

Interview Questions To Assess Whether A Potential Apprentice Is Well Prepared

Interviews are a valuable way to assess how well a candidate meets your selection criteria, especially in relation to an applicant's verbal communication, motivation and presentation.

The applicant's written application will already have revealed some information about whether they are prepared. Consider the following interview techniques and questions to explore further if applicants are well prepared for work in your industry and for an apprenticeship.

Considerations about whether an applicant is prepared for and motivated to work

- Can an applicant turn up on time? Use the interview to test this - for example, in an industry where early starts are important, set the interview time at 7am on a Monday morning.
- What does the applicant's presentation, body language and communication approach tell you about their enthusiasm and suitability for work?
- How much thought do applicants appear to have put into assessing their performance in previous work or learning settings?
- What are the applicant's interests outside of work? This can tell you how motivated they are and how likely they are to be able to work in a team (for example are they involved in team based sports or volunteer work?)
- Have they thought about what it would be like to work in your business? Send them some information or a link to your website before the interview and then ask them some questions about it in the interview. Ask them to ask you questions.

Interview questions to find out if applicants are prepared for work in for the industry

- What do you know about the industry?
- What do you see as the benefits and challenges of working in the industry?
- Do you know people who have worked in the industry? If so, what impressions have you gained about the industry?
- Have you received career or industry advice? What did it show you?

Interview questions to find out if applicants are prepared for an apprenticeship

- What do you know about what's involved in an apprenticeship?
- What do you see as the benefits and challenges of doing the apprenticeship?
- Have you handled similar situations in the past (e.g. living on a low wage, balancing work, study and the cost of living)?
- Do you know people in the trade or who have done an apprenticeship? If so, what impressions have you gained about apprenticeships?