

INTERVIEW PREPARATION



Questions to ask yourself

- Why do you want the job?
- What do you know about the job and what do you still want to know?

Research the company

- Why is this company of interest to you?
- What are the company's values?
- What products/services do they offer?
- Who are their customers?



Your CV

- You're allowed to bring notes with you! Write down:
 - Responsibilities in your current/past job/at school which might relate to this role
 - Tasks which have gone well or where you have shown initiative
 - Three key skills that match the job specification, with evidence
 - e.g. "I am skilled in **customer service**. When I worked at my local supermarket, customers came to me with questions and complaints, and I handled them quickly and professionally, which improved customer satisfaction."

Strengths and Weaknesses

- What are you more and less experienced in?
 - Reframe your lack of experience as a willingness to learn & improve
 - e.g. "I don't have a lot of experience in using **Microsoft Excel**, but I am a fast learner, and would like to improve my skills & learn on the job."

Prioritising / Problem Solving Skills

- Examples of where you have had to solve problems, and how your skills helped
- Examples of tasks where prioritising skills were needed
 - e.g. "During my GCSEs, I played on the school football team, as well as working part-time in a cafe. This meant I had to balance my time well, and I prioritised my GCSE coursework where needed. As a result, I achieved good grades while also earning money and keeping fit."



Questions to ask the interviewer

- What does a typical day look like?
- What do apprentices usually struggle with in this role?
- How many people work here?
- Are there any additional courses or training opportunities?
- What opportunities for progression are there after I complete my apprenticeship?
- Do you already have apprentices, and if so, please could I meet them?
 - What do apprentices like about working here?
- If I were offered the job, what could I do (e.g. over the summer) to prepare?



Body Language

- Maintain eye contact.
- Smile, give across open body language and do not cross your arms.
- Use a firm handshake.
- Thank them at the end of the interview and tell them you look forward to hearing from them.