Tester Response Form

Name of tester: __________________________________        Test #: _________      Team # _________

Ad from ☐ NY Times ☐ NY Post ☐ Daily News ☐ Monster ☐ Vill.Voice

Criminal record condition? ☐ yes ☐ no        Associates Degree? ☐ yes ☐ no

Company Name: ___________________________________________

Company Address: __________________________________________

Borough: ☐ Manht’n ☐ Brookln’ ☐ Queens ☐ Bronx ☐ Stat.Is

Company phone: ___________________________________________

Job title: ___________________________________________

Phone contact:

Did you talk to the employer by phone? ☐ yes ☐ no        If yes, in what order? ☐ first ☐ second ☐ third

Date of phone contact: ___/___/___     Time of phone contact:________

What did you discuss over the phone? (check all that apply)

☐ I was asked to come in for an interview.   When? _______________________________________

☐ I was told the position had been filled.      When? _______________________________________

☐ I was asked for more information about my qualifications, background, experience, etc.   What were you asked? ______________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

In-Person Contact:

Date:___/___/___    Time of arrival: ______    Time of departure: _______    Order: ☐ first ☐ second ☐ third

How did you apply? (check all that apply) ☐ application ☐ resume ☐ did not apply

All testers: was information about a criminal record ☐ asked on the application ☐ asked in person

(check all that apply) ☐ not asked ☐ other

Did employer/application indicate they would perform a criminal background check? ☐ yes ☐ no

Did employer/application indicate they would perform a drug test? ☐ yes ☐ no

Contact with person in charge of hiring: ☐ none ☐ minimal ☐ conversational ☐ interview

Did the employer ask about where you live? ☐ yes ☐ no ☐ N/A

Did job require: ☐ customer service ☐ handling cash ☐ manual labor (check all that apply)

☐ other
Number of hours/week: ___________________________________________

Time of day (night shift, day shift, variable, etc.): ____________________________________

Does this job pay a □ salary (monthly/yearly) □ wage (hourly) □ wage+commission □ commission only

How much does this job pay? $_________ per hour / day / week / month / year (circle one)

Benefits: □ yes □ no □ don’t know

* Size of company (number of employees): _________________________________________

Were you asked for identification? □ yes □ no

If yes, which? □ driver’s license □ social security card □ other ______________________
(check all that apply)

All testers: if asked about your criminal record on the application or in person, please record the question and your answer________________________________________________________________________________
________________________________________________________________________________________

With whom did you speak to about applying for this job? (If more than one, describe most senior contact)
Name: ____________________________    Title: _________________________

Race: □ white □ African-American □ Hispanic □ Asian □ other ________________________

Gender: □ male □ female    Approximate age: _______ years

Was this the person in charge of hiring for this job? □ yes □ no* □ don’t know

* If no, what is the name of the person in charge of hiring for this job? _________________________

Describe the racial composition (#) of the other applicants:     □ white     □ black
                                                                 □ Latino    □ other

Describe the gender composition (#) of the applicants:    □ men    □ women

Describe the racial composition (#) of the employees:    □ white    □ black
                                                                 □ Latino    □ other

Describe the gender composition (#) of the employees:     □ men    □ women

Were you asked to take any tests? □ yes □ no    If yes, which? __________________________

How well do you think you did on the test? (your best guess)

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<td>(I didn’t get any answers right)</td>
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What was the outcome of the application? (check all that apply)

- I was offered the job
- I was invited to come back for training / trial period (circle one). When? _________________________
- I was scheduled for an interview for another time. When? ________________________________
- I was told to come back / call back (circle one) at another time. When? ___________________
- I was told to wait for a call from the employer. When? ________________________________
- I was told I was not qualified for the position. Why? _____________________________________
- I was told the position had been filled. When? ________________________________________
- I was invited to apply for a different position from the one advertised. What? ______________
- I was told the employer was not hiring.
- Other (describe briefly): ______________________________________________________________

How did you feel you were treated by the employer?

1 2 3 4 5 6 7 8 9 10
(very cold) (very warm)

How likely are you to get this job? (your best guess)

1 2 3 4 5 6 7 8 9 10
(no chance) (extremely likely)

Write a narrative about what happened during this test, including quotes or paraphrasing of conversation where relevant and/or possible. Include as much detail as possible, including information questions asked about work experience, skills, availability, and any personal information (and note your responses). If the employer talked to you about having a criminal record, please describe in detail what s/he asked and how s/he responded. Also be sure to document any encouraging or discouraging comments made by the employer. In cases where you were interviewed, please describe the interaction from start to finish.

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(continue on next page)
Please attach any materials you received (letters, messages, applications, flyers, brochures, business cards, etc.) to this report.

I certify that all of the above information is true to the best of my knowledge.

Signature _________________________________ Date __________________________