

Recruiting – Skill Assessment Model

Recruiting that utilizes a Skill Assessment Model is an option for companies that identify a specific skill set that is needed to perform the functions of the job. For Richard Wolf Medical Instruments Corporation, having an assessment as a key part of their recruiting process is necessary due to the small, precision manufacturing they perform. The company imbeds the assessment into the interview process.

Skill Assessment Model includes:

1. **Open Houses** – This gets applicants and potential applicants into the facility to see what the company manufactures. Including and acknowledging parent support has been found to be beneficial. However, the most successful apprentices have strong intrinsic motivation toward manufacturing and the apprenticeship. The open house is held in the spring, during evening hours, to allow for more applicants and their parents to be able to attend.
2. **Interview** – They have found the ICATT candidate list to be reliable since those on the list are pre-qualified as college-ready. They also rely on referrals from current employees and apprentices. Interviews are conducted by a panel including Human Resources, the Production Manager and the Corporate Director of Manufacturing. These interviews and assessments are typically conducted in June.
3. **Assessment** – There are two parts to the skill assessment:
 - a. The first part is a written assessment of Math, Science, and English which mimics the ACT college entry exam to evaluate their general knowledge.
 - b. The second is the practical skills assessment, which evaluates the applicant's ability to follow directions and/or blueprints, assemble parts, produce with speed and accuracy, use appropriate tools, etc. This assessment is different from their regular hiring process, which only assesses skills specific to the area in which they applicant is applying to work.
4. **Decision and Offer** – The company aims to make their final decision including receiving the signed offer, by mid-July.
5. **Start date** – The company starts the apprentice 1-2 weeks before classes start for orientation, safety training, etc. to ensure a good base of knowledge about the job expectations.

The Skill Assessment Model provides the time and opportunity to evaluate the candidates intentionally and ensure the right fit for the apprenticeship program.