



This interview guide will help you to quickly identify which candidates should be on your shortlist. By asking these questions and assessing answers against the indicators provided will help you determine better which are the high performing candidates. This guide was prepared by our Head of Assessment Design, Claire Crisp (BSc, MSc, C.Psychol)

Responsibilities

- To work towards achievement of relevant industry qualification
- To proactively participate in own development plan
- To undertake work tasks as defined by specific apprenticeship area
- To take part in meetings, supervision and training as required

Key Competencies Required

Primary

- Motivational Fit
- Teamwork

Secondary

- Initiative
- Planning and Organising
- Willingness to Learn

Interview Questions

Below are two questions which will help you identify and eliminate those candidates who do not possess the Motivational Fit and Teamwork skills required to be successful in an Apprenticeship. To support these questions, we've prepared a rating system to help you evaluate a candidates' answer – you'll find these on page two.

1 To assess Motivational Fit

“ Why have you chosen to apply for an Apprenticeship? What is it about our organisation that attracted you to apply for us? ”

2 To assess Teamwork

“ Tell me about a time when you worked as part of a group to achieve a task. How did you approach this and what did you personally contribute to the group? ”

How to assess: Motivational Fit

A suitable candidate will have a clear understanding of what an Apprenticeship is and why they want to complete one. They will have researched the organisation and be clear about why they applied.

Positive Behaviours	5	4	3	2	1	Negative Behaviours
Provides several clear reasons for why they want to complete an Apprenticeship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides no or one limited reason for why they are interested in an Apprenticeship
Shows an understanding of what an Apprenticeship involves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appears confused about what an Apprenticeship involves
Shows an interest in and understanding of the organisation they have applied to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is disinterested or has little understanding of the organisation they have applied to
Provides several clear reasons for why they want to work for this organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides no or one limited reason for why they want to work for this organisation

How to assess: Teamwork

A suitable candidate will enjoy working with other people to achieve a task. They will share ideas and encourage others to do so, whilst remaining focused on the task in hand.

Positive Behaviours	5	4	3	2	1	Negative Behaviours
Enjoys working as part of a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prefers to work alone
Proactively shares ideas in group situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adopts a quiet, passive role in group situations
Ask other group members to talk and share their ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allows some group members to dominate over others
Encourages the group to complete the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allows the group to lose focus on the task