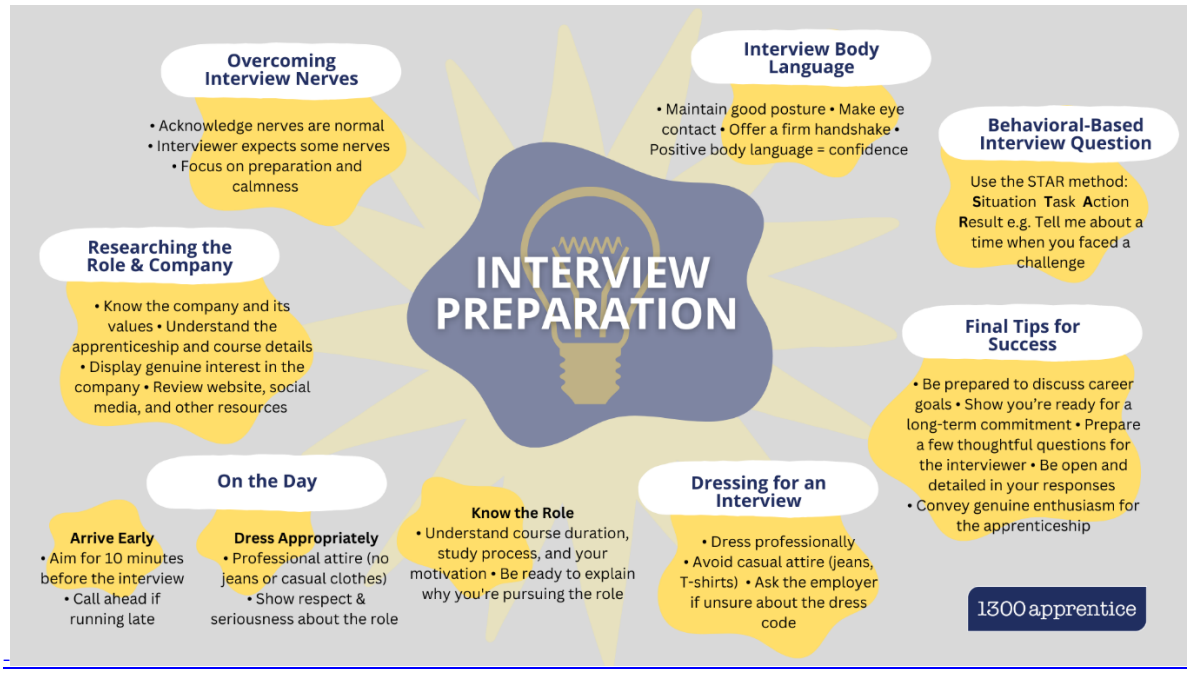
1300 apprentice

HOW TO NAIL YOUR INTERVIEW

Whether you're applying for your first job or have several interviews already under your belt, there are still likely to be some nerves involved when trying to convince a potential employer to hire you as an apprentice or trainee. It's natural to be nervous, your interviewer knows this, so don't worry about being nervous.

The good news is that if you've got as far as an interview, you know the company is interested in what you have to offer. Therefore, you should be able to seal the deal with some preparation and planning.

Remember, the interview is for a job that will launch your career & there will be other candidates being considered. The one who makes the best impression will get the job. **Try these tips to ensure you impress your interviewer.**



1. Arrive early Being late for an interview is one of the biggest mistakes to make if you want to make a good impression. However, if you are running late for unavoidable reasons, call ahead and let the interviewer know. Ensure you have the contact details with you when you are going to the interview.

Your interviewer will have a busy schedule, so interrupting their day by turning up late may mean, if you are lucky, the interview will be rescheduled. If not, it may be permanently cancelled. Aim to arrive 10 minutes early.

2. Dress appropriately Choosing the proper attire for an interview can be tricky. Again, remember the interview is for a job & first impressions do make a difference. Dressing appropriately shows you are interested and is also a sign of respect.

If you want to make the right impression, dress professionally. Do not wear jeans, shorts or T-shirts. If in doubt, contact the employer and ask.

3. Do your research Take the time to research the company thoroughly to dazzle your interviewer with your knowledge about the business & its culture. Displaying a genuine interest in the organisation is an excellent way of showing your motivation and commitment to completing your qualification.

Expect to be asked to describe what you know about the business. If you won't take a few minutes to read the company's website, why would the interviewer think you will put the effort into completing your qualification?

You should also ensure you know as much as possible about the apprenticeship/ traineeship and be able to explain:

- How long will it take to complete the course
- How will you study
- What has attracted you to this vocation
- What do you hope to achieve by completing the course.

A good idea is to look up the course on the TAFE NSW website. You're not expected to know every detail, but you should be able to describe the broad elements of what you will be studying. The more you can tell the interviewer about yourself, the better the chance they can match you to a role.

4. Prepare questions Rather than seeing the interview as a one-way conversation, prepare a few questions for your interviewer. They will be happy to answer them, and again, it shows you are interested.

5. Remember, you are interviewing for a job leading to a lasting career. An apprenticeship/ traineeship is not like school or a casual job, it's a full-time commitment, 5 days a week, 48 weeks of the year. Before starting a course, ensure you are ready to commit to it.

Your interviewer will be looking for reasons to offer you an opportunity, not to find reasons not to. So tell them as much as possible about yourself and why you want to pursue your chosen career. The more information you give them when asked questions, the easier it will be for them to find you the perfect job.

This mind map structure breaks down the core advice and steps for preparing for an apprenticeship interview. Each branch covers a key element: from dealing with nerves, understanding the job and company, to preparing for specific types of interview questions and ensuring positive body language.

Mastering the interview process: Interview Preparation for Apprenticeships

Overcoming Interview Nerves

- Acknowledge nerves are normal
- Interviewer expects some nerves
- Focus on preparation and calmness

Researching the Role and Company

- Know the company and its values
- Understand the apprenticeship and course details
- Display genuine interest in the company
- Review website, social media, and other resources

On the day

Arrive Early:

- Aim for 10 minutes before the interview
- Call ahead if running late

Dress Appropriately:

- Professional attire (no jeans or casual clothes)
- Dress shows respect and seriousness about the role

Know the Apprenticeship:

- Understand course duration, study process, and your motivation
- Be ready to explain why you're pursuing the role

Behavioural-based Interview Questions

e.g. "Tell me about a time when you faced a challenge"

Answer using the STAR method:

Situation, **T**ask, **A**ction, **R**esult

Interview Body Language

- Maintain good posture
- Make eye contact
- Offer a firm handshake
- Positive body language = confidence

Dressing for an Interview

- Dress professionally
- Avoid casual attire (jeans, T-shirts)
- Ask the employer if unsure about the dress code

Final Tips for Success

- Be prepared to discuss career goals
- Show you're ready for a long-term commitment
- Prepare a few thoughtful questions for the interviewer
- Be open and detailed in your responses
- Convey genuine enthusiasm for the apprenticeship

For more information head to our FAQs: 1300apprentice.com.au/faqs/