

## 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 [kayleen@iecoregon.org](mailto:kayleen@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: \_\_\_\_\_

**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
- Applicant 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: \_\_\_\_\_

■ **Ratio Verification**

To stay in compliance with the JATC and apprenticeship laws, all training agents must follow proper ratio procedures. Each job site is allowed a ratio of **2 apprentices for every 3 journey workers or fraction thereof.**

Please list all **licensed journey workers** 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.				
4.			3.	
			4.	