

Apprenticeship Work Trial/Trial Shift Guidance

Applying for an Apprenticeship may involve a combination of an interview and a work trial **or** trial shift. A trial is an opportunity for both you and the employer to gauge your suitability to the role and the working environment. It is still important to make a positive impression as the trial is part of the recruitment process and will contribute towards the employers' final decision on who is invited to an interview and/or the successful candidate.

Consider what do you want the employer to think of you after you have completed your trial?

A trial is an opportunity to practically demonstrate your unique selling points, your enthusiasm for the role and how you will fit into the team and business.

Here are 10 Top Tips to a successful trial to get you started...

1. **Prepare the night before** – know what you are going to wear and where you are going.
2. **Believe in yourself** – trust in your ability to demonstrate your skills and attributes. You are not expected to know everything or be 'perfect'. Complete tasks and activities to the best of your ability.
3. **Don't be overconfident** – employers will expect you to be nervous, but too much confidence can be off-putting to a potential employer.
4. **Willingness** – it's important to show an employer that you are willing to get stuck in! Employers look for hard workers who can work in a team. Get involved and ask a member of staff if they need help with anything.
5. **Respond positively** – avoid clock-watching and when asked to complete a task or activity maintain a positive attitude and work as efficiently as you can.
6. **Speak to members of staff** – what do they enjoy most about their work? This will also help you determine whether you are suited to the role. Engaging with staff shows an employer how you can build a positive rapport with people.
7. **Ask questions** – if you're unsure and need to clarify what you should be doing don't be afraid to ask questions. Asking questions also helps you to learn more about the role and the business.
8. **Enjoy the experience** – be yourself. A trial offers you the opportunity to show more of your personality and strengths.
9. **Take time to reflect** – what did you think of the employer? How was the experience for you? Could you see yourself working there every day?
10. **Ask for feedback!** What went well? What could you improve on next time?

Bonus Tips!

- ✓ Before your trial, research the employer and re-read the job description.
- ✓ Be on time.
- ✓ Bring anything you have been asked to bring (right footwear, ID etc.).
- ✓ Say 'thank you' for the opportunity and say what you enjoyed the most.