

HOW TO ACE YOUR INTERVIEW

This guide includes tips and tricks on how to ace your apprenticeship interview.



Apprenticeships

**BE THE
FUTURE**



TABLE OF CONTENTS

1. Research
2. Practice
3. Punctuality
4. Body Language
5. Questions

RESEARCH

The first step when preparing for your interview should be researching the company you are applying for. This will help you decide if the company and role is suited to you.

To find out more around the company you are applying for, try the 'About Us' section on their website. This is something most companies will have. This will provide you with important and relevant information such as what the company does, where it is based and facts such as when it was founded.

Look at recent news on the company such as, achievements and major changes. This can be done on search engines and using their social media.

Read through the mission, vision and values of the company. This is something you can incorporate into your questions at the end of the interview.

Remember to look at the job description and duties of the role. It is important that you know what the role entails and what day-to-day tasks you will be carrying out.

PRACTICE

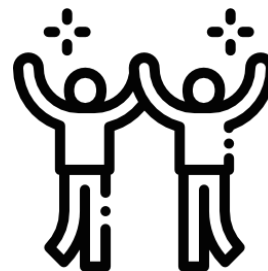
Practicing your interview techniques with a series of mock questions and testing your knowledge of the company and role will prepare you for the real thing.



1. Research

Do your research and create a list of possible questions related to the company and role that you could get asked in your interview.

This could be looking at the company website, news reports and social media to gather as much information as possible.



2. Possible Questions

Get your family or friends involved to ask you a series of mock interview questions on the spot to test your knowledge.

These could be questions such as 'What does the company do?' and 'Why do you want the role?'.



3. Practice

Practicing with someone will allow you to focus on areas of improvement, not only with your knowledge on the company and role, but your body language, such as eye-contact and fidgeting.

This will also make you feel more prepared and relaxed by creating an interview scenario.

PUNCTUALITY

At an interview it's essential that you are on time and fully prepared, this will show you are organised, able to manage your time and will leave that lasting impression with the employer.

Location

Know where the interview is being held, we recommend you have a trial run the day before so you know exactly where you are going and how you're going to get there.

Transport

Look at different transport routes and methods, this will help you understand how long it is going to take you to get to there, ensuring you arrive with plenty of time to compose yourself.

If you are driving to the interview, make sure there is somewhere you can park and set off 15 minutes earlier in case of any issues. This means you will also have time to relax and prepare yourself when you arrive.

What to wear

Plan what you are going to wear for the interview the evening before, this will save you time in the morning and will keep you relaxed for the day ahead. We recommend dressing smart for your interview, however, employers may state their specific dress code.


PLAN

Planning out your interview a day in advance will make you feel organised and minimise stress.

BODY LANGUAGE

In an interview, body language is just as important as what you say. The right body language can show that you are confident and friendly.

EYE CONTACT



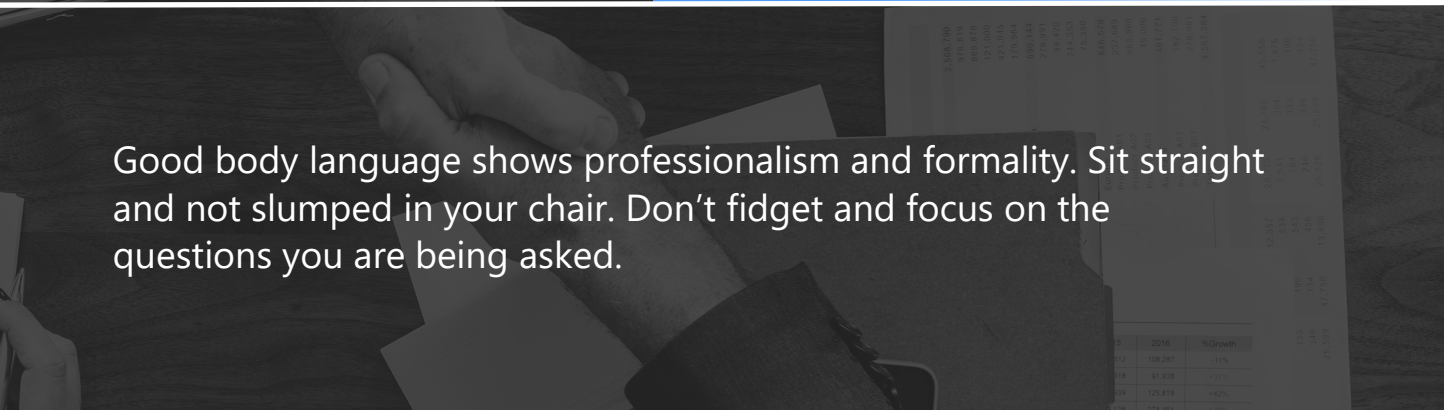
Keep eye contact throughout the interview - this will show that you are focused and interested in the conversation.



Smile, be polite and have good manners. Even when nervous, smiling will show the interviewer that you are relaxed and friendly.

SMILE

PROFESSIONALISM



Good body language shows professionalism and formality. Sit straight and not slumped in your chair. Don't fidget and focus on the questions you are being asked.

QUESTIONS

Have your own questions ready at the interview to show your understanding and eagerness to progress. This will also give you the chance to find out more about the company and role you could be working in.

Good examples of questions you could ask the employer are:

- What are your expectations for this role during the first 30 days, 60 days, a year?
- What is the company culture like? (loud, quiet, casual, formal etc.)
- What is the typical career path for someone in this job?
- What will day-to-day duties look like?
- Who will I be working with?
- Are there any opportunities for further training?

CONTACT BALTIC

T: 01325 731 050

E: yourfuture@balticapprenticeships.com



[@balticapprenticeships](https://www.facebook.com/balticapprenticeships)



[@BalticTraining](https://twitter.com/BalticTraining)



yourfuture@balticapprenticeships.com



Apprenticeships

**BE THE
FUTURE**