

JOHNS HOPKINS HEALTH SYSTEM
DOL PROJECT REACH

QUESTIONS FOR MANAGERS/SUPERVISORS

- What specific qualifications and expectations are needed of trainees for this position?
- Is this an accurate job description for this position? Please edit and make any necessary comments.
- How would you like potential trainees referred? Would you like to interview and screen them or should we?
- How would you envision the training?
 - shadowing employee holding this position
 - immediate supervisor
 - other (specify)
- How many openings for this position do you envision to have after 12/05? Or how many positions available in 06?
- How much time is required to achieve competency/ What are the requirements to achieve competency? How long do you anticipate the training to last and approximate start and end dates.
- For Grant reporting purposes, if we were able to refer qualified employees to you for OTJT: a) would you be amenable to having a job coach check in periodically with you to check on employee progress during training? b) what evaluation tools/instruments would you use to measure whether the trainee achieved the required competency (i.e. checklists, etc)? c) would you like us to develop one?
- Would you be amenable to an open house to describe this position and answer questions? If your time does not allow, would you be willing to send someone else?
- Would you object having this information session videotaped for further use?