



NORTH SHORE CDC

YouthBuild North Shore Interview

An essential portion of the intake process at YouthBuild North Shore is the potential member interview done twice prior to the start of Mental Toughness. Each student that applies for YouthBuild will be expected to attend two interviews with YouthBuild staff and a current YouthBuild student or Alumni. This is an important time that allows the prospective student to have a better understanding of the YouthBuild program, and it's a good time for staff to use their best judgments in evaluating if the prospective student is a good fit for the YouthBuild Program.

Interviews can be done over phone, or through zoom during a shutdown.

Staff Expectations-

- 1.) To be at each assigned interview, or have a replacement if you cannot make it. It is the responsibility of each staff member to find a replacement for their interview slots if they are out of the office. Staff is also responsible in finding their own student representative for each interview.
- 2.) To take good notes to each of the questions asked of the student. (The more information we have the better)
- 3.) At the end of each interview staff will be expected to write down the student's strengths, weaknesses and any concerns you have about the student. This would be a good time to write down any problems you think we might see during Mental Toughness so all staff are aware and prepared for issues that might come up.
- 4.) Please make sure each potential member that you interview fills out the skill ranking at the end of the interview
- 5.) There should be a quick follow up meeting with staff and students who conducted the interview. Please fill in the follow up sheet together.
- 6.) Intake specialist needs to attend all interviews

What you will find in this packet

- 1.) Staff Interview schedule
- 2.) Interview questions and skill ranking
- 3.) Interview review strengths, weaknesses and concerns



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Interview Questions

- 1.) How did you hear about YouthBuild?
- 2.) What do you know about YouthBuild? What would you like to know?
- 3.) Tell me about some of your goals.
- 4.) If a friend was asked to describe you, what would they say?
- 5.) What are some things you do for fun? What are you passionate about?
- 6.) What was the hardest subject for you in school? What was the easiest or your favorite? Why?



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7.) What does it mean to you to have a safe learning environment? What are some things you would consider to be unsafe to have in school?

8.) Why did you leave high school?

9.) What is your favorite way to learn and why?

10.) What would you say is your biggest barrier in the classroom?

11.) How do you deal with constructive criticism from a person in authority?



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- 12.) Scenario- You are working in a team. Your team doesn't have a leader and there are people in the group that you don't get along with. How would you handle this situation? What skills or experience do you have to help you work through this challenge?
- 13.) What are some of your greatest strengths? What are some areas you think you need to improve in?
- 14.) Scenario- You are having a really tough day. Your classroom instructor asks you to do something that you don't feel like doing. How do you handle the situation?
- 15.) Do you have experience with hands and/or power tools? If so, which tools do you feel the most comfortable using? Do you have any experience work outside, or doing manual labor?
- 16.) Do you have an interest in college? Health Care? Manufacturing?
- 17.) What else should we know about you?
- 18.) Do you have internet at home?



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19.) Do you have access to a computer?

20.) Do you have a professional email?

21.) Do you know how to use Zoom? Google Hangouts? Gmail?

22.) Finish this statement. Before I take an exam I.....

23.) If you could choose would you rather be a Carpenter, Nurse, Laborer, Manufacturer or something else? Why?

24.) What is the nicest thing anyone has ever said to you?

25.) If you could change one thing in the world what would you change?

Additional Interview Notes:



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Rank these skills 1-5 (1 is low, 5 is high)

Paying attention in class

Completing Assignments

Taking Notes

Managing Time

Expressing your needs, ideas or emotions

Managing your emotions

Understanding what I read

Doing math problems

Following directions

Finishing tests on time

Putting thoughts into writing

Being motivated

Working with groups

Working independently

Interview rating sheet



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Strengths	Weaknesses	Concerns

Follow up script



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This script is for staff to use as a guide so we are getting our main points across during our follow up phone calls. During this call we are aiming to accomplish going over TABE scores with the student and academic goals according to the exam. It's also a chance to go over other testing scores, and as an opportunity to check in about paperwork and to remind student of next steps.

Hi (Student Name) I am calling you today to review your TABE scores. Your test scores fell below a 7th grade level in math and reading. This doesn't mean that it's impossible for you to pass your HiSET, just that you will have to work hard and organize yourself so you can study every day to pass the exam. YouthBuild North Shore has had students with lower scores then you pass their HiSET in the past, so we think you can too! The sooner we get started the more time you will have to focus and study for the exam! Let's go over the paperwork still needed for you to start mental toughness.

Hi (Student Name) I am calling you today to review your TABE scores. You scored above a 7th grade level in both reading and math. This means you are very close to passing your HiSET! The sooner we get started the more time you will have to focus and study for the exam! Let's go over the paperwork still needed for you to start mental toughness.

Open House Guide



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- 1.) Intake specialist will attend all open houses
- 2.) Staff will rotate weekly to assist with Wednesday morning and Thursday afternoon open houses
 - a. Construction staff will assist with the first Wednesday and Thursday of each month (Just one staff during the Wednesday morning session)
 - b. Program manager will assist during the second Wednesday and Thursday of each month
 - c. Senior case manager will assist during the third Wednesday and Thursday of each month
 - d. Program associate will assist during the fourth Wednesday and Thursday of each month
- 3.) TABE testing will be conducted before and after the open house
- 4.) Interviews will be scheduled after the open house each Wednesday for students who can stay longer and interview
- 5.) After the presentation, students can complete the following
 - a. Contact sheet
 - b. Application
 - c. Resume Packet
 - d. Creating a YouthBuild email
 - e. TABE testing
 - f. Reviewing eligibility check list