

What To Look For In A Potential Apprentice

Before you embark on the recruitment process, think about what you're looking for in an apprentice:

- What is the role?
- What does it involve?
- What skills, capabilities, attitudes and interests will be most important for the apprenticeship?

Thinking about these factors will help you to develop selection criteria, which can be used to assess all candidates in a consistent and fair way. Below are typical considerations for employers taking on an apprentice, and suggestions for which elements of the recruitment process might help you to assess whether applicants are a good fit for the apprenticeship and your organisation.

What you might look for in an applicant – and how

What To Look For	Application Form	Interview Questions	Referee Checks	Testing And Profiling
Minimum educational requirements	✓		✓	
Relevant technical skills			✓	✓
Related work or volunteer experience	✓	✓	✓	
A good match with the apprenticeship	✓	✓	✓	✓
A good fit with the organisation		✓	✓	✓
Communication / LLN skills	✓	✓	✓	✓
Attitude and presentation		✓	✓	

Thinking about the skills and qualities you are looking for in an apprentice is only part of the equation. It is also important to think about the management style and culture of the workplace and key features of the workplace. Then consider the working styles, attributes and expectations of applicants to determine whether they are a good match with the work environment. See the section on A good match at www.employingapprentices.com.au for links to a variety of resources that can help you to assess this.

A final note - using selection criteria and multiple selection methods can improve the fairness of your recruitment process. However, there is still a level of subjectivity and judgement involved. You can only make a decision on the available information. After going through the recruitment process, if you don't feel that any of the applicants meet your selection criteria, you do not have to make the appointment.