Phase Three Appendix B: Sample Intake interview

Several employees pointed to the fact that inclusion and flexibility were experienced at every step of their employment process, beginning with the intake interview. Below is the script that was used for intake interviews, which may be adapted for other workplaces striving to cultivate an inclusive culture.

Date/Time:

Employee Participant Name:

Consultee if applicable:

Staff who Conducted Interview:

Notes:

- Do you self-identity as having a disability? (optional)
- Age? (optional)
- Brief introduction to the interview process

Cohort 1 or 2: ___

Possible partner for seating: _____

Welcome! How are you feeling today? Are you nervous? Interviews can be stressful. So I want you to know this will be easy and fast! And there is no wrong answer. We really want to get to know you and give you a chance to get to know us!

We are so excited to be sitting with you today to talk about working on the qathet Inclusive Manufacturing Pilot Project which we call q.I.M for short. We are going to have a short interview but before then I want to update you on the project.

[provide update] Do you understand?

We are doing research because we want to learn about how the social enterprise does at providing employment to people from diverse backgrounds. We want to know if the training we provide and the work experience is positive or negative for the people who work here. We want to learn what we are doing well, and also what we can do better as a business. We are not evaluating you as a worker. And

that includes me too. I am a research participant also. And so are all of the supervisors who work at the social enterprise.

Do you have any questions about the research project?

Do you have any questions about the social enterprise?

Do you have any questions about the interview process today?

Now I am going to ask you the interview questions. The answers to your questions are held in confidence and will not be used as research material unless you give permission for us to use them. The answers to these questions will be recorded and kept in a locked cabinet at the social enterprise.

Long form answer questions:

1) Why do you want to work at the social enterprise?

2) What are your hobbies and interests?

3) What was your last job?

4) Do you currently have a job?

5) Have you ever worked at a job where you had to make something? If yes, what was that job?

6) How many hours per week would be ideal for you to work?

7) What employment supports or services do you currently receive?

8) If you were a vegetable, what vegetable would you be?

9) What are your employment goals?

10) What would your main goals be for working at the social enterprise?

Yes or No questions:

11) Do you have internet at home?

12) Are you comfortable using tools like our splitter machine that cuts wood blocks into sticks?

13) Are you able to sit for a long period of time up to four hours?

14) Are you able to stand for a long period of time up to four hours?

15) Are you able to work in hot or cold environments?

16) Are you allergic to or sensitive to the smell of perfume or beeswax?

17) Are you sensitive to the smell of cedar wood?

18) Would you be comfortable speaking on the phone to customers?

Covid Related Questions:

[preamble: We are intending to continue operations during the Covid 19 pandemic and do not intend to close unless instructed by the BC Health Office, We believe we can operate safely using many strict safety precautions.]

19) Are you comfortable working alongside up to 12 other people while maintaining 6 feet apart?

20) Are you comfortable wearing a mask or face shield and gloves?

21) Are you comfortable being pre-screened before your shift including answering questions about your health, and taking your temperature?

22) Are you comfortable using hand sanitizer?

Team Training Questions:

23) Are you able to start Team Training either [date] or [date]?

24) Do you have any dietary restrictions? [We are serving snacks each day of training].

Wrap up

You are complete the intake interview! We will contact you by [date] to let you know if you make it into the qathet Inclusive Manufacturing Pilot Project. We only have 25 spots for people to come work at the social enterprise and 30 spots to do Team Training. That way if someone leaves the project, we will have a list of people ready to go from Team Training. Team Training is paid, [amount] for 4 weeks. On-the-job training runs for an additional 4 weeks and is also paid [amount] no matter how many hours you put in to do your training. After you are complete training, the pay is minimum wage for the hours you work.

Do you have any questions about the next steps?

We will prepare a package of documents you will need to sign, how do you want to receive this package? Mailed or emailed?

The package will include:

Employee Participant Form Checklist

- Criminal Record Check Form
- Ethical Standards and Conduct (with no repercussions clause)
- Payroll Deposit Form
- Research Participant Consent Form includes photo consent
- WDA form (to be inputed online with a Supervisor)
- WDA form definitions (hand out to be attached to the consent form)
- WDA consent form
- CEP consent form

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