

RECRUITING FOR YOUR APPRENTICE

Processes

When interviewing and recruiting for your apprentice you should follow your normal organisational policies and procedures. In larger companies, some of the functions might be carried out by a separate HR team; in others it could be the owner or General Manager.

Who should interview?

As apprentices require a workplace mentor (usually the line manager) it is important for them to be present in the interview. They will be responsible for supporting the apprentice and supervising them in the workplace alongside their peers. They liaise with the training provider and the apprentice throughout the duration of the learning. More information on mentoring can be found in “Supporting your apprentice throughout their journey”.

Interview questions

Remember, if you are interviewing a young person, or someone who is returning to work after some time away, you may need to adapt your interview questions. “Why are you leaving your current position” won’t be relevant so consider questions like those below:

- Why did you apply for this apprenticeship?
- Why did this sector appeal to you?
- Where do you see yourself in 5 years’ time?
- What are your future goals – personally or professionally?
- What is your proudest achievement, either personally or professionally?
- Tell me about your hobbies
- Tell me about a time you were under a lot of pressure at work or school – what was going on and how did you get through it?

Post-interview

If an applicant is unsuccessful, please try to provide constructive feedback as to why they didn’t get the position. This will enable them to work to improve on areas of weakness for future interviews.

