

# WI-WIOA ALTERNATIVE INTERVIEW PROCESS AND REQUEST FORM

## Interview Definitions and Process:

The Wisconsin Workforce Innovation and Opportunity Act (WI-WIOA) Career Interviews are provided with the employee's needs and best interests in mind. The three (3) required components of the WIOA interview include: **discussion, sharing resources, and signing a certificate of completion.** Often, the interview is completed in a group setting.

### Types of Interviews

**Interview:** In a group setting, the 3 required components of the interview (discussion, sharing of resources, signing of a certificate of completion) are completed while the interviewer is on site. These 3 components may also be completed during an individual, one-on-one interview.

**Modified Interview:** Certain terminology, settings, participants, times, or other factors can trigger distressing emotional and behavioral-related events and outcomes. In the interest of avoiding these distressing events and outcomes, UW-Whitewater Interviewers offer interview modifications. Interviewers may create or utilize several modifications to ensure the completion of the 3 required components of the interview (discussion, sharing of resources, signing of a certificate of completion) while on site.

Examples of these modifications can include: a) providing an interview in an informal setting, (e.g., lunchroom, during a break, or during a walk around the building), or b) avoiding certain words, topics or questions about past experiences, while facilitating the interview discussion. Interviewers may also provide a modification based on feedback from the vocational site coordinator (14c certified employer staff) about current circumstances (e.g., the employee experienced a sad personal event, had a medical/dental procedure resulting in pain or discomfort, etc.). In addition, Interviewers may use professional judgment to reschedule an interview for later in the day or meet with the employee one-on-one, instead of in the scheduled group.

**Alternative Interview:** Rarely, the employee's needs and/or disability related symptoms may create the need for a highly specialized interview, referred to as an Alternative Interview. The 3 components of the interview (discussion, sharing of resources, signing of a certificate of completion) cannot be completed with the employee. Instead, they are completed with the guardian, in order to preserve compliance with WIOA regulation.

In the rare circumstance when an Alternative Interview is believed necessary, an Alternative Interview Request Form needs to be completed and submitted prior to the scheduled interview date. Upon receipt of the request, the interview process will pause to allow for review of the employee and/or guardian's request.

Upon approval, UW-Whitewater will notify the guardian of approval and will schedule the Alternative Interview. The UW-Whitewater Interviewer will conduct the Alternative Interview with the guardian, provide them with resources, and complete the certificate. Most Alternative Interviews will take place over the phone and signing of the certificate will occur via email or mail. Once completed, a copy of the certificate of completion will be provided to the guardian and 14c certified employer.

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COMPLETE AND RETURN

## Instructions:

Guardians and/or employees may request an Alternative Interview by completing the following information and submitting it to the UW-Whitewater WI-WIOA Career Interview team. Electronic submission is preferred.

Please note, if you have concerns about which interview is most appropriate for the employee, please contact the 14c certified employer as soon as possible. Most often, Interviewers are able to complete interviews using a modified format. Thus, Alternative Interviews are very rare.

Electronic requests are due **at least 10 business days** prior to the scheduled interview date via online submission: [http://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_cAdrXfRbv5JXoA](http://uwwhitewater.co1.qualtrics.com/jfe/form/SV_cAdrXfRbv5JXoA) or email: [wiwioacp@uww.edu](mailto:wiwioacp@uww.edu). Forms may be faxed to a confidential fax at: 262-472-4116.

We understand that not all guardians have access to internet and email. Submissions are also accepted through U.S. mail **at least 20 business days** prior to the scheduled interview to allow for delivery and processing time.

Please call the WI-WIOA Career Interview team at 262 - 472 -1702 to alert us of your submission through U.S. mail.

## Mailing Address:

WI-WIOA Career Interview Team  
Center for Inclusive Transition, Education, & Employment (CITEE)  
Community Engagement Center  
1260 W. Main Street  
Whitewater, WI 53190

## WI-WIOA Career Interview Team Contact Information

Phone: 262-472-1702

Email: [WIWIOACP@uww.edu](mailto:WIWIOACP@uww.edu)

Fax: 262-472-4116

Webpage: <https://www.uww.edu/orsp/research-centers/citee>

## WI-WIOA ALTERNATIVE INTERVIEW PROCESS AND REQUEST FORM

Employee Full Name: \_\_\_\_\_

Employee Date of Birth: \_\_\_\_\_

14c Employer/Vocational Provider Business Name: \_\_\_\_\_

Date of Scheduled WIOA Interview: \_\_\_\_\_ (leave blank if unknown)

### Please answer the following questions:

1. Please explain, in detail, the potential harm to the employee caused by any attempt to use the accommodations listed on page one (attach a separate sheet if necessary):
2. Please explain, in detail, how the employee's disability/condition is conducive to their work activities and setting, yet similar accommodations will cause risk if used to complete an interview according to the requirements of the WIOA regulation (attach a separate sheet if necessary):

I \_\_\_\_\_, guardian of \_\_\_\_\_, can be reached at \_\_\_\_\_ (phone number) to discuss WI – WIOA Career Interview information and resources. The best time to reach me at this number is:

- morning**  **afternoon** (check all that apply)
- I would like the resources emailed to this email address: \_\_\_\_\_

OR

- I would like the resources mailed to me:

Name:

Street Address:

City & State:

Zip code:

By signing below, I, \_\_\_\_\_ (guardian or employee first and last name), confirm these statements are accurate to the best of my knowledge. I also acknowledge that I believe this request is the only way in which \_\_\_\_\_ (employee first and last name) is able to participate to the best of my/their ability, while still keeping with the intent of the Workforce Innovation and Opportunity Act. I also confirm that I understand that submission of this request does not guarantee approval, and that follow-up communication with the 14(c) employer or UW-Whitewater Interview team may be necessary in order to have this request evaluated and/or approved.

Guardian or Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_