

**ARNG - SQI4- Conduct a Recruiting Interview  
805B-79T-2620 / Version 3.1  
Effective Date Not Assigned**

**SECTION I. ADMINISTRATIVE DATA**

**All Course  
Masters/POIs  
Including This  
Lesson**

**Courses**

<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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None

**POIs**

<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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None

**Task(s)  
Taught(\*) or  
Supported**

<u>Task Number</u>	<u>Task Title</u>
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Individual

805B-79T-3206 (*)	Conduct a Recruiting Interview
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**Reinforced  
Task(s)**

<u>Task Number</u>	<u>Task Title</u>
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None

**Knowledge**

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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K1427	Know Selective Reserve Incentives Programs (SRIP)	Yes	Yes
K1414	Know Recruiting Doctrine	Yes	Yes
K1283	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
K1314	Know Comprehensive Communications Skills (CCS)	Yes	Yes

**Skill**

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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S0328	Develop an Outline	Yes	Yes
S0389	Perform Analysis of Information	Yes	Yes
S0399	Perform Personal Communications	Yes	Yes
S0402	Perform Problem Solving	Yes	Yes
S0434	Utilize Active Listening	Yes	Yes

**Administrative/  
Academic  
Hours**

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	6 hrs	0 mins	Conference/Discussion

Total Hours:	6 hrs	0 mins
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**Test Lesson(s)**

<u>Hours</u>	<u>Lesson Number</u>	<u>Version</u>	<u>Lesson Title</u>
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None

**Prerequisite Lesson(s)**

Hours

Lesson Number Version

Lesson Title

None

**Training Material Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign Disclosure Restrictions**

None

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>
AR 40-501	Standards of Medical Fitness	14 Dec 2007
AR 600-9	The Army Body Composition Program	28 Jun 2013
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013
LOCAL SOP	LOCAL SOP	
RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	18 Sep 2006

**Student Study Assignment**

None

**Instructor Requirements**

SMTC Qualified Instructor(s)

**Support Personnel Requirements**

None

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

**Equipment  
Required  
for Instruction**

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC	1:5	1:1	No	0	No
6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson	0:0	1:1	No	0	No
6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet	0:0	1:1	No	0	No
702101C056576 - COMPUTER, PERSONAL WORKSTATION	0:0	1:1	No	0	No
702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC	1:1	0:0	No	0	No
7025-01-559-1352 - Display Unit: Smartboard White 64	0:0	1:1	No	0	No
7520-01-186-3605 - Marker Assortment, Tube Type	1:1	5:1	No	0	Yes
7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet	1:5	1:1	No	0	No
7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba	0:0	2:1	No	0	No

(Note: Asterisk before ID indicates a TADSS.)

**Materials  
Required**

*Instructor Materials:*

1. CCS Facilitators Guide
2. CCS PPT Slides
3. Student Handouts

*Student Materials:*

1. CCS Workbook
2. Student Handouts
3. RWS

**Classroom,  
Training Area,  
and Range  
Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:25	10	10
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:25	10	10

**Ammunition  
Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

**Instructor needs to ensure that discussions about the operating environment are infused throughout the lesson.**

**Make sure instructor prints out all role play for this lesson.**

**Proponent Lesson  
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

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## SECTION II. INTRODUCTION

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Method of Instruction: Conference/Discussion  
Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)  
Time of Instruction: 5 mins  
Instructional Strategy: Large Group Instruction

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### Motivator

The heart of enlisting qualified applicants lies within your ability to be a good communicator. Effective communication enables an RRNCO to articulate information in a clear, concise, manner assisting in making the interview process productive. Furthermore, conducting an effective interview is a critical skill to better understanding your prospects motivation and values. Mastery of this skill is paramount to the success of an RRNCO in all aspects of the three tenet philosophy.

### Terminal Learning Objective

**NOTE.** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Conduct a recruiting interview to capture leads, referrals, and enlistments
Conditions:	In a classroom environment, given a CCS Student Workbook
Standards:	Students must conduct a recruiting interview, and receive a 70% or higher on a performance-based evaluation rubric

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### Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

### Risk Assessment Level

**Low - Power and Data Cables on the floor.**

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: : Inspect floor prior to training. Periodically remind students to look down

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before they  
move their feet.

**Low - Food or drink near computer and electrical equipment**

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

**Low - Electrical storm**

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

**Low - Inclement Weather**

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

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**Environmental Considerations**

**NOTE:** Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

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. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

**Instructional Lead-in**

In this lesson you will build upon previous skills such as face-to-face and telephone prospecting which will prepare you to effectively conduct a recruiting interview. These skills allow you to move forward in the processing of your applicant for enlistment.

### SECTION III. PRESENTATION

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TLO - LSA 1. Learning Step / Activity TLO - LSA 1. By the end of this lesson, students will demonstrate how to conduct a Recruiting Interviewing

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 5 hrs 40 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**NOTE:** Refer to CCS Facilitator's Guide and cover all of Phase Line 4 Check Point 4

Check on Learning: Conduct check on learning.

Review Summary: Summarize the learning activity.

**SECTION IV. SUMMARY**

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:25/0)
Time of Instruction:	5 mins
Instructional Strategy:	Large Group Instruction

**Check on Learning**

None

**Review/ Summary**

Summarize the learning activity.

## SECTION V. STUDENT EVALUATION

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### **Testing Requirements**

Refer student to the Individual Student Assessment Plan (ISAP).

### **Feedback Requirements**

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

**Appendix A - Viewgraph Masters**

**ARNG - SQI4- Conduct a Recruiting Interview  
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<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		

## Appendix B - Test(s) and Test Solution(s)

**Appendix C - Practical Exercises and Solutions**

**PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-79T-2620 Version 3.1**

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**Appendix D - Student Handouts**

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<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		

## Appendix E - TRAINER'S LESSON OUTLINE

### ARNG - SQI4- Conduct a Recruiting Interview

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DRAFT

#### 1. The importance of this lesson: (Why)

Conduct a recruiting interview to capture leads, referrals, and enlistments

#### 2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Students must conduct a recruiting interview, and receive a 70% or higher on a performance-based evaluation rubric

#### 3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
805B-79T-3206	Conduct a Recruiting Interview	Individual TAUGHT

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#### Additional Non-Standard Tasks

None

#### 4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 40-501	Standards of Medical Fitness	14 Dec 2007
AR 600-9	The Army Body Composition Program	28 Jun 2013
AR 601-210	Active and Reserve Components Enlistment Program	01 Feb 2013
LOCAL SOP	LOCAL SOP	
RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	18 Sep 2006

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#### Additional Non-Standard References

None

## 5. Resources

*TIME: Time of Instruction: 6 hrs 0 mins*

*LAND: Classroom, Training Area, and Range Requirements*

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

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*AMMO: Ammunition Requirements*

<u>DODIC</u>	<u>Name</u>
None	

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*MISC: Materiel Items and TADSS Requirements*

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
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7520-01-186-3605	Marker Assortment, Tube Type
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7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

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## Additional Non-Standard Resources

None

## 6. A possible technique to achieve the outcome:

None

## 7. Conduct AAR with Soldier and Cadre.

None

**NOTE:** Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.