

Summary Report for Individual Task
805K-79R-3001
Conduct an Army Interview
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Your prospecting plan indicates that you have an applicant or lead scheduled for an Army Interview. You have access to : Recruiter Work Station (RWS), Blue Print Information, Evidence Book, USAREC Manual 3-01, AR 601-210, AR 40-501, Current USAREC Messages, and appropriate RPI/PPIs. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct the Army Interview IAW USAREC Manual 3-01, paragraphs 11-40 thru 11-73 without error. Help prospect identify their goals and formulate a plan to achieve them.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: Required references can be accessed using the following link:
<https://sites.google.com/a/goarmy.com/publications-library/home>

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. Establish 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 Basic Eligibility (Occurs throughout the interview).

a. Determine qualification (APPLEMDT).

(1) Ask Age ("What is your date of birth?" "Where were you born?" "What is your SSN?" "Are you registered to vote?" "Do you know your selective service number?").

(2) Ask Prior Service or Processing ("Are you now or have you ever been a member of or processed for any branch of the Armed Forces, to include the National Guard or Reserve?" "Have you ever been a member of any youth organization such as ROTC, JROTC, Naval Sea Cadets, Air Force Civil Air Patrol, National Defense Cadets Corp, or the Boy Scouts (or Girl Scouts)? If so what awards did you receive?").

b. Determine Re-Entry Eligibility.

(1) Consult Human Resources Command (HRC) Prior Service (PS) Business Rules.

(2) Utilize Recruiter Eligibility Data Display (REDD).

c. Ask Physical.

(1) Ask Specific Questions (i.e. tattoo, surgeries, medications, medical conditions, past/current injuries, etc.).

(2) Determine Height and Weight or Body Mass Index (BMI).

(3) Ask about Illegal Drug Use (past/present).

d. Ask Law Violations (“Please list all your law violations to include tickets. This list must include all violations from any law enforcement agency to include military police. I will need anything that happened when you were a juvenile as well. I will also need the disposition of these cases.”).

(1) Age

(2) Type

(3) Disposition

e. Ask Education Level (“Did you graduate from high school or college?” “What grade are you in?” “What school did you attend?” “How many college credits did you earn?”).

f. Ask Marital Status “Have you ever been married?” “Are you planning to get married or divorced in the near future?” “Is your spouse in the military now?”

g. Ask about number of Dependents (“Is anyone morally, legally, or financially dependent upon you for support?”).

h. Ask about (Testing, ASVAB, SASVAB, ACT, and SAT) (“Have you ever taken the ASVAB? What was your score and when did you take it?”).

i. Informed prospect of their qualification results.

4. Establish Goals/Passions

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. Execute 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) Discuss the Armed Forces Vocational Aptitude Battery (ASVAB) (schedule).
- (2) Discuss the application (set timeline).
- (3) Discuss the physical exam (schedule).
- (4) Discuss the enlistment process (set time lines).
- (5) Touch on the Future Soldier Training Program (FSTP).
- (6) Ask for a referral.

b. If no:

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

8. Overcome 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 step can come anywhere in the interview

10. Establish Goals/Passions.

(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. Prepared for the Army Interview.			
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b. Get organized - Began 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 - Ensured that you had all materials needed for the interview, prior to your appointment.			
2. Established Trust and Credibility (Continuous Process).			
a. Established Rapport - Created an atmosphere of mutual understanding, trust, and agreement between you and the prospect.			
b. Put Prospect at Ease - Let the prospect know you understood they may have fears and concerns.			
c. Personal Army Story - Let the applicant know who you are, why you joined the Army and what you had accomplished.			
d. The Army Story - Let the prospect see the big picture, some of the things they will do when they become a Soldier.			
3. Determined Basic Eligibility (Occurs throughout the interview).			
a. Determined qualification (APPLEMDT).			
(1) Asked Age ("What is your date of birth?" "Where were you born?" "What is your SSN?" "Are you registered to vote?" "Do you know your selective service number?").			
(2) Asked Prior Service or Processing ("Are you now or have you ever been a member of or processed for any branch of the Armed Forces, to include the National Guard or Reserve?" "Have you ever been a member of any youth organization such as ROTC, JROTC, Naval Sea Cadets, Air Force Civil Air Patrol, National Defense Cadets Corp, or the Boy Scouts (or Girl Scouts)? If so what awards did you receive?").			
b. Determined Re-Entry Eligibility.			
(1) Consulted Human Resources Command (HRC) Prior Service (PS) Business Rules.			
(2) Utilized Recruiter Eligibility Data Display (REDD).			
c. Asked Physical.			
(1) Asked Specific Questions (i.e. tattoo, surgeries, medications, medical conditions, past/current injuries, etc.).			
(2) Determined Height and Weight or Body Mass Index (BMI).			
(3) Asked about Illegal Drug Use (past/present).			
d. Ask Law Violations ("Please list all your law violations to include tickets. This list must include all violations from any law enforcement agency to include military police. I will need anything that happened when you were a juvenile as well. I will also need the disposition of these cases.").			
(1) Age.			
(2) Type.			
(3) Disposition.			
e. Asked Education Level ("Did you graduate from high school or college?" "What grade are you in?" "What school did you attend?" "How many college credits did you earn?").			
f. Asked Marital Status "Have you ever been married?" "Are you planning to get married or divorced in the near future?" "Is your spouse in the military now?".			
g. Asked about number of Dependents ("Is anyone morally, legally, or financially dependent upon you for support?").			
h. Asked about (Testing, ASVAB, SASVAB, ACT, and SAT) ("Have you ever taken the ASVAB? What was your score and when did you take it?").			
i. Informed prospect of their qualification results.			
4. Established Goals/Passions.			

a. Recap - Made the transition from prequalification to identifying goals and passion using SOLDIER.			
b. Identified goals/passion using SOLDIER - Asked open-ended, fact-finding questions that generated goal-oriented answers, discussed all facets of SOLDIER.			
c. Identified Short- & Long-term goals - Identified the Prospects desired outcome, eliminate assumptions.			
d. Developed prospects Course of Action (COA) - Asked how the prospect plans on achieving their goals and aspirations.			
5. Generated and Compared 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 - Compared their plan with RA/USAR COAs. Used to validate what you have already told them.			
6. Executed the 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 (ask the prospect to join the RA/USAR).			
a. If yes, executed the decision.			
(1) Discussed the Armed Forces Vocational Aptitude Battery (ASVAB) (scheduled).			
(2) Discussed the application (set timeline).			
(3) Discussed the physical exam (scheduled).			
(4) Discussed the enlistment process (set time lines).			
(5) Touched on the Future Soldier Training Program (FSTP).			
(6) Asked for a referral.			
b. If no:			
(1) Attempted to overcome obstacle.			
(2) Scheduled follow-up within 72 hours - face-to-face is preferred.			
(3) Added to network.			
(4) Asked for a referral.			
(5) Ended on a positive note.			
8. Overcame Obstacles.			
a. Identified the real obstacle - flexible.			
b. Identified facts and assumptions.			
c. Generated, analyze and compare alternatives.			
d. Brought back the prospect's goals and passion.			
9. Conducted a Temperature Check.			
10. Established Goals/Passions.			

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	Yes

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 ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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 :

Task Number	Title	Proponent	Status
805K-79R-3002	Conduct Prospecting Activities	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None