Interview Tips for Youth Apprenticeship Candidates

The Youth Apprenticeship (YA) Interview Process 2020-21

Because of the pandemic and social distancing guidelines, interviews may be conducted differently for some time to come.

It is important to be patient. Employers are still deciding when they will begin the interviewing process and when students can begin their youth apprenticeships.

This presentation is a guide to give YA students tips and things to consider when preparing for telephone, online and/or face-to-face interviews.

The YA Interview Process 2020-21

Once applications are sent to employers, they will call students directly to set-up phone interviews and possibly online interviews.

If you receive a call from an employer:

1). You may set up an initial interview with the employer.

2). ***Let us know!*** **Make sure to send an e-mail to:**

john.higgins@pwssd.k12.wi.us AND john.duba@pwssd.k12.wi.us

Include the interviewer's first and last name, time and date of your interview and the name of the organization or company.

The YA Interview Process 2020-21

At the conclusion of your interview with an employer, if you are offered a YA opportunity:

1). ***Let us know!*** **Make sure to send an e-mail to:**

john.higgins@pwssd.k12.wi.us & john.duba@pwssd.k12.wi.us

2). Include a copy of the Youth Apprenticeship offer letter, or the first and last name and phone number of the individual making the offer as well as the name of the organization or company.

OYA will work with you, your parents/guardian and the employer to set up a Youth Apprenticeship signing meeting. If need be, we can complete your YA signing as a virtual meeting.

Key Takeaways

- Understanding the Interview Process
- How to Prepare for your Interview
- Phone/Online Interview Etiquette
- Interview Tips
- Appropriate Interview Attire
- Sample Interview Questions
- How to Research Employers
- What's next

The Interview Process

When An Employer Calls

- ***DO***: Answer the phone professionally when available.
- ***DON'T***: Answer when you're not available to talk or can't write down information.

When You Miss an Employer's Call

- ***DO***: Listen to voicemail messages from employers before calling back
- ***DON'T***: Call back an employer without knowing who called you

This is Sheila Jones, I'm returning Jessica Peterson's phone call.

Yeah, someone called me from this number?!? I don't know who!

When You Speak with an Employer

- ***DO:*** Know the job(s) requirements for the companies to which you have applied.
- ***DON'T***: Be clueless about which jobs/positions to which you applied.

Yes, I'm very interested in the assembly position at your company.

What company is this?
What's the position?
Where is the job?

Scheduling an Interview

- ***DO***: Schedule a good time when you are sure you are available
- ***DON'T***: Re-schedule interview times 2-3x

Preparing for an Interview

- ***DO***: Be Prepared
- ***DON'T***: Not know anything about the company or position for which you are applying.

Be Prepared!

Research the company, facility or organization so you know what they do and can ask questions

Preparing for an Interview

- ***DO***: Research the company

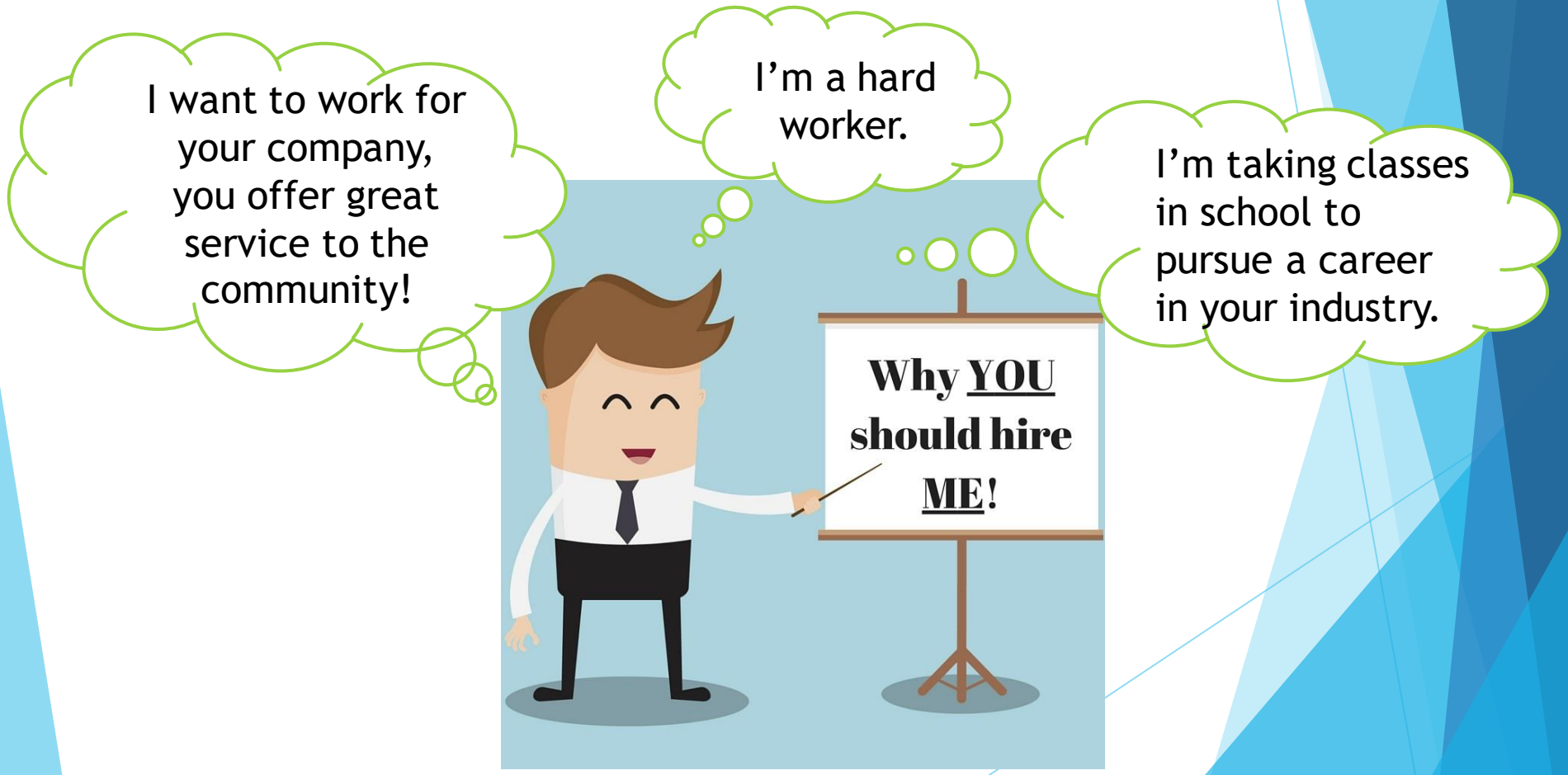
Research Employers

Places to look:

- www.linkedin.com
- Company website
- News articles
- Facebook

Preparing for an Interview

- ***DO***: Prepare/Practice Interview Answers



Possible Interview Questions

- Tell me a little about yourself.
- Why are you interested in working here?
- What are your long-term goals for your career?
- What are your favorite subjects in school & why?
- What are your interests outside of school?
- How many hours are you interested in working?
- Why do you feel you'd be successful in a role here?
- What questions do you have for me?

Preparing for an Interview

- ***DON'T***: Try to "wing it"

Preparing for an Interview

- ***DON'T***: Expect the interviewer to tell you everything when you get to the interview

Telephone/Online Interview Etiquette

- ***DO***: Be Prepared

- Quiet place
- Good phone connection
- Have job posting with you
- List of questions you have
- Ability to take notes

Interview Etiquette

- ***DO*: Answer questions with thought and care**

- Be prepared to speak about your work experience
- Take your time
- Don’t be too casual
- Avoid “Umm, Err, Like and Awesome”

Interview Etiquette

- ***DO***: Ask what the next step is in the process

- How/who to contact
- Know who you spoke with
- Timing & when to follow-up
- Express your interest

Appropriate Interview Apparel

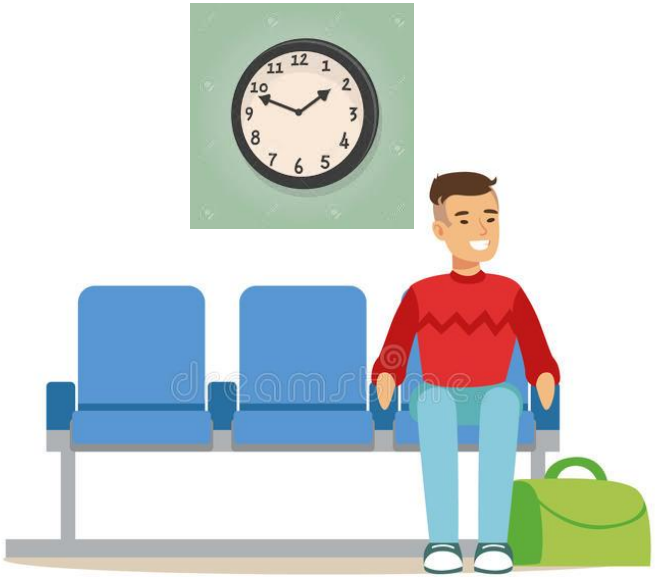
- ***DO***: Plan your attire and know the dress code
  - You can ask the recruiter
  - *You need to dress appropriately for an online interview as well.* You make a visual impression face-to-face or online

Appropriate Interview Apparel

- ***DON'T***: Dress too casual.

Face-to Face Interview Tip

- ***DO***: Arrive at the company 10-15 minutes ahead of your interview time



Face-to Face Interview Tip

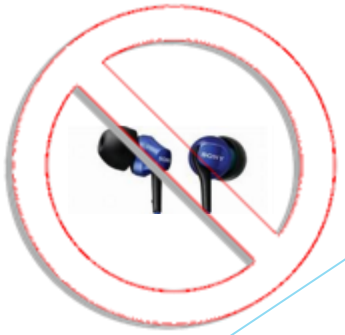
- ***DON'T***: Arrive late, or too early
- Remember to allow for weather, traffic and parking

At the Face-to-Face Interview

- ***DO***: Know with whom you're meeting
- ***DON'T***: Expect the receptionist to know

At the Face-to-Face interview

- ***DO***: Be polite to the receptionist & ready for the interview
- ***DON'T***: Be rude or talk on your phone
- ***DON'T***: Listen to music with ear buds



During the Interview

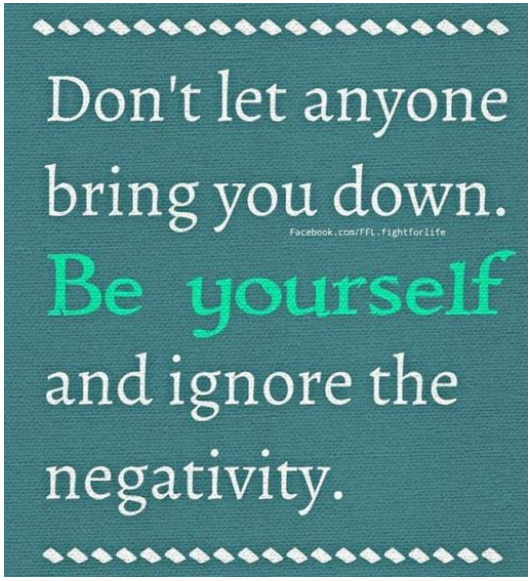
- ***DO***: Answer questions with thought and care

- ***DON'T***: Use one-word answers or be too casual

During an Interview

- ***DO***: Be Positive – a glass half full!

- ***DON'T***: Run yourself down. Instead of: " I can't do that" say, "While I haven't done that yet, I'm eager to learn".

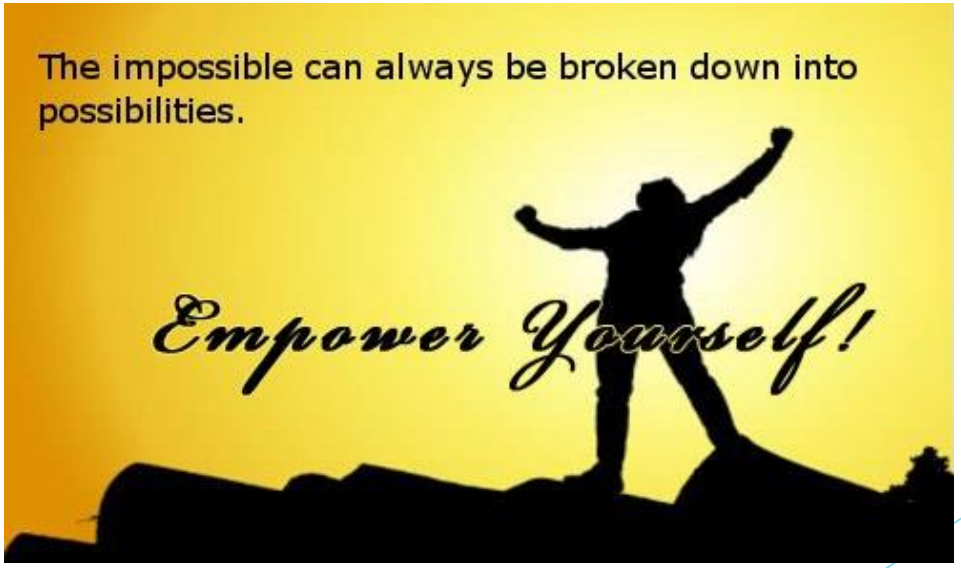


During an Interview

- ***DO***: Be Positive
- ***DON'T***: Run down past employers/Teachers. Instead of: "My boss was a jerk" say, "I want to learn and grow and am anxious to have a boss/mentor who will help me meet my goals".

During an Interview

- ***DO***: Be empowered
- ***DON'T***: Be a victim of circumstances. Instead of: "It wasn't my fault, I can't help it if the car came out of nowhere", say "I need to do a better job at looking around me and be aware of what might go wrong".



After an Interview

- ***DO:*** Ask for a business card and/or best way to follow-up
- ***DON'T***: Leave without having a name to whom to send a thank you and to follow-up.

When You Receive a Job Offer

- ***DO:*** Express your thanks for the offer
- ***DON'T:*** *Take too long to make a decision* (a day or two; no longer than a weekend)
- ***DO: Make sure to notify OYA of your offer and acceptance by sending a copy to:***

john.higgins@pwssd.k12.wi.us

AND

john.duba@pwssd.k12.wi.us

What Do I Do if I Get More Than One Job Offer?

Congratulations!

You made a good impression. Now you need to make a choice.

Occasionally when students interview with more than one employer, they receive more than one job offer. Then what???

I Got More Than One Job Offer, Now What?

Never choose based just on how much a job pays...a bad strategy.
Consider each position for its own merits:

- What skills will you learn? Is it in your program area of interest?
- Will the position fit well with your school/sports/summer schedule?
- Consider travel time (spring, summer, fall or winter...)
- Is it a good work environment? Can you see yourself working there?
- More than one job? Your Youth Apprenticeship should be a priority.
- If you have unanswered questions, ask the employer as the answers may help you make your decision.

If you're considering more than one job offer let the employers know. Don't make them wait. Make your decision in a day or two. (No longer than a weekend).

In the End …
It's About the Right Fit – Not Good or Bad

Good Fits include:

- Skills, abilities, knowledge
- Relevant experience
- Perceived ability to succeed
- Cultural fit

We are Here to Support You!

- ***Keep OYA informed!*** **Call us if:**
  - You schedule an interview
  - You receive a job offer
  - You have concerns about your Youth Apprenticeship
  - Changes occur at school or home that will affect your Youth Apprenticeship

If you have any questions or need anything to support you in finding and succeeding in your Youth Apprenticeship, ***contact us!***

John Higgins – (262)268-6074/john.higgins@pwssd.k12.wi.us

John Duba – (414) 617-7854/john.duba@pwssd.k12.wi.us

Good Luck!