

JUNIOR GEOLOGICAL ASSISTANT INTERVIEW SHEET

Student Name: _____ Telephone #: _____ Date: _____

EDUCATION:

University: _____ Degree: _____ Year: _____

Level (Gen./Hon.): _____ Major: _____

Relevant Courses:

Field courses/trips:

WORK EXPERIENCE:

Geological Experience: _____

Other Experience: _____

OFFICE SKILLS:

Drafting/AutoCAD:

Computer (Dbase, Word Processing:

Others: _____

EXTRACURRICULAR ACTIVITIES: (Volunteer responsibilities, sports, clubs, hobbies, etc.)

What extracurricular activities are you involved in?

PHYSICALLY CAPABLE: The physical requirements of the job entail walking in rugged terrain, carrying heavy backpacks, lifting drums of gasoline, motors, etc. Are you physically capable of performing these tasks? _____

INTERPERSONAL RELATIONSHIPS:

What groups or individuals have you had to work with in your past jobs/volunteer situations, etc.:

What do you think your last supervisor would tell us about your ability to work cooperatively and effectively with others:

INDEPENDENCE/INITIATIVE:

What level of independence did you have in your last job? _____

Were you encouraged/allowed to use your own initiative? If not, why not? If so, what are examples of the initiative you took? _____

INTEREST IN GEOLOGY:

What are your career goals? _____

How does this job fit into your career plans? _____

PREFERRED WORK LOCATION:

Are you interested in working in an isolated camp setting? _____

Knowing you will have to make your own living arrangements, are you interested in office work in Winnipeg? _____

VALID DRIVER'S LICENCE: _____ **DATE AVAILABLE:** _____

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REFERENCES:

Confirm that references are provided on the student's résumé/application and that we have their permission to contact them. Clarify relationship of reference to student, i.e., professor, previous supervisor, personal friend. (Attempt to obtain previous employer as reference or those who can provide more information on the above criteria.)

POSITION LEVEL: (based on education/experience table)

Ineligible _____ J1 _____ J2 _____ J3 _____ GEI _____

INTERVIEW SUMMARY: (to be completed following the interview)

Based on the educational/experience requirements for the above position level, summarize your assessment of the student against each of the following criteria using the "Narrative Descriptive Adjectives" outlined below.

EDUCATION	GEOLOGICAL WORK EXP.	OFFICE WORK EXP. ACTIVITIES	OTHER EXP./ EXTRACURR.	PERSONAL ATTRIBUTES

OTHER COMMENTS: _____

- Narrative Descriptive Adjectives to be used to assess the above criteria:
- None
 - Limited
 - Satisfactory
 - Good
 - Excellent