

Apprenticeship Pre-interview Guidance and Checklist

Preparation is key to any successful interview. This checklist is a reminder to help you prepare.

Interviews are a two-way conversation between you and the employer. It is an opportunity to make a positive first face to face impression.

Have you...

- ✓ Worked out how to get there and how long the journey will take?
- ✓ Decided what to wear for your interview?
- ✓ Researched the employer?
- ✓ Re-read the Apprenticeship vacancy details?
- ✓ Know your CV inside and out.
- ✓ Prepared 2-3 questions to ask the employer during your interview?

Top Tips!

- ✓ Use the [STAR method](#) to help answer and structure interview questions.
- ✓ If you can, do a trial run before your interview.
- ✓ Get your outfit ready the day/night before – always look neat, clean, and tidy.
- ✓ Researching the employer shows your interest in them.
- ✓ Use the Apprenticeship vacancy details to anticipate the types of questions you may be asked during the interview.
- ✓ Think of examples from your own experience where you have used skills that are relevant to the role.
- ✓ Questions could be about the employer, the apprenticeship, something you would like clarification on etc.

What to do...

- ✓ Smile and show your enthusiasm to help you build rapport with your interview(s) and listen carefully to the questions.
- ✓ Dress for success, first impressions count.
- ✓ Turn your mobile off! Treat the interviewers with respect by giving them your undivided attention.
- ✓ Show your enthusiasm, engage with your interviewers, and speak clearly and confidently.
- ✓ Think about your body language and how you are presenting yourself.
- ✓ Listen and take your time answering questions ensuring you understand the question and provide a full answer.
- ✓ Keep your answers focused on what you can offer the employer and expand your answers by providing examples.
- ✓ Be positive about yourself, your experiences, and your strengths – sell yourself!
- ✓ Do ask the employer questions. It is also your opportunity to find out if this is the right working environment for you.
- ✓ As you leave, thank the interviewer for their time.

What NOT to do...

- ✗ Don't be late to your interview.
- ✗ Don't swear, use slang words or be overfamiliar.
- ✗ Don't lie – about your experience, qualifications.

- × Don't criticise previous employers or colleagues.
- × Don't argue with the interviewer(s), no matter what. Remember to keep things positive!

Avoid making these mistakes...

- × Avoid negative body language, for example slouching, crossing your arms, checking your watch regularly and looking down avoiding eye contact – anything that makes you look uninterested.
- × If you smoke, avoid smoking right before your interview and especially on the employer's premises.
- × Avoid being overconfident and appearing arrogant by assuming you have already got the job.

Extra Tip!

Whether you are successful or not, [ask for feedback](#). If you're unsuccessful feedback can help you improve your chances of success next time.

Useful links:

- [What to wear to an interview in 2023](#)
- [How to deal with job interview stress](#)
- [Good questions to ask the employer in an interview](#)
- [How to answer: Why do you want to work here?](#)
- [5 tips for a successful telephone interview](#)

Example questions to help you prepare for your interview

This is not an exhaustive list of questions you could be asked. These are some of the most common interview questions and it is worth preparing your answers to help you focus and prepare for your interview.

“The future belongs to those who prepare for it today.”

(Malcolm X)

1. Why are you interested in becoming an apprentice?
2. Why would you like to work for us?
3. What makes you think you are suitable for the role?
4. What are your strengths and weaknesses?
5. How will you travel to and from work each day?
6. Tell me a bit about yourself...

Useful Links:

- Common interview questions: how to answer: [Common interview questions | National Careers Service](#)
- [Interview Tips](#) from National Career Service
- Phone Interviews: how to do well: [Phone interviews: how to do well | National Careers Service](#)
- [Resilience and how to bounce back in a tough jobs market](#)
- [Remote working interview questions](#)