

# Get Ready to meet the Employer!

## PREPARE

Prepare answers for questions such as:

- Tell me about yourself
- What do you know about us?
- What are you good at?
- Why do you want to work here?

Prepare questions you can ask

See page 2

## PLAN

Plan your route - the day before

Make sure you know where you are going!

Make sure you have the employer's address, telephone number and the interviewer's name

What to wear

## RESEARCH

Research the company.

Find out:

- What they do? (products/ services)
- Who are their customers?
- Do they have several branches?
- How long have they been in business?

## DON'T BE LATE

Get there 10-15 minutes early and you won't feel flustered.

Gives a very poor impression.

No-one likes a late employee.

## TAKE WITH YOU

- A copy of your CV
- The OTC email giving you the information ie name, date and time
- Any other documents they may have asked for eg certificates, ID

## DRESS SMART...

Prepare your own outfit the night before.  
Clean, neat, smart and tidy; no trainers

Sensible / sturdy shoes if you are going to look around any engineering workshops

First impressions count and if you look good you feel good.

## MAKE A GOOD IMPRESSION

### Questions you may be asked:

Tell me about yourself

What do you know about us?

Why have you chosen Engineering?

What do you know about Engineering?

Why have you chosen office work?

What do you think is involved in your Apprenticeship?

What do you hope to achieve through your apprenticeship?

Give me an example of your strengths ie what are you good at (give examples)

?

What are you less good at (weaknesses)? Give examples and how overcome.

Can you give me an example of when you have used your practical skills?

Tell me about the work experience you have done?

Where do you see yourself in 3-5 years time?

What motivates you?

What makes you a good team player?

Tell me about a time when you solved a problem

Tell me about a time when you planned something

Tell me about a time when you had to be really organised

### Questions you could ask!

Will I have an induction into the company and job?

What will my first duties be?

When will I start training?

What will the training involve?

When are you looking for someone to start?

Will I need to wear PPE (personal protective equipment - engineering)?

Who will I report to (ie who will supervise me) on a daily basis?

What should I bring with me on my first day?

What are the opportunities for progression?

## During the interview

Do:	Don't:
<ul style="list-style-type: none"><li>✓ Smile</li><li>✓ Look at the person asking the question(s)</li><li>✓ Speak clearly</li><li>✓ Answer the questions and try to give examples</li><li>✓ Ask if you don't know what a question means</li><li>✓ Show you are willing to learn</li><li>✓ Refer to your CV</li><li>✓ Sit back in the chair</li></ul>	<ul style="list-style-type: none"><li>☒ Slouch</li><li>☒ Mumble</li><li>☒ Mutter</li><li>☒ Interrupt</li><li>☒ Look down at the floor</li><li>☒ Fidget – it's distracting!</li><li>☒ Chew gum</li><li>☒ Leave your mobile on</li><li>☒ Give one word answers, or:</li><li>☒ Talk, talk, talk... (shut up if you are rambling on, on, on)</li></ul>

**You never get a second chance  
to make a good first impression!**