



INTERVIEW GUIDE

Interviewing the Apprentice

The selection process for youth apprentices will be similar to your full-time regular hires. The process must remain fair and equitable to all students who apply. It cannot discriminate on the basis of sex, race, color, national origin, religion, disability, or sexual orientation and must comply with both EEO and ADA.

Interviewing a High School Student

Interviewing a high school student is different from the interviews you have conducted with adult candidates. In many cases, your interviews with apprentice applicants will be the teenager's very first interview experience. They will need some guidance and direction in order to provide you the information you need to select the apprentice best suited for your organization.

Allow students to tell stories from their family life, school activities, or community involvement. Set them up for success. Let them know you are looking for STAR answers to your questions:



This gives the apprentice applicant a format to follow, allowing them greater opportunity to stay on task and give you the details and evidence that provides better decision-making data.

Always give a description of the company and the work the apprentice will be training to perform. A brief handout is helpful for the student to have a point of reference. And this is a great opportunity to discuss the apprentice's interest in your company and career path.



Assessments

Assessments your organization use, should never be a determining factor in whether an apprentice is selected or not. The best use of an assessment is using the information to have a deeper conversation with a student by asking good questions.

Perhaps a student has high “extroversion” and lower values in “conventional” aspects. You might assume the applicant would never make a strong accountant, but they may excel at Math. They may be disciplined with their homework and work priorities. Asking more questions may even find commonalities and help a student to open-up.

Things to Remember

During the interview, you may need to probe for more information or deeper detail. Try to make the student feel comfortable and gently guide them. **They will be nervous.**

Teen Language: It is very common for teens to use filler words such as “like”, “you know”, “right”, etc. Try to overlook this pattern and focus on the experiences and information they are sharing with you. Because they are nervous, they may also need time to think. Verbally give them permission to take time to respond.

Body Language: Due to nerves or general lack of interviewing experience, students may not maintain eye contact. They may also fidget, bounce a knee, click a pen, or other unconscious indicators of nerves. While students have been coached to varying degrees, on interviewing and professional behavior, you are a stranger asking strange questions that will result in a decision that is very important to them. Have patience.



Interview Questions	Observations/Notes
Tell me about a class you have taken that is relevant to the work you will do here...	
If you could learn about anything, what topic would you want to learn about and why?	
Can you walk me through a team project you have worked on?	
When was the last time you were late? What happened?	
Can you describe a time you had to work through a challenging situation? What did you do and how did you feel?	
When have you felt very angry or disappointed yet dealt with the situation in a mature and successful manner?	
When have you wanted something and had to work hard for it?	
If you had more time in your schedule, what would you like to do more of?	
Think about a change you went through recently either at home or school. How did you adapt?	



When you have a big project due, how do you plan and organize?	
Tell me about a goal you set for yourself and accomplished.	
Describe a time you felt really proud.	
Think of a time you felt someone was being treated unfairly. What did you do?	
Think about how you speak, write, and listen. Which of those is your bigger strength and why?	
You will have the opportunity to work with many different types of people. What do you think you will learn by working with people of different races, religions, ages, etc.?	
Additional Questions:	



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**** If your company requires a background check, you may ask "Have you ever been in trouble for delinquent behavior that would constitute a violation of criminal law in an adult court?"**