

ATTRIBUTES INTERVIEWERS ASSESS IN CANDIDATES



ATTITUDE AND BEHAVIOR

- Timeliness
- Prepared
- Enthusiastic
- Energetic
- Respectful
- Appropriateness
- Attentiveness
- Commitment
- Sincerity
- Honesty
- Confident but not arrogant

COMMUNICATION STYLE

- Speaks confidently and clearly
- Answers questions thoroughly and specifically without rambling
- Makes the interview more of a dialogue than an interrogation
- *Does not give superficial or only yes and no answers*
- Doesn't ramble – answers the questions that are asked
- Demonstrates logical thinking
- Gives specific and concrete examples:
 - "I'm dependable – I maintained perfect attendance in my pre-apprenticeship class."
 - "I'm a hard worker, my productivity exceeded expectations on my last job."

NON-VERBAL SIGNALS

- Well-groomed appearance
- Eye contact
- Composed
- Posture
- Facial expressions
- Handshake
- Walk
- Arm/hand movement and placement
- Nods while listening
- Smile

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to describe the duties of the trade and the working conditions
- Ability to describe the qualifications and characteristics of a model apprentice or employee
- Demonstrates basic technical understanding of the trade
- Demonstrates an understanding of the meaning of apprenticeship and the specifics of the apprenticeship applied for
- Provides the information/documents requested