

Preparing for interviews

Apprenticeship Initial Assessment Interview Preparation

The recruitment process for an Apprentice is the same as for any other job. When a suitable vacancy becomes available, your CV will be sent to the employer who will decide whether or not you are suitable for an interview. Should the employer wish to interview you, you will need to be prepared for the questions they may ask.

To help you prepare for when this time comes, look at the questions below and think about how you would answer them. As you do these try to think of achievements in your school or work experience that shows an employer what you are capable of.

When we meet, you will be given a mock interview based on these questions.

- How will an apprenticeship in (Sport Operations/Fitness/Retail and Sales/Business Administration/IT) help you?
- How did you decide that you wanted to get a career in this Industry?
- What do you see yourself doing in the future as a career?
- Tell me what you think are the most important things you have learned from school or otherwise?
- Do you have an achievement you are particularly proud of?
- What do you know about the apprenticeship scheme?
- What do you know about training allowances for apprentices?
- What motivates you?
- Can you give me an example where you have displayed initiative?
- What personality trait is a weakness of yours and why?

Treat interviews with us treat as you would with an employer's interview. Dress smartly and arrive on time. Also come with questions to ask us.

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Further interview Advice

When an employer asks you a question they are usually testing a competency. Competencies are skills required to do the particular job role.

Typical competencies are;

- Team Work
- Motivation
- Attention to Detail
- Initiative
- Problem Solving
- Time management
- Organisational skills
- Communication
- Initiative

NB. These aren't inclusive – you may be able to think of more!

Try and think about the day-to-day tasks involved in the position you are applying for. Then, think about the skills and competencies required to complete these tasks. Finally, take these skills and competencies and apply them to experiences you have had. E.g. think of an example where you have displayed initiative.

The employer wants to know that you are capable of doing the job so the more examples you can think of the better!

Have a look at the questions below and see if you can work out what competency is being assessed

Question	Competency Being Assessed
What do you most enjoy about your degree / your current job?	
Why do you want to work here?	
What do you know about this company?	
Why did you apply for this role?	
Why do you think you can do this job?	
Why do you want to leave your current role?	
Describe a typical day at your current / last job	
You've got 10 minutes...tell me about yourself	

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What motivates you? Why?	
Where do you see yourself in 3 / 5 years time?	
What are your personal / professional goals?	
What role do you play in a team?	
Do you use your initiative?	
How do you persuade someone?	
Tell me about a time when you have had to make a difficult decision / solve a work based problem / work in a team	
What's your biggest achievement / biggest mistake?	
When have you had most responsibility?	
What are your main strengths?	
What is your greatest weakness?	
What are your interests outside work?	
What extra training do you need to do this job effectively?	

The Details

Can you drive / do you own a car?

Have you got any holidays booked?

What is your notice period / when could you start?

What are your salary expectations?

NB : Employers should not ask personal questions e.g. "I see you are wearing an engagement ring – as you are soon to be married, when will you be taking time off to have children?". Usually, these questions are asked with genuine interest or so they can make provisions for you, but you need to think about how to answer them in the best possible way. If you are asked about marriage, childcare, how your personal life affects work, ect, please inform us!

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Questions to ask the interviewer

These should NOT be about standard arrangements, such as parking, holiday ect. Think about what you genuinely want to know about the company and people you could be working for. Aim to come out feeling satisfied that you know everything you want to at this stage.

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