

# Becoming an Apprentice:

Advice and guidance for a successful interview



## Step One: Applying for an apprenticeship

Always think about what the job is when applying for a role.

Some key things to remember when writing your application:

- [Read the job specification](#)
- [What does the company do?](#)
- [What skills are they looking for?](#)
- [What personal qualities are they looking for?](#)
- [What are your prospects for the future within the company?](#)

## Step Two: Preparing for a successful interview

First impressions count during an interview!

Some key things to remember for the interview:

- [Be prepared](#)  
Research the company you are visiting.
- [Prepare questions for your interviewers](#)  
They will take note of your interest in the role and appreciate interaction.
- [Arrive early](#)  
This creates a great impression.
- [Dress appropriately](#)  
We recommend formal office wear; remember it is better to be over-dressed than underdressed.
- [Relax](#)  
The company is keen to meet you and get to know you. Be yourself, maintain a professional attitude and use appropriate language.
- [Think positive](#)  
This interview is not about the skills you don't have, but the skills you do. If you don't know something, describe your interest in learning it.

## Step Three: Successfully passing an interview

Here are a few typical interview questions that may pop up in your interview.

- [Why do you want to work for us?](#)  
Think about your reasons for applying.
- [What would you bring to the role?](#)  
Consider the strengths you described in your written work.
- [What are your aspirations for the future?](#)  
Consider what the company does. Where can you see yourself being positioned beyond the apprenticeship.
- [Think of an example of a time when you have](#)  
Shown initiative/resolved conflict/demonstrated team-work/resolved an issue/achieved targets.

Here are a few tips for answering any question that comes up in your interview. Always try and answer interview questions using STARR

- **Situation**  
Where were you? When did this happen? Who were you with?
- **Task**  
What were you trying to achieve? Why? Who asked you to do this?
- **Action**  
What was your role? What did you do? Highlight where you did more expected, if you can.
- **Result**  
What was the outcome? How did it go?
- **Reflection**  
The best interview answers will reflect on what you could have done differently or what learned from the task.

FAQs: Other things to think about for your interview!

- **What should I take?**  
Take a copy of your CV. A notepad and pen would also be useful for taking notes. In addition take a copy of your certificates, passport/driving license and National Insurance Number.
- **Should I tell my interviewer that I have holidays booked?**  
Do inform them, but leave it until the end of the interview.
- **What will my wages be?**  
Consult the job description, or ask your recruiter before the interview. This is considered best practice.
- **When should I arrive?**  
Be 10-15 minutes early, not before as they are likely to be busy.
- **What should I do if I am running late?**  
This can happen, we cannot predict traffic! Call the number provided in your interview confirmation email. If all else fails call your recruiter.

Find out more about Intequal's apprenticeships here:

<http://intequal.co.uk/>

Find out more about Microsoft's Digital Skills Programme here:

<https://www.microsoft.com/en-gb/athome/digitalskills/>

