

# BARGAINING UNIT INTERVIEW

POST OFFICE: \_\_\_\_\_ ( ) \_\_\_\_\_  
Level (if known): \_\_\_\_\_ (State) (Office Phone)

NAME: \_\_\_\_\_  
(Clerk's Signature & Date)

ADDRESS: \_\_\_\_\_  
 PHONE: ( ) - -  
 e-mail address: \_\_\_\_\_  
(if available)

STATUS: ( ) PTF CLERK ( ) FTR CLERK ( ) CUSTODIAN ( ) \_\_\_\_\_  
[Other]

HAS WORKED IN THIS OFFICE SINCE: \_\_\_\_\_

IN AN AVERAGE WEEK, HOW MANY HOURS DO YOU WORK ?

- A. AS CLERK IN THIS OFFICE: \_\_\_\_\_
- B. FILLING IN FOR THE PM (POA) IN THIS OFFICE: \_\_\_\_\_
- C. AS LOANER TO ANOTHER OFFICE: \_\_\_\_\_
- D. DOING CROSS CRAFT WORK IN THIS OFFICE: \_\_\_\_\_  
(Other than Clerk)

NORMALLY, WHAT HOURS DO YOU WORK IN THIS OFFICE AS A CLERK EACH DAY?

SATURDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 SUNDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 MONDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 TUESDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 WEDNESDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 THURSDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_  
 FRIDAY: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_

WHAT TIME DOES MAIL (TRUCK) ARRIVE? \_\_\_\_\_  
 WHAT TIME DOES 1ST CLERK BEGIN? \_\_\_\_\_  
 WHAT TIME DOES PM BEGIN WORK? \_\_\_\_\_  
 WHEN IS AFTERNOON DISPATCH (TRUCK)? \_\_\_\_\_  
 WHAT TIME DOES LAST CLERK LEAVE? \_\_\_\_\_  
 WHAT TIME DOES PM NORMALLY LEAVE? \_\_\_\_\_

WHAT ARE WINDOW HOURS IN THIS OFFICE? **Monday - Friday** \_\_\_\_\_ TO \_\_\_\_\_  
Closed (if applicable)  
**Saturday** \_\_\_\_\_ TO \_\_\_\_\_

(circle one)

HOW MUCH TIME DOES THE PM / SUPERVISOR SPEND DOING CLERK WORK EACH DAY (ON AVERAGE)?

	BOXING MAIL	DISTRIBUTION	WINDOW	VENDING	OTHER
SAT	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
SUN	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
MON	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
TUE	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
WED	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
THU	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
FRI	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

HOW MANY PM / OIC'S HAVE YOU WORKED WITH/FOR SINCE YOU STARTED? \_\_\_\_\_

LIST THEM

_____	_____	to	_____
(Name)			
_____	_____	to	_____
(Name)			
_____	_____	to	_____
(Name)			
_____	_____	to	_____

HAVE TOTAL CLERK WORK HOURS IN THIS OFFICE CHANGED SINCE YOU STARTED WORKING HERE?

INCREASED SIGNIFICANTLY  INCREASED SOMEWHAT  STAYED THE SAME

DECREASED SOMEWHAT  DECREASED SIGNIFICANTLY

**[DESCRIBE IN DETAIL, including type of work, when performed, and when changes occurred]**

---

---

---

---

---

---

---

---

---

---

(circle one)

HAS THE AMOUNT OF CLERK WORK PM/SUPERVISOR DOES CHANGED SINCE YOU STARTED WORKING HERE?

INCREASED SIGNIFICANTLY  INCREASED SOMEWHAT  STAYED THE SAME

DECREASED SOMEWHAT  DECREASED SIGNIFICANTLY

**[DESCRIBE IN DETAIL, including type of work, when performed, and when changes occurred]**

---

---

---

---

---

---

---

---

---

---

HAVE PMR'S, CASUALS, RCA'S, RCR'S, etc. WORKED IN THIS OFFICE (DOING CLERK CRAFT WORK OTHER THAN LEAVE REPLACEMENT) WITHIN THE LAST YEAR?  YES  NO

ARE PMR'S, CASUALS, RCA'S, RCR'S, etc. CURRENTLY WORKING THIS OFFICE (DOING CLERK CRAFT WORK OTHER THAN LEAVE REPLACEMENT)?  YES  NO

IF SO, PLEASE IDENTIFY THEM BELOW:

_____	_____	_____
(NAME)	(STATUS (e.g. PMR, Casual, RCA, etc.))	(Regular Office [if known])
_____	_____	_____
(NAME)	(STATUS (e.g. PMR, Casual, RCA, etc.))	(Regular Office [if known])

TYPE OF WORK NORMALLY PERFORMED:  DISTRIBUTION  BOXING  WINDOW

