ANNEX D, APPENDIX 1

CADET INTERVIEW FORM

Name:	Rank:
Proficiency Level / Course:	Flight:

SECTION 1 – INITIAL INTERVIEW

(1) What are your expectations for the proficiency level / course?
(2) Do you have any questions about the training, schedule and / or assessment?
(3) What activities are you most excited about?
(4) What are your strengths?
(5) What are some areas you would like to improve?
(6) What personal goals would you like to attain? What steps will you take to achieve those goals?
(7) Is there anything we should know to help make your training experience enjoyable (learning needs, allergies, etc.)?

NOTES

Cadet's Signature:	
Officer's Signature:	Date:

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SECTION 2 – PERFORMANCE INTERVIEW	
(1) So far, is the proficiency level / course meeting your expectations? If not, what can we do to meet those expectations? (2) Are there any areas of excitement or concern you would like to highlight? (3) How do you feel about your progress? * (4) What are some areas you would like to improve? (5) What personal goals would you like to establish? * Give the cadet feedback on their progress and their overall performance highlighting any gaps that may exist between their self-assessment and your observations. Points to discuss may include completed and upcoming assessments, attendance, participation, etc.	
ACTION PLAN Work with the cadet to make an action plan that takes into consideration their goals and the training requirements. The action plan is a mutually agreed upon set of steps that the cadet commits to taking to reach their goals. It should be realistic and achievable and written using positive language.	
NOTES	
Cadet's Signature:	
Officer's Signature:	Date:

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SECTION 3 – FINAL INTERVIEW	
(1) How did you enjoy the Proficiency Level / course? (2) What were some of your likes and dislikes about the training? How could it be improved? (3) How can you apply what you have learned inside and outside of cadets? (4) What are some new personal goals you want to establish? (5) What upcoming training opportunities interest you? * Provide the cadet with a copy of their completed Qualification Record and discuss their learning progress towards course objectives. Where a waiver has been granted, explain to the cadet what this means and what they will be required to do in the following year to meet the current qualification requirements.	
NOTES	
Cadet's Signature:	
Officer's Signature:	Date:

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