

**Summary Report for Individual Task
805B-79R-3204
Conduct an Army Interview (ET)
Status: Approved**

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DESTRUCTION NOTICE: None

Condition: You have a prospect that has arrived at a predetermined location for a scheduled meeting, and have access to prequalification information a Recruiter Work Station and all applicable regulations.

Standard: Conduct an Army Interview by demonstrating the value of an Army enlistment and soliciting the prospect for an enlistment into the Army or Army Reserve. The interview will include: "

- o Establishing trust and credibility
- o Determining eligibility
- o Identifying and establishing goals
- o Generate and compare alternatives
- o Using the decision making process
- o Engender the commitment and execute the decision
- o Workings through obstacles (as required)

Special Condition: None

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Prepare for the Army Interview

a. Research goals/passions - use the information obtained during your prior contact with the prospect to gather specific information that will be presented during the army interview

b. Get organized - Begin tailoring your prospect's interview using the facets of SOLDIER, highlight the programs/benefits you plan to present.

c. Appearance - You only get one chance to make a good first impression so do your best.

d. Materials - Ensure that you have all materials needed for the interview, prior to your appointment

2. Build the foundation for Trust and Credibility (Continuous Process)

a. Establish Rapport - Create an atmosphere of mutual understanding, trust, and agreement between you and the prospect.

b. Put Prospect at Ease - Let the prospect know you understand they may have fears and concerns.

c. Personal Army Story - Lets the applicant know who you are, why you joined the Army and what you have accomplished.

d. The Army Story - Lets the prospect see the big picture, some of the things they will do when they become a Soldier

3. Determine Eligibility (Occurs throughout the interview)

a. Ask all elements of APPLEMDT

b. Determine qualification

c. Inform prospect of their qualification results

4. Identify and Establish Goals

a. Recap - Make the transition from prequalification to identifying goals and passion using SOLDIER.

b. Identify goals/passion using SOLDIER - Ask open-ended, fact-finding questions that generate goal-oriented answers, discussing all facets of SOLDIER.

c. Identify Short- & Long-term goals - Identify the Prospects desired outcome, eliminate assumptions

d. Develop prospects Course of Action (COA) - Ask how the prospect plans on achieving their goals and aspirations.

5. Generate and Compare Alternatives

a. RA- Programs and options you have already presented that will help them achieve their goals through an active duty enlistment.

b. USAR - Programs and options you have already presented that will help them achieve their goals through a reserve enlistment.

c. ARCA - Compares their plan with RA/USAR COAs. Used to validate what you have already told them.

6. The Decision Making Process

- a. Ask the prospect to decide on the best COA.
- b. Ask the prospect why they selected that COA.

7. Engender a Commitment and Execute the Decision (ask the prospect to join the RA/USAR)

a. If yes, execute the decision

- (1) access Future Soldier Remote Reservation System (FSR2S)
- (2) discuss the Armed Forces Vocational Aptitude Battery (ASVAB) (schedule)
- (3) discuss the application (set timeline)
- (4) discuss the physical exam (schedule)
- (5) discuss the enlistment process (set time lines)
- (6) touch on the Future Soldier Training Program (FSTP)
- (7) ask for a referral

b. If no:

- (1) Schedule follow-up within 72 hours - face-to-face is preferred
- (2) Add to network
- (3) Ask for a referral
- (4) End on a positive note

8. Work through Obstacles

Note: This step can come anywhere in the interview

- a. Identify the real obstacle - flexible
- b. Identify facts and assumptions
- c. Generate, analyze and compare alternatives
- d. Bring back the prospect's goals and passion

9. Conduct a Temperature Check

Note: This check can be asked anywhere appropriate within the interview

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide: If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepare for the Army Interview			
a. Researched goals/passions			
b. Got organized			
c. Had a clean and professional appearance			
d. Gathered all needed materials prior to the interview			
2. Built the foundation for Trust and Credibility			
a. Established Rapport			
b. Encouraged the Prospect to be at Ease			
c. Shared a Personal Army Story			
d. Told the Army Story			
3. Determined Eligibility			
a. Asked all elements of APPEMDT			
b. Determined qualification			
c. Informed prospect of their qualification results			
4. Identified and Established Goals			
a. Recapped goals and passions			
b. Identified goals/passions using SOLDIER			
c. Identified short- & long-term goals			
d. Developed prospect's Course of Action (COA)			
5. Generated and Compared Alternatives			
a. Reviewed programs and options that will help prospect to achieve their goals through an active duty enlistment.			
b. Reviewed programs and options that will help the prospect to chieve their goals through a reserve enlistment.			
c. Compared their plan with RA/USAR COAs using ARCA			
6. Employed Decision Making Process			
a. Asked the prospect to decide on the best COA.			
b. Asked the prospect why they selected that COA.			
7. Engendered a Commitment and Executed the Decision (asked the prospect to join the RA/USAR)			
a. If yes, execute the decision			
(1) accessed Future Soldier Remote Reservation System (FSR2S)			
(2) discussed the Armed Forces Vocational Aptitude Battery (ASVAB) (schedule)			
(3) discussed the application (set timeline)			
(4) discussed the physical exam (schedule)			
(5) discussed the enlistment process (set time lines)			
(6) reviewed the Future Soldier Training Program (FSTP)			
(7) asked for a referral			
b. If no:			
(1) Scheduled follow-up within 72 hours - face-to-face is preferred			
(2) Added prospect to recruiting network			
(3) Asked for a referral			
(4) Ended on a positive note			
8. Worked through Obstacles			
Note : This step can was done when and if needed			
a. Identified the real obstacle - flexible			
b. Identified facts and assumptions			
c. Generated, analyzed and compared alternatives			
d. Reminded the prospect of their goals and passion			
9. Conducted a Temperature Check			

Note : This check was asked where appropriate within the interview

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79R - Recruiter (ET) - SL3	Enlisted	MOS: 79R, Skill Level: SL3