

ICATT APPLICANT HANDBOOK

This handbook is intended for those who have already [applied](#) to the ICATT Apprenticeship Program.

Applicant Responsibilities



Now that you have submitted your application, here are the steps to become an ICATT Apprentice Candidate.

1. Schedule a phone call with the ICATT recruiting team.

Click the link in the email you received to book a phone meeting with our recruiting team to discuss how this program could work for you.

2. Apply to the college.

After your phone call, we will connect you to the ICATT network college(s) in your area to complete their application and verify you are college-ready.

3. Confirm you are college-ready.
 - a. Submit your SAT/ACT scores.
 - b. Take placement testing if necessary.

Once you are confirmed as college-ready, you become an ICATT Candidate and ICATT will add you to the ICATT Candidate List sent to network companies. You are now ready for the steps to become an Apprentice!

Candidate Responsibilities



As an ICATT Candidate, you need to be ready for the interview process that may lead to your becoming an ICATT Apprentice. Here are a few guidelines.

1. Prepare your resume.

Take advantage of the career center/job placement office at your college or the guidance office at your high school to develop your resume. Consider any experience, training, coursework, and personal interests and hobbies that are relevant to the position you are applying for and demonstrate your work ethic and abilities that fit with that position.

2. Tour companies.

If you have the opportunity, go on tours of manufacturing companies either through your high school or by arrangement with a company. Ask yourself if you see yourself working in this type of environment. Listen to the information in the tour(s) so you have a better understanding of the type of work you may be doing.

3. Your communication responsibilities as an Apprentice Candidate:

- Check your email account regularly.
- Answer invitations, ideally within two business days. See sample responses on page 3.
- Show up to appointments you agree to attend.

It is extremely important that you respond to invitations, even to decline them. This makes you significantly more likely to get a job. If we hear from three employers that you did not respond to invitations, and there are no special circumstances, you will lose your status as an ICATT Apprentice Candidate. In this case, you will no longer be matched with employers.

If the interview goes well and the company feels that you are the right fit, they will offer you a contract. Once you sign the contract, you become an ICATT Apprentice!

Let us know when any of our companies reach out to you and about any interviews you have had.

Don't hesitate to reach out to us if you have any questions. We are very excited to be working with you as you seek an apprenticeship position!



ADDITIONAL RESOURCES

Sample Responses

Here are some samples of responses to company emails and voicemails to accept a request for information or for an interview:

YES

<p>Dear Name,</p> <p>Thanks for the invitation. Of your suggestions, March 14 at 10:00am works best for me. I'm looking forward to it!</p> <p>Regards, Your Name</p>	<p>Dear Name,</p> <p>Thanks for your invitation. I can't come at the times you suggested, but I'm very interested. Can we find another time after 3:00pm?</p> <p>Regards, Your Name</p>
<p>Dear Name,</p> <p>Thank you for your email. I've attached my resume. Please let me know if you have any more questions. I'm very excited about the opportunity.</p> <p>Regards, Your Name</p>	<p>Dear Name,</p> <p>Thank you for your email. I'm sorry it took me so long to answer! I'm very interested. When can I visit your company?</p> <p>Regards, Your Name</p>

These are samples of responses turning down a request for interview:

NO

<p>Dear Name,</p> <p>Thank you for the invitation, but your location is too far for a daily commute for me.</p> <p>Regards, Your Name</p>	<p>Dear Name,</p> <p>Thank you for your email. I am not interested in this opportunity, however.</p> <p>Regards, Your Name</p>
<p>Dear Name,</p> <p>Thank you for your email. I've already accepted another position.</p> <p>Regards, Your Name</p>	

Practice interviewing

Here are some tips for interviewing. Remember that these companies are investing a lot of time and money into their apprenticeship and therefore we expect all our applicants to be professional. This includes, but is not limited to, the following:

Make sure to note down your contact person's name and phone number; you may need it if something happens or to let them know if you are running late.

Whether with the career center/job placement office at your college, your high school guidance counselor, or with family and friends, practice talking about yourself and answering questions.

Before an interview, inform yourself about the company. Look at their website and find out: where are their location(s)? How big is the company? Do you understand what they make? (It's ok if you don't) What kind of customers do they have? Find their websites [here](#).

Dress professionally for an interview. Most importantly, make sure your clothes are clean and not wrinkled. For manufacturing jobs, a shirt with a collar is a good idea.

Don't be late to an interview! Punctuality matters a lot to employers in our network (Plan to arrive 15 minutes early).

Ask questions! This shows you're interested, and this helps you get a job offer! The easiest way to show that you care about the apprenticeship and the company is by preparing questions in advance that you can then ask in an interview situation. Here are some possible questions:

What would a workday at your company look like for me?

What are the most important personality traits you are looking for?

What are my career options within the company?

After the interview, thank the interviewer for their time and consideration, both in-person as well as in a follow-up e-mail.

The above tips also apply to **virtual interviews**, which are more and more common. If you have been invited to interview using a video chatting software like Zoom, GoToMeeting, or WebEx, also remember to:

- Test out the technology beforehand – technical difficulties with microphones or web cams can really get in the way of making a good impression
- Dress as you would for an in-person interview – even if you're aren't leaving your house, wear an ironed shirt with a collar and comb your hair!
- Mind your body language – good posture, “eye-contact” with the camera, and a friendly smile when greeting the interviewer are just as important on-screen
- Prepare your interview space – make sure where you are sitting is free of background clutter and noise. If using a phone, use a stand to keep the image steady.