TOOL 8d.1 – Interview Questions

**Example questions to ask apprentice applicants at interview**

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| Applicant |  |
| Apprenticeship / Job Title |  |
| Interviewer |  |
| Interview Date  |  |

| **Question** | **Rationale** | **Responses** |
| --- | --- | --- |
| 1. Why have you applied for an apprenticeship?
 | You are checking that the applicant understands the commitment they are making to learning and work and that they are committed to the duration of the programme and the benefits the apprenticeship can bring to their career. |  |
| 1. What do you know about the role and the company?
 | You are trying to determine that the applicant has an interest in the post they are applying for and are not applying for all apprenticeships. Have they done their research? Do they know what you do and why does that interest them? |  |
| 1. How do you like to learn?
 | You are checking they understand they will be learning on the job by doing, but also supported by a training provider. The provider will make sure learning is tailored around their needs, but this could provide insight into the basic characteristics you are looking for – i.e. if the job needs someone meticulous, with attention to detail, is this the type of learning they enjoy? |  |
| 1. Are you able to work on your own, and can you give an example?
 | Even if the job is team based, anyone studying on an apprenticeship will need to be committed to learning and progressing through their off-the-job training on their own to a certain degree. The answer will give you an idea if they can stay disciplined and work through their studies. |  |
| 1. Where do you see yourself in three years’ time?
 | Hopefully you are looking for someone that wants to grow and develop in your company. Understanding their ambitions and thinking through how that could work in your business is a good thing to do at the start. Providing a clear pathway for the candidate could be key to running a successful apprenticeship programme. |  |
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