and transportation

Where and with whom do you live? (family, friends, co-workers, etc.)

Describe your living situation (independent, assisted living, family).

How will you travel to school? (car/driver's license, bike, public transportation)



Are you able to study at home? (computer, workspace, quiet place)

Family

Do you have family here? / Is your family going to move here?

Do you have small children? School? Daycare situation?

Education and skills

Where have you been studying [the local](#) language, and how much (check the answers from the background form)? *(Check the background form and ask questions about each education mentioned)*

Have you done any language tests here?

Tell me more about your prior education. When did you attend this course?

What kind of education did it include? How much theory, work practice, other?

Have you done any education or training courses here in our country, what?

Did you experience any challenges at school, and if yes, what helped you with those?

How did the previous training go? What were you good at? Where have you needed help?

Have you completed any short courses, and do you have any valid certificates (e.g., first aid)?

Tell about skills you have gained through hobbies, voluntary work etc.

Work experience

What kind of tasks does your work experience include?

What kind of work experience do you have in the field you are applying for or are interested in?

Tell more about any other work experience.

What else have you done in your life? For example, voluntary work, coaching sports, etc?

Digital skills

How good are your digital skills?

Please, give some examples of the programs and software that you use? (e-mail, google, office-tools, other programs, visual programs, computer programming, etc.)

Welfare

In the interest of providing good support and guidance during your training, please answer the following questions.

Can you describe your health situation? (medicines, diseases, mental health, physical health)

Do you sleep well?

Do you have regular contact with different services, ~~connections to different instances~~ like Mental health services, Youth and Family care services, General social work, Addiction care, Justice/police, others, that we should know about?

Other matters related to the applicant

Is there anything we should know about your daily habits or your own culture that may affect your studies and work? (religion, children, doctors etc.)

Do you have some daily tasks or routine that have to be taken into consideration during your studies (religion, children, doctors etc.)

Do you have any restrictions to your diet or other restrictions, for example working with other genders etc.?

How are you going to finance your studies?

(The interviewer should present the applicant with different options for financing studies so that the applicant has a clear understanding of them)

Do we now know enough to help you during your studies?

Sector specificity

Present different training possibilities.

What do you know about the profession? (State the professional requirements clearly)

Why are you applying to study in this program?

Do you think that this profession would be suitable for you? Why?



What do you hope to achieve by completing the training?

Do you have any questions or doubts?

Signatures (if needed)

Date and place

Instructor's signature

Applicant's signature

Instructor's Name

Applicant's name

Instructor's position/title

STAMP





Project Number: U2VET - 2023-1-FI01-KA220-VET-00015622



Co-funded by the
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