ANNEX C

CADET INTERVIEW GUIDELINES

GENERAL

The purpose of conducting an interview is to discuss the cadet's expectations, personal goals and learning progress (assessment for learning), and to provide feedback on overall performance.

Meet with the cadet throughout their training to discuss their progress towards achieving the qualification and to revise their action plan.

PRE-INTERVIEW INSTRUCTIONS

Gather the required resources, such as the Cadet Interview Form (Appendix 1), training schedules, pen, paper, etc.

Have the cadets review any support materials so they are able to attend the interview prepared to discuss the specific topic areas, as well as their expectations and personal goals.

Schedule interviews to allow approximately 10-15 minutes per cadet.

CONDUCT OF AN INTERVIEW



Tips for a successful interview:

- Ask questions that will provoke thought; avoid "yes or no" questions.
- Manage time by ensuring the cadet stays on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadet time to respond to your questions.

1. Welcome the cadet.
2. Complete the Cadet Interview Form.
3. Have the cadet sign the Cadet Interview Form.
4. Sign the Cadet Interview Form.

POST-INTERVIEW INSTRUCTIONS

Place a copy of the Cadet Interview Form in the cadet's training file.

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ANNEX C, APPENDIX 1

CADET INTERVIEW FORM

Name:	Rank:
Phase:	Division:

SECTION 1 – INITIAL INTERVIEW

1. What are your expectations for the phase?
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 phase 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 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 phase? 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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