Blackburn College
Training 2000

Interview tips...

Our guide to help you stand out from the crowd at your interview

Before your interview

Practise answering interview questions with someone else. If you are at school or college, you may be able to arrange a mock interview.

Keep in mind the interviewer wants to find out about what you can offer them: the particular skills and qualities you can bring that set you apart from other applicants.

But it's not just about what the employer is looking for — try to think of some insightful questions you could ask, for example:

- Future opportunities for progression?
- Do you have a mentor scheme?
- What responsibilities would I start with if I was successful?
- How soon could I start?

On the day - breathe!

First impressions count!

Make sure you dress appropriately and look the part. Avoid elaborate jewellery, body piercings, excessive make up and hairstyles, etc.

Offer a firm handshake and make appropriate eye contact with the interviewer.

It's OK to take a moment to think through your response, and better to have a considered reply rather than a rushed answer. If you need more time to think about your answer, ask the interviewer to repeat the question. Don't let your nerves take hold of you, channel them and use them to your advantage!

Remember it's not enough to just say you're good at something – always try to provide examples.

It's fine to ask questions! Ask your prepared questions and anything that came up during the interview... **Avoid JUST** asking about your salary and benefits!

Top tips for a successful interview

1

Plan your journey

Allow extra time and plan to arrive at least 15 minutes early. If you are unfamiliar with the location, do a test run.

2

Research, research and research!

Be prepared for the interview - research the company and your role.

3

Appearance

Dress professionally for an interview.

4

Behaviour

Make sure that you use positive body language, such as a firm hand shake, sit up straight and make eye contact. Don't take your mobile phone into an interview with you.

5

Sell yourself

Take a record of achievement file with you including your GCSE certificates. You can take notes into your interview.

Commonly asked interview questions

Background on you...

- Tell me a bit about yourself?
- What do you like to do in your spare time? (hobbies etc)
- What is your current situation? (i.e. school, college, employed)
- Have you been given any responsibilities? (i.e. prefect etc)

Why should they hire you...

- What made you apply for this position?
- What do you know about the company?
- What can you bring to the company?
- What skills do you have that will help you in this role?

Can you give me an example of when...

- You worked as part of a team?
- You used your initiative?
- You worked under a pressure?
- You worked to a deadline?
- You multi-tasked successfully?

Self evaluation...

- What do you consider your strengths?
- What do you consider your weaknesses?
- What is your greatest achievement and why?

Future career plans...

- Where do you see yourself in five years time?
- Have you got a future career in mind?

! Did you know that you can book a mock interview with your Training 2000 recruitment advisor?

What happens next...

If you are successful in the interview:

- We will call you and offer you the Apprenticeship position
- A member of Training 2000 will contact you to officially register you on the Apprenticeship programme
- A start date in company will be agreed and you START your employment
- You will be invited into Training 2000 to complete your on-boarding

If you are unfortunately not successful in the interview:

- We will get feedback from the company and find out why
- We will contact you and explain what steps we can take to make the next interview successful (this may include a mock interview here at Training 2000)
- We will continue to pair you with companies and arrange interviews until you are successful in finding an Apprenticeship

CV tips

Use a positive tone throughout

Maintain a consistent font and use appropriate sizing

Keep it up to date with relevant information

Use a chronological order with work experience and qualifications (most recent first)

Keep it simple and clear

Spell check and use correct punctuation and grammar

Key things to include:

- Contact details
- Personal statement - a short introduction to you
- Grades / education history
- Work experiences
- Work history (if it's not your first job)
- References
- Key skills

01254 54659
www.training2000.co.uk

DEVELOPING TALENT THROUGH TRAINING

FM/GN.125/06 Nov 2026 M1025