

APPENDIX M

MONTHLY INTERVIEW REPORT

Bureau of Equal Opportunity
“Statewide On-The-Job (OJT) Training Trainee Supportive Services”
CONFIDENTIAL Monthly Interview Report Questions

Trainee: _____

Classification: _____

Training Provider (Contractor): _____

ECMS: _____ **State Route/Section Number:** _____ **District:** _____

1. Are you receiving copies of your monthly Training Reports (EO-365)? _____ Yes _____ No
(If they answer “no” please ask the IIC to look into it, in an effort to ensure that the Prime does give a copy of the EO-365s to the trainee.)

2. Do you believe you are being trained in accordance with your Training Program? _____ Yes _____ No
If No, explain: _____

3. Who is in charge of your training? Name/Title _____

4. **a.) Question for Non-union Trainees:** Are you performing duties other than those as described in the job description of the PennDOT Approved training program outline? _____ Yes _____ No

b.) Question for Apprentices: Are you performing duties other than those as described in your certified apprenticeship training program outline? _____ Yes _____ No

c.) If so, are those hours being included in with your total training hours completed? _____ Yes _____ No
(Duties performed other than those identified by your training program outline cannot be credited towards the completion of your training.)

If Yes, Explain: _____

5. Do you maintain or track the training hours you completed on a monthly basis? _____ Yes _____ No
(If No, Interviewer reads :) It is a good practice to maintain, on a monthly basis, a log of the training hours you have completed. That information will be useful for verifying the accuracy of the training hours completed to date that are identified on the monthly report form (EO-365) completed by the contractor.

6. Has your monthly progress been discussed with you by your training provider during the last review period? _____ Yes _____ No

By whom, Name/Title _____

7. Did you sign last month's report (EO-365)? _____ Yes _____ No
If No explain: _____

8. Do you work alone, with a partner or in a crew? Explain
Alone: _____
With Partner: _____
With Crew: _____

9. Would you like to discuss anything else today? _____ Yes _____ No
If Yes, Explain: _____

10. Would you like anything we discussed today to be brought to the attention of your supervisor?
_____ Yes _____ No
Explain: _____

11. Would you like anything we discussed today to be brought to the attention of the Inspector-in-Charge, or the District's OJT Designee, so that it can be monitored?
_____ Yes _____ No
Explain: _____

12. How many hours of your training have you completed to date? _____
(When 800 hours or more of their training has been completed, and/or a permanent layoff is anticipated due to the project work being completed ahead of schedule, etc. please give you a copy of BEO's confidential Exit Interview form to the trainee to complete and return to BEO. In an effort to find out about the experiences they have encountered while being enrolled for on-the-job training.)

Other Comments/Concerns:

Trainee Name: _____ Date _____

PennDOT Project Manager/Inspector-In-Charge/Representative

Name: _____ Date _____