

LOOKING FOR AN APPRENTICESHIP

Succeed



LANCASHIRE SKILLS
& EMPLOYMENT HUB

Are you authorized to work in the U.S.? YES NO



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LOOKING FOR AN APPRENTICESHIP: SUCCEED

Well done, you have received an email asking for you to undertake some selection activities and/or attend an interview

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LOOKING FOR AN APPRENTICESHIP: SUCCEED

Support

The National Careers Service offers general advice:

The logo for the National Careers Service, featuring the text "National Careers Service" in white, stacked vertically on a magenta square background.

**National
Careers
Service**

- **Interview tips**
- **Common interview questions: how to answer**
- **Phone interviews: how to do well**
- **Video interviews: how to do well**
- **Psychometric tests: how to prepare**



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An Opportunity

This is your chance to shine. You have written an application that has captured the attention of the employer. **This time you have the opportunity to deliver this in your own words.**

Today, selection processes vary considerably and can be in several stages. This can be, a telephone interview, video interview, psychometric test, task event (individual or part of a team), or in-person interview. **Each employer will have a process that feels that suits them. The more applicants the more likely that there will be several stages.**

We cannot cover all of the Employers' actual processes but we can help alleviate the unknown.



Despite it feeling like the employer is trying to ensure that you don't succeed. **Most employers are on your side, they want you to show the best version of you.** However, where there are lots of applicants there has to be a system that is deemed fair and equitable.

Most employers are not looking to trip you up. **They are looking to see if you have the skills and traits that will suit the role and their business.** Qualifications may have got you to this point, but the employer now has the opportunity to see if your attitude, commitment, flexibility, problem-solving capabilities, team-work, organisational skills, etc. meets their expectations. This is why they are asking you to attend/undertake these tasks.



Fear of the unknown can limit your ability to shine. **Employers do try to tell you what to expect and do give you guidance on what it will entail.** Read the instructions well, and look for guidance on what they are looking for from you. **Give yourself the time to prepare.**

[CLICK HERE](#)



This link provides some useful information about the whole process of Find Apply and Succeed but we have put it here as it outlines details about the different tests that are used before being shortlisted for interview.



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Interviews

You have been given a date and time and a location (actual, telephone or video). As soon as you have this make sure you mark this on your calendar/diary.

Prepare the logistics for the interview.

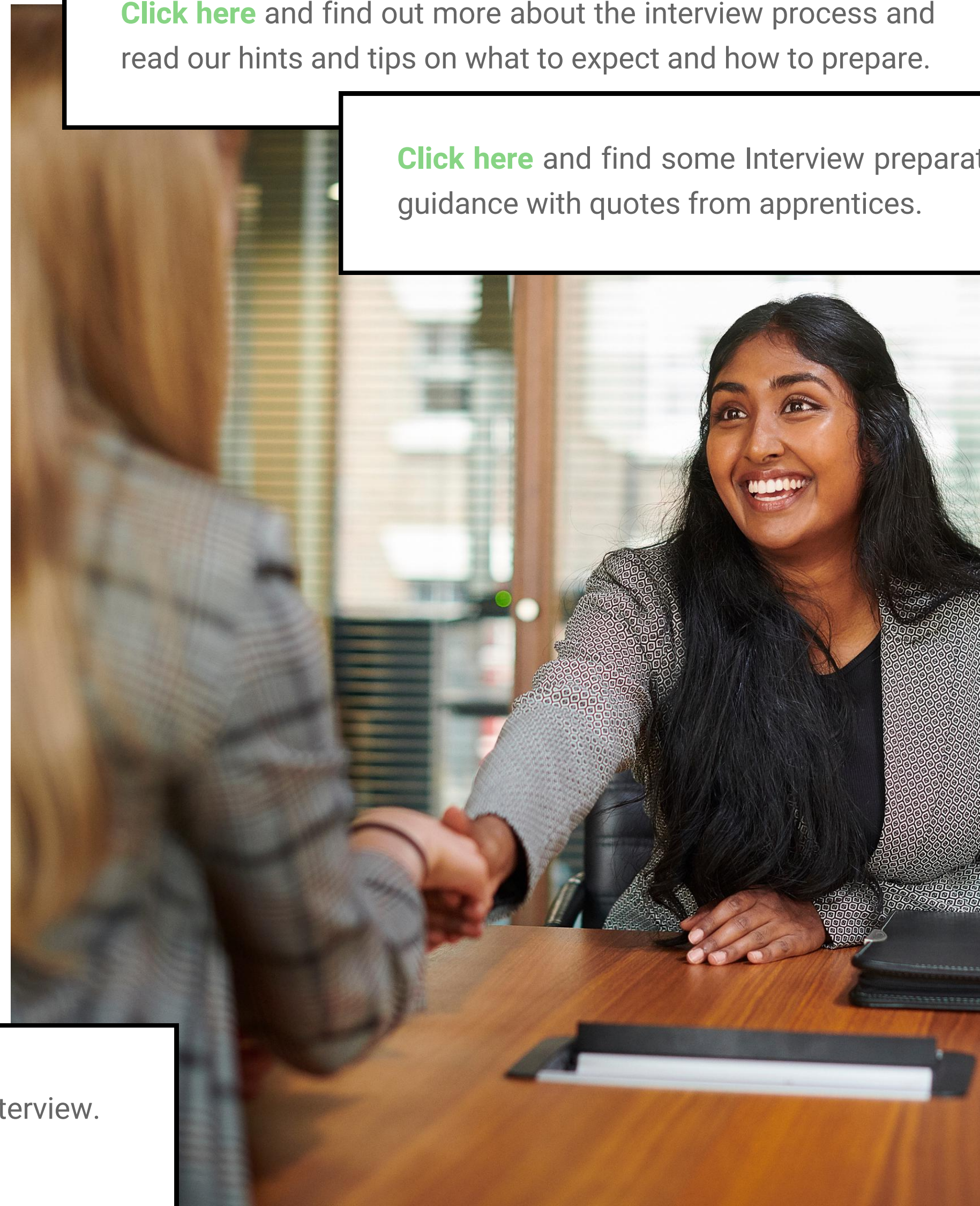
If telephone, do you have good reception on your mobile, where would you feel most comfortable taking/making the call, will this location allow you to not be interrupted for the duration, will you have the privacy you need.

[CLICK HERE](#) 

[This link](#) provides a great summary of what the hardest question might be at an interview.

[Click here](#) and find out more about the interview process and read our hints and tips on what to expect and how to prepare.

[Click here](#) and find some Interview preparation guidance with quotes from apprentices.



Do you need to make any arrangements such as notifying people so that they don't disturb you or call you at the same time as the intended interview.

If you have to travel to this suitable location how long does it take, how will you travel there etc. **The more you can prepare in advance the better your telephone interview.**

If video, this will be very similar but what device are you going to use? If using your phone do you have a suitable stand.

CLICK HERE



This link provides an animated video outlining the need to prepare and how to present yourself at the interview.

