

I.A.T.S.E. LOCAL 16 SKILLS PROFILE PROCEDURES

Local 16 employs a combination of document reviews and actions to assess technician work skills.

The items employed are:

- Information gathered during interview style conversations.
- Original Resume submission documents.
- A completed version of the attached Skills List Form.
- Contact with References and/or Previous Employers.

The process is:

- Utilizing information from the Resume submission, the interview conversation proceeds.
- The Skills List Form is explained in detail (specifically what the item is and where to indicate level of proficiency).
- Using the interview information, comparisons between Resumes and Skills Forms, and finally contacting references and/or previous employers as necessary.
- The list of skills is entered into the technicians profile within the referral system database.

Technician Skill Profiles are adjusted under the following circumstances:

- Request from the technician to remove said skill.
- Attends trainings or similar functions thereby gaining additional skill.