



The Uniquely Abled Academy® Replication Guide

Element 3: Marketing, Recruiting Selecting and Onboarding Trainees

Exhibit 3.13: UAA Trainee Selection Guide

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- Interviews
 - Ensure that interviewers have an adequate understanding of autism to ensure that the interview is comfortable for the interviewee and productive for both parties.
 - Possible Interview questions:
 - How do you feel about getting up early and being to school or work by 8:00 am?
 - Will you be able to commit to being on time each day?
 - When you are in class, do you learn best by seeing the information, hearing the information, or by doing hands-on learning?
 - Have you ever had a job before?
 - If Yes- What did you like best about it? Was there anything that was difficult for you?
 - Why do you feel that doing this CNC program and eventually having a full-time job is the right thing for you to do right now?
 - What are you most looking forward to about working at a CNC company (besides the paycheck)?
 - (This could be difficult for them to answer if they've never seen or experienced this type of workplace before.)
 - What are you most concerned or nervous about being in the UAA program?
 - What supports do you think you may need to help you be successful?

Additional topics to address:

- Safety – see if are any safety concerns
- Ensure photo and follow-up forms in the application are signed and completed.
- Tours: Give the attendee an opportunity to push the START button on a CNC machine – maybe take home a small piece that was made.



- WorkKeys:
 - Address the possibility of failing/not passing.
 - Encourage re-taking and mention opportunity to participate in next cohort.
 - Disclose if additional time is permitted,
 - However, if additional time is granted an individual may not be able to complete all 3 sections in one day as 55 minutes per section is standard.
 - Sections include applied math, workplace documents, and graphic literacy.
 - Math is most challenging – gradually becoming more difficult.
 - Provide a link for preparation.
 - Consider a test-run with WorkKeys setup – make sure can get results.
 - WorkKeys scores – scores that WorkKeys recommends for certification include:
 - 3 or higher on all sections.
 - Offer test when enough applicants for cohort have been acquired as this is a great first opportunity for students to meet each other.