

Interview Process



1 - Information, Advice and Guidance for candidates preparing for Interview

Profile Development and Training are the training provider that works with the school or nursery to deliver the apprenticeship training. The school or nursery are the employer and they will shortlist candidates and follow their own recruitment processes. If you do have any questions regarding the interview or recruitment process then they should be directed to the employer. Profile Development and Training are happy to answer any questions that you may have regarding apprenticeships, or the training provided.

How to respond to an interview email

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While there isn't just one way to respond to an interview request, following these **5 steps** keeps your reply simple but, detailed and professional:

1. **Start with an appropriate greeting.** You will be responding to a previous email so ensure you have read this correctly and understand what it is you are responding to. Then start your email with Dear, then enter the name they have signed their email off with. For example: 'Dear John' or 'Dear Mr Andrews'
2. **Thank the employer for the opportunity.** Secondly, make sure to express your appreciation for the opportunity and let them know you're excited for the interview.
3. **Confirm your availability.** Thirdly, clearly state if you are available for the interview on the designated day and time offered. If you are offered several timeslots to

choose from, pick the one that suits you the most. If you are unable to attend the interview on the dates/times given, please go back and state that you are keen to attend and enquire if another day and time is available. If appropriate inform them why you cannot attend the original date and time given especially if you were given minimal notice. You don't want to miss out on an opportunity because you didn't ask the question.

4. **Ask questions if needed.** If any information is vague or missing, don't be shy to ask for clarification. You can ask about pretty much anything from the hiring process and schedule to where to park.
5. **Close your email with a proper sign off.** Lastly, you can reiterate your enthusiasm and gratitude for the invitation. Also, don't forget the obligatory "Sincerely," or "Kind regards," followed by your name, email address, and phone number.



2 - Watch our [Mini Teach: CV writing and interview skills](#) here

Preparing for the Interview

Preparing for interview is important and you must do your research, this will be like when you completed your application form. You must make sure you understand what qualifications the employer requires, what role you have applied for and what you want to get from this interview.



1. Read the job description

Before you go into the interview, read the job description, make sure you are aware of the qualifications they are looking for, along with the qualities and fully research the employer. The more research you have done, the more prepared you will be to answer the interview questions.

2. Consider why you are at the interview

Before you go into the interview, you need to know why you are there, know why you want the job and know how to explain your interest in the role.

3. Research

Research is important, do your research on the company, know what their ethos/vision is and make sure you can be part of that. By doing research you will have a better understanding of what they do, and this will help you feel more confident in the interview and allow you to communicate better. Researching the role, you are applying for and expected to carry out will ensure you are confident in what is required of you and will give you an idea to see what your day-to-day tasks are.

4. Consider how you will answer interview questions

Although all interview questions are different, there are common ones that are asked in most interviews. Practising your answers to frequently asked questions will help you feel prepared and will allow you to do a mock interview with another adult. By practising this it will allow you to feel more confident and hopefully feel more relaxed at interview.

Commonly asked questions:

Why do you want to work here?

'I would like to work here because I have a passion for education, and I believe that your school has an excellent programme in supporting children. For example, I have had a look at your website and seen how parents rate the support teaching staff are giving their children and how hard you work to make sure all children are included despite their needs'

Why are you interested in this role?

What are your strengths?

What are your weaknesses?

5. Body language and communication

When going to an interview it is important to dress appropriately, formal attire. When you walk into an interview the way you present yourself and the way you communicate with the people in the room is important, be open to shaking hands with everyone in the room and introduce yourself clearly. Be open, be confident, friendly and sit up straight, open body language is important. You want them to remember you and to do this you need to have a positive and open mind in interview.

6. Questions for interviewers

A lot of people in an interview will shy away from asking questions but, you are normally given this opportunity. Wherever possible you should ask relevant questions, this may help you with decision making if offered the job and makes you look keen to be employed by them, it shows your confidence and also shows you have done your research about them and the outline of the role you will be taking. Example questions:

What will a typical day look like for me if I take this role?

If I get the role, how many students will I be working with?

Who will I work alongside? Is it a small team?

If offered the role, when can I start?

7. Practice

Practice is key. Run mock interviews with anyone that is willing to help you, friends, family members, job centre, school or college. When you do practice interviews, ask the questions you need to ask, practice your body language and communication. You can even record yourself if needed and run it back through to see how you come across. The more you practice, the more confident you will come across.

8. Copies of your documents

Whether it is your first job interview, or your tenth, remember to take copies of your CV, taking copies of your certificates (or predicted grades), references (if available) and ID. This is

good to have with you because although, you may not need all of them but, you'll be prepared. At the very minimum, you need a copy of your CV with you.

9. Prepare for travel

This is so important...you do not want to be late! No matter which way you travel, you need to know where you are going, so make sure you have searched your location and allow for delays. If you are going to an unfamiliar area, allow time to find your bearings and get to where you need to be. Save the contact details of the employer to your phone just in case you can't find where you need to be or if an emergency happens. It is best to arrive to an interview early (at least 20 minutes), arriving early will give you time to have a drink, calm down and review any notes you may have.

10. Sell yourself in your interview

Selling yourself is one of the hardest things to do but it is important in interviews. Most people feel uncomfortable talking about themselves, but it is key to make sure the employer knows you are there to impress, tell them your strengths, ideas, experiences. But you must remember not to overdo it and talk yourself out of the job. Let the employer know you are keen to learn and acknowledge how this role will teach you new skills.

11. Ending an interview

When you're exiting an interview make sure you have asked all the questions you have. Important questions to ask: When will I hear from you about if I have been successful? What are the next steps after I leave today? asking this question you will know when to expect the call or email for the outcome. When exiting, offer a handshake and thank them for the opportunity.



Successful at Interview

If you are successful make sure you express gratitude and write down all the information they may require from you. You are likely to be given the information below:

- A start date
- Wages
- Who and where you will report to on your first day
- What your role is and what will be expected of you
- What documents you will need to give to your new employer
- A contract (this may be given to you on the day you start employment) Documents you will likely need to provide:
- ID (Passport, driving licence or birth certificate)
- Right to work in the UK (if applicable)
- Proof of qualifications (GCSEs, A Level or equivalent)
- Bank details
- National Insurance Number
- P45 or P60 if applicable
- Details of referees

Once you have accepted the job, the employer will inform us, the training provider. We will then be in touch to start the apprenticeship paperwork and assessments.



General advice:

- When applying for a role, always make a note of the closing date so, you know roughly when you should hear from the employer
- If you have applied for a role and are waiting to hear check emails daily, including your junk email
- Accept calls from unknown, no caller ID or withheld numbers, it could be the employer offering you an interview
- Check your voicemail if you have a missed call

- Ask questions if you have them, e.g. dress code
- Always have a form of communication with the employer until you know whether you have been successful or not
- On day of interview, check you have all the documents you need, employer contact details and a drink.

Unsuccessful at Interview

If you are unsuccessful, wherever possible request feedback. Some employers will be willing to give you tips and pointers on how to improve and this will help you in the future.

Always keep an eye out on Indeed and Find an Apprenticeship website for other opportunities.

Useful links:

<https://www.indeed.com/career-advice/interviewing>

[Interview advice | National Careers Service](#)

[How To Make a Great Impression in a Job Interview: 20 Tips | Indeed.com](#)

Find an apprenticeship - GOV.UK (www.gov.uk)