



# INTERVIEW GUIDE

## for Air Cadets

### Air Cadet National Summer Training Course Selection

(ENGLISH)



Issued under the authority of the Commander National Cadet and Junior Canadian Rangers Program Support Group (Comd Natl CJCR Sp Gp)

Issued On: 3 Dec 19

OPI: Deputy Commander National Cadet and Junior Canadian Rangers Support Group (DComd Natl CJCR Sp Gp) & Deputy Chief of Staff – Training Operations, Plans and Development, (Natl CJCR Sp Gp)

## ABOUT THIS GUIDE

References used in the development of this guide:

- A. Air Cadet National Summer Training Course Selection Process Group Instruction 7003-1-13, 20 September 2019
- B. CATO 13-02 Merit-Based Cadet Rank Promotions – Corps/Squadron, Annex B – Merit Review Board, 15 January 18

1. This Interview Guide for Air Cadets forms part of the Air Cadet National Summer Training Course Selection Process (ACNSTC SP). The purpose of this Interview Guide is to provide guidance for cadets participating in the interview process for PPS, GPS and IACE. The Interview Guide will ensure interviews are conducted in a more standard way across the country.

2. The purpose of the interview is to assess each cadet and assign them a score which will be included as one assessment factor in the ACNSTC SP. The interview will focus on four areas (further detailed in Annex A):

- a. Civic engagement.
- b. Knowledge of the Cadet Program.
- c. Ability to express themselves and their ideas in a confident manner.
- d. Interest/Awareness:
  - (1) Interest in aviation (for PPS/GPS).
  - (2) Awareness of current domestic and international events (for IACE).

3. The interview is worth 20% of the overall score towards an application for GPS, PPS or IACE.

4. Cadets shall not share this guide with those members and cadets not authorized.

**TABLE OF CONTENTS**

SECTION 1: THE STRUCTURED INTERVIEW ..... 4

SECTION 2: BEFORE THE INTERVIEW ..... 4

SECTION 2: BEFORE THE INTERVIEW ..... 4

Interview Board ..... 4

Interview Dress..... 4

Accommodations ..... 4

Schedule and Time ..... 5

SECTION 3: DURING THE INTERVIEW..... 5

Arrival of the Cadet..... 5

Beginning the Interview ..... 5

Closing the Interview ..... 6

Departure of the Cadet..... 6

SECTION 4: AFTER THE INTERVIEW ..... 6

ANNEX A: INTERVIEW CRITERIA, AND INDICATORS ..... 1

ANNEX B: RUBRIC FOR THE AIR CADET NATIONAL SUMMER TRAINING COURSE INTERVIEW ..... 1

## **SECTION 1: THE STRUCTURED INTERVIEW**

5. All cadets are asked the same questions and their responses are assessed in a standardized manner using a predetermined rating scheme.
6. The use of an interview board rather than one individual assessor increases objectivity since consensus on a final evaluation must be reached.
7. The interview must be conducted in English, French, or both, as per the cadet's choice.

## **SECTION 2: BEFORE THE INTERVIEW**

### **Interview Board**

8. The interview board will be comprised of three individuals to increase validity and reduce the impact of personal biases.
9. The three-person interview board will be comprised of:
  - a. One ACLC member (chosen by PC Director)
  - b. One CIC Officer (Area Elemental Advisor, Cadet Flying Site CO and staff, Squadron CO, and RCSU staff preferred); and
  - c. One of the following:
    - (1) COATS GSO / NCM,
    - (2) Regular Force Officer / Snr NCM / Reserve Force Officer / Snr NCM, or
    - (3) ACLC member.
10. One member of the interview board will be assigned the role of chairperson. This person is responsible for the introduction, determining who will ask specific questions, asking some of the questions, and concluding the interview. One member will be the assigned the role of secretary.

### **Interview Dress**

11. The dress for the interview boards is: C3

### **Accommodations**

12. Cadets shall submit a formal request, seven days in advance, through their Commanding Officer, for accommodations during the interview. If reasonable, every effort will be made to provide an accommodation. For example, these may include (not an exclusive list):
  - a. Additional interview time.
  - b. Extra support.

- c. Additional preparation time over the 30 mins already allocated.
- d. Allowing for written answers vs verbal (for interview only).
- e. Allowing for written questions vs verbal (for interview only).

### **Schedule and Time**

13. Cadets will be provided with 30 mins preparation time immediately before their interview time to review the questions, gather their thoughts, make notes, and prepare for the interview. A quiet and private space will be provided.

14. Interviews shall be planned for 20-30 minutes in length. Each cadet will be asked five (5) questions. At the 20 minute mark the interview may be finished at the discretion of the board chairperson.

## **SECTION 3: DURING THE INTERVIEW**

### **Arrival of the Cadet**

15. The Cadet will:
- a. Enter facing the board, wearing headdress, and salute.
  - b. Announce themselves by rank, first name, last name and squadron to the board.
  - c. Once invited, will be asked to come into the room and have a seat.
  - d. The cadet will walk smartly and sit down.
  - e. They will remove their wedge and hold it on their lap or tuck it under a leg.
  - f. The cadet will sit patiently until addressed by a member of the board.

### **Beginning the Interview**

16. As part of the board, the chairperson should:
- a. Begin the interview by welcoming and thanking the cadet for attending and introduce the other board members.
  - b. Provide an explanation of the goal of the interview and the role of the interview board.
  - c. Reiterate the language in which the interview will be conducted (at the choice of the cadet) and confirm their accommodation has been provided, if they requested it in advance.
  - d. Describe how the interview will unfold.
  - e. Explain that all cadets in the process will be asked the same questions for the same course.

- f. State that the board members will be taking turns asking questions, will be taking notes and will provide an opportunity for cadets to ask questions at the conclusion of the formal interview questions. Members will be taking notes throughout the interview, so they may not be able to maintain eye contact, but let the cadet know they are actively listening.
- g. Explain that the cadet should feel free to take a few moments to collect their thoughts, think about their answer, and make notes to help organize answers before responding.

### **Closing the Interview**

17. An explicit conclusion should be provided at the end of each interview. The chairperson should effectively conclude the interview by:

- a. Providing a clear signal of the end of the interview.
- b. Providing an opportunity for the cadet to ask questions.
- c. Explaining the next steps in the selection process
- d. Explaining the approximate time frame.
- e. Collecting the interview questions and notes from the cadet.
- f. Offering any closing remarks.
- g. Thanking the cadet for participating in the interview
- h. Answering any general questions.

### **Departure of the Cadet**

18. The Cadet will:

- a. Stand at attention facing the review board while board members stand.
- b. Replace headdress.
- c. Thank the Board Members for the interview. Cadet may wish to shake hands with the Board members but it is not a requirement.
- d. Go to the door.
- e. Turn and salute.
- f. Walk sharply out of room.

<b>SECTION 4: AFTER THE INTERVIEW</b>
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19. The cadet will be assigned a sub-score out of 25 points and a final score out of 20 points (calculated by multiplying the sub-score by 0.80) by each board member. The scores from each board member will then be averaged together to establish the final interview score.

20. The final score on the interview will be inputted into Fortress for consideration alongside the other selection factors.

## ANNEX A: INTERVIEW CRITERIA, AND INDICATORS

1. The interview will focus on four criteria and the following indicators:
  - a. Level of civic engagement:
    - (1) Citizenship.
    - (2) Community activities.
    - (3) Leadership within program linked to leading other cadets in community activities.
    - (4) Leadership outside the program linked to leading in citizenship activities.
    - (5) Volunteerism.
    - (6) Extracurricular activities.
    - (7) Both cadet and personal/school activities.
  - b. Breadth of knowledge of the Cadet Program:
    - (1) Aims, Mission and Vision of CCO.
    - (2) General knowledge of the Air Cadet Program.
    - (3) Training attended and participation in squadron activities.
    - (4) DND/CAF / League relationship.
  - c. Ability to express themselves and their ideas in a confident manner:
    - (1) Deportment.
    - (2) Self-expression.
    - (3) Personal assessment.
    - (4) Motivation for applying.
    - (5) Motivation of future application of course material.
    - (6) Personal story about being a member of the Air Cadet Program.
  - d. Interest/Awareness:
    - (1) Level of interest in aviation (for PPS/GPS):
      - i. Knowledge of RCAF and CCO flying operations.
      - ii. Knowledge of Canadian civil aviation and space.
      - iii. Motivation – linked to above.
      - iv. Aviation hero / mentor.
      - v. Aptitude / situational awareness / stress management.
      - vi. Aviation training / flying and/or experience inside / outside the Cadet Program.
      - vii. Other training and/or experience inside / outside the Cadet Program.
    - (2) Awareness of current domestic and international events (for IACE):
      - i. Culture, geography, and demographics of the IACE countries.
      - ii. Culture, geography, and demographics of Canada.
      - iii. Canadian and international current events.
      - iv. Experience with youth from our cultures / countries.
      - v. International travel experiences

## ANNEX B: RUBRIC FOR THE AIR CADET NATIONAL SUMMER TRAINING INTERVIEW

### SQUADRON IDENTIFICATION

RCSU	PROV/PC	SQUADRON	CITY	DATE OF COMPLETION

### CADET IDENTIFICATION

NAME (FIRST, LAST)	RANK	CIN	DOB

### RESPONSE TO QUESTIONS

NOT APPLICABLE / CRITICALLY ADVERSE	LOW / Unacceptable 1	BELOW AVERAGE 2	AVERAGE 3	ABOVE AVERAGE 4	VERY STRONG 5	COMMENTS
<b>Q1: Level of Civic Engagement</b>						
Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
<b>Q2: Breadth of knowledge of the Air Cadet Program</b>						
Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
<b>Q3: Ability to express themselves and their ideas in a confident manner</b>						
Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	



<b>RESPONSE TO QUESTIONS</b>						
<b>NOT APPLICABLE / CRITICALLY ADVERSE</b>	<b>LOW / Unacceptable</b> 1	<b>BELOW AVERAGE</b> 2	<b>AVERAGE</b> 3	<b>ABOVE AVERAGE</b> 4	<b>VERY STRONG</b> 5	<b>COMMENTS</b>

**PPS& GPS ONLY**

**Q4: Level of interest in aviation**

Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
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**Q5: Level of interest in aviation**

Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
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**IACE ONLY**

**Q4: Awareness of domestic and international events**

Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
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**Q5: Awareness of domestic and international events**

Did not answer	Response is incomplete and vague. Response is poorly organized and lacked structure	Response is incomplete. Provided with hesitation. Response lacked organization and logic	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable	Response is complete. Answered in a clear and concise manner. Response is thought-out	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.	
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**BOARD MEMBER NARRATIVE COMMENTS, SUB-SCORE, AND FINAL SCORE**

					Sub-Score	/25	
					<b>Final Score = Sub-Score x 0.8</b>	Final Score	/20

<b>BOARD MEMBER</b>		<b>SIGNATURE</b>		<b>DATE</b>	
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