

The pre-apprenticeship or pre-vocational practical assessment will give you a few days' time to demonstrate your knowledge and motivation. Interviews generally last for about an hour and normally do not include practical work.

Preparation is key to successful interviews

If you have been invited to an interview, you have every reason to be optimistic. However, this may be the first time you find yourself in this situation and you don't really know what to expect. For this reason, you should prepare specifically for this interview. Friends and family can help you. Your parents will certainly be able to share their own experiences with you and explain how the interview will be conducted. You can even practice doing the interview over and over again, playing the role of the apprenticeship trainer, for example.



“If you want to get an apprenticeship position, you need to be truly interested in the occupation. If you are invited to a personal interview, your outer appearance needs to fit the occupation and the company.” Deborah

Tips and suggestions for parents

You certainly have your own experiences with the professional world. You know how an interview works and what

matters most. Talk with your child about this and share your experiences – both good and bad!

Do mock interviews with your child – you should both take on both roles!



PREPARING FOR INTERVIEWS

People develop their own ways to relieve tension – a cup of tea, a deep breath, relaxation exercises... Find the approach that suits you best. There is nothing wrong with feeling nervous, and you can even state that you are nervous during the interview.

Your clothes should be clean and comfortable and suited to the working environment and the interview situation. You need to feel comfortable and confident.

HOW TO HANDLE INTERVIEWS

- The first impression is always important: smile when you meet people.
- Use the person's name when speaking to him/her.
- Wait until asked to sit down.
- Sit straight and try to relax. Keep both feet on the floor.
- Breathe in and out calmly.
- Maintain direct eye contact.
- Listen carefully and answer questions honestly.
- Do not interrupt people when they are talking.
- Be neither impertinent nor overly humble.
- Take notes.
- Ask questions.

HOW TO END THE INTERVIEW

The final impression is also one that people recall. Ideally you should ask a question at the end of the interview such as:

- “I don't have any other questions right now but can I call you if there is anything that I would like to know?”
- “What happens next?”

It is also very important to thank the interviewers for their time.

“It was a great success for me to be invited to a personal interview. I practiced for it with my teacher and then with my family. That helped me. Even if I felt nervous, I did well and was accepted for a trial period which eventually led to my being accepted as an apprentice.” Güler

