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INTERVIEW GUIDE

for Air Cadets 2023

Air Cadet National Training Selection Process

(ENGLISH)



Issued under the authority of the Commander Cadets and
Junior Canadian Rangers Group (Comd CJCR Gp)

OPI: Deputy Chief of Staff – Operations (DCOS Ops)

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ABOUT THIS GUIDE

References used in the development of this guide:

- A. Air Cadet National Training Selection Process Group Order 8060-7, 18 November 2020
- B. CATO 13-02 Merit-Based Cadet Rank Promotions – Corps/Squadron, Annex B – Merit Review Board, 15 January 18

1. This Interview Guide for Air Cadets forms part of the Air Cadet National Training Selection Process (ACNTSP). The purpose of this Interview Guide is to provide guidance for cadets participating in the interview process for PPTC, GPTC and IACE. The Interview Guide will ensure interviews are conducted in a standard way across the country.

2. The purpose of the interview is to assess each cadet and assign them a score which will be included as one assessment factor in the ACNTSP. The merit interview will focus on four areas (further detailed in Annex A):

- a. Level of community and Cadet Program engagement.
- b. Knowledge of the Cadet Program.
- c. Ability to express yourself and your ideas in a confident manner.
- d. Interest/Awareness:
 - (1) Interest in aviation (for PPTC/GPTC).
 - (2) Awareness of current domestic and international events (for IACE).

3. The merit interview is worth 25% of the overall score.

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SECTION 1: THE STRUCTURED INTERVIEW

4. All cadets are asked the same questions and their responses are assessed in a standardized manner using a predetermined rating scheme.
5. The use of an interview board rather than one individual assessor increases objectivity since consensus on a final evaluation must be reached.
6. The interview must be conducted in English, French, or both, as per your choice.

SECTION 2: BEFORE THE INTERVIEW

Merit Interview Board

7. The merit interview board will be comprised of three individuals to increase validity and reduce the impact of personal biases.
8. The three-person interview board will be comprised of a mix of the following individuals:
 - a. CIC Officer (CFTC/ RC Air Ops staff, Squadron CO, RCSU staff);
 - b. Suitable Civilian (ACLC members, SMEs); and
 - c. COATS GSO/NCM or Regular Force Officer/Snr NCM or Reserve Force Officer/Snr NCM.
9. In addition to the three-person panel, all merit interview boards will include an additional CIC Officer who will act as Interview Coordinator. Interview Coordinator will be responsible for:
 - a. overseeing the conduct of the interviews;
 - b. managing all administrative requirements;
 - c. briefing you upon entry into the virtual lobby; and
 - d. providing all relevant information that you require to complete the interview.

Prior to the Interview

10. At least two weeks prior to the interview, you will be sent an electronic invitation email containing the following:
 - a. Joining Instructions (JIs) with online connection details, interview date and time; and
 - b. Instructions on how to request an accommodation for your interview, if required.

Accommodations

11. If you require any accommodations during the interview, you must submit a formal request, seven days in advance, through your Commanding Officer. If reasonable, every effort will be made to provide an accommodation. Accommodations requests may include, but are not limited to the following:

- a. Additional interview time.
- b. Extra support.
- c. Additional preparation time over the 20 min already allocated.
- d. Allowing for written answers vs verbal (for interview only).
- e. Allowing for written questions vs verbal (for interview only).

Interview Dress

12. The dress for the interview boards is: C3

Schedule and Time

13. You will be provided with 20 min immediately before your merit interview time to review the questions, gather your thoughts, make notes, and prepare for the interview.

14. Interviews are planned for 20 min in length and you will be asked five (5) questions. At the 20 min mark the interview may be finished at the discretion of the board chairperson.

SECTION 3: DURING THE INTERVIEW

Arrival of the Cadet

15. After completing the logon procedure detailed in your invitation/JIs, you will be briefed in the virtual lobby by the Interview Coordinator, who will:

- a. Provide you with the interview questions.
- b. Explain that you have 20 min to prepare.
- c. Reiterate the language in which the interview will be conducted and confirm if your accommodation has been provided.
- d. Describe how the interview will unfold.
- e. Explain that all cadets in the process will be asked the same questions for the same course.
- f. State that the board members will be taking turns asking questions and will be taking notes throughout the interview, so they may not be able to maintain eye contact, but they are actively listening and will provide an opportunity for you to ask questions at the conclusion of the formal interview questions.
- g. Explain that you should feel free to take a few moments to collect your thoughts, think about your answer, and make notes to help organize answers

- before responding.
- h. You may not be accustomed to board members taking notes but understand that this note-taking is to ensure full credit is given to you for the knowledge, skills and abilities demonstrated during the interview.
 - i. You will have 20 min for the merit interview. At the 20 min mark the merit interview may be finished at the discretion of the board.
16. Once the 20 min preparation period has expired, the Interview Coordinator will move you from the lobby into the main meeting room with the board. You will then:
- a. Announce yourself by rank, first name, last name and squadron; and
 - b. Wait patiently until addressed by a member of the board.

Beginning the Interview

17. The board will:
- a. Begin the interview by welcoming and thanking you for attending and introduce the other board member(s).
 - b. Give a clear signal that the interview is about to begin, e.g., “Do you have any final questions before we begin?”
 - c. Start the timer.

Closing the Interview

18. The board will:
- a. Provide a clear signal of the end of the interview.
 - b. Provide an opportunity for you to ask questions.
 - c. Explain the next steps in the selection process.
 - d. Explain the approximate time frame.
 - e. Answer any general questions.
 - f. Offer any closing remarks.
 - g. Thank you for participating in the interview

Departure of the Cadet

19. You will:
- a. Thank the Board Members for the interview.
 - b. Exit the videoconferencing web application.

SECTION 4: AFTER THE INTERVIEW

20. You will be assigned a sub-score out of 30 points by each board member for the merit interview with a final score out of 100 points.

21. The final score on the interview will be inputted into Fortress for consideration alongside the other selection factors.

ANNEX A: MERIT INTERVIEW CRITERIA, AND INDICATORS

22. The interview will focus on four criteria and the following indicators:
- a. Level of civic engagement:
 - (1) Citizenship.
 - (2) Community activities.
 - (3) Leadership within program linked to leading other cadets in community activities.
 - (4) Leadership outside the program linked to leading in citizenship activities.
 - (5) Volunteerism.
 - (6) Extracurricular activities.
 - (7) Both cadet and personal/school activities.
 - b. Breadth of knowledge of the Cadet Program:
 - (1) Aims, Mission and Vision of CCO.
 - (2) General knowledge of the Air Cadet Program.
 - (3) Training attended and participation in squadron activities.
 - (4) DND/CAF / League relationship.
 - c. Ability to express themselves and their ideas in a confident manner:
 - (1) Deportment.
 - (2) Self-expression.
 - (3) Personal assessment.
 - (4) Motivation for applying.
 - (5) Motivation of future application of course material.
 - (6) Personal story about being a member of the Air Cadet Program.
 - d. Interest/Awareness:
 - (1) Level of interest in aviation (for PPS/GPS):
 - i. Knowledge of RCAF and CCO flying operations.
 - ii. Knowledge of Canadian civil aviation and space.
 - iii. Motivation – linked to above.
 - iv. Aviation hero / mentor.
 - v. Aptitude / situational awareness / stress management.
 - vi. Aviation training / flying and/or experience inside / outside the Cadet Program.
 - vii. Other training and/or experience inside / outside the Cadet Program.
 - (2) Awareness of current domestic and international events (for IACE):
 - i. Culture, geography, and demographics of the IACE countries.
 - ii. Culture, geography, and demographics of Canada.
 - iii. Canadian and international current events.
 - iv. Experience with youth from our cultures / countries.
 - v. International travel experiences.

ANNEX B: RUBRIC FOR THE AIR CADET NATIONAL TRAINING MERIT INTERVIEW

SQUADRON IDENTIFICATION

RCSU	PROV/PC	SQUADRON	CITY	DATE OF COMPLETION

CADET IDENTIFICATION

NAME (FIRST, LAST)	RANK	CIN	DOB

RESPONSE TO QUESTIONS

NOT APPLICABLE / CRITICALLY ADVERSE	LOW/ UNACCEPTABLE	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	VERY STRONG
	1	2	3	4	5
Did not answer.	Response is incomplete and vague. Response is poorly organized and lacked structure.	Response is incomplete. Provided with hesitation. Response lacked organization and logic.	Response is complete. Answered in a structured manner. Understanding of the issue is reasonable.	Response is complete. Answered in a clear and concise manner. Response is thorough.	Response is complete, substantial, and addressed all aspects of the question. Demonstrated a thorough understanding of the issue. Response is well thought-out, and confidently presented.

Q1: Level of Civic Engagement

	Score __/5
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Q2: Breadth of knowledge of the Air Cadet Program

	Score __/5
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Q3: Ability to express themselves and their ideas in a confident manner

	Score __/5
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RESPONSE TO QUESTIONS

NOT APPLICABLE / CRITICALLY ADVERSE	LOW/ Unacceptable	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	VERY STRONG
	1	2	3	4	5

Q4: Level of interest in aviation

	Score __/5
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Q5: Level of interest in aviation

	Score __/5
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DEPARTMENT AND FINAL SCORE

Low – 0-1		Normal – 3-4		High - 5	
Responses are unclear, abrupt, or significantly limited. Interrupts board members or is disrespectful.	Interacts easily with the board members and communicates ideas clearly and concisely. Is respectful and courteous.	Communicates very well; interacts naturally with board members and conveys messages in a clear, concise, and thoughtful manner.	Department Score /5		
Responses are monotone. Little or no interest or enthusiasm is expressed in responses. Lacks significant confidence.	Emphasis, enthusiasm, and interest are expressed in responses. Displays confidence.	Emphasis, enthusiasm, and interest are consistently expressed in responses. Highly confident.	Final Score /30		
Voice volume is consistently inappropriate or insufficient.	Voice volume is appropriate.	Voice volume is appropriate.			
BOARD MEMBER		SIGNATURE		DATE	