**APPRENTICE INTERVIEW RECORD FORM**

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| ***Candidate Name:*** |  |
| ***Chair of Panel:*** |  |
| ***Position Title:*** | **Apprentice XXX** |
| ***Interview Date:*** |  |
| ***Interview Start Time:*** |  |
| ***Interview End Time:*** |  |

**Welcome and introductions, including brief overview of the role and team, and the recruitment and selection process for the role.**

***Hiring managers can pick and choose from the questions below if it is felt helpful to do so. NB. This list is not prescriptive nor exhaustive. It has been developed to help provide some examples of questions more suitable/targeted at prospective apprentices and those leaving education (who may have little or no relevant work experience).***

| **QUESTION** | **RESPONSE** |
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| **Can you tell us why you decided to apply for this apprenticeship?** |  |
| **What do you feel are your biggest strengths and weaknesses?** |  |
| **What skills can you bring to the role?** |  |
| **How would you rate your time management skills?** |  |
| **Tell us what you know about the University of Essex/School/Department/Section.** |  |
| **What do you understand about the daily activities of this apprenticeship?** |  |
| **Having looked at the duties of the job, what tasks do you think you will enjoy most and what areas do you think you might need the most support with?** |  |
| **Role specific questions – eg. can you give us an example of when you have been an effective team player and tell us what you feel made you effective?** |  |
| **Role specific questions – eg. how would you go about prioritising your work effectively?** |  |
| **Role specific question – eg. why do you think it is important to consider data confidentiality at work? What things would you consider doing to ensure appropriate confidentiality is maintained?**  |  |
| **Role specific question – eg. how good would you say your IT skills are? What sort of IT packages/systems have you experience of using?** |  |
| **Role specific question – eg. describe an instance of overcoming a problem and what you learned from this experience.** |  |
| **What are your future goals?** |  |
| **Have you got any questions for us?** |  |
| **Any other notes** |  |

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|  | **Poor** | **Fair** | **Good** | **Excellent** | **Comments** |
| **Attitude & Enthusiasm** |  |  |  |  |  |
| **Skillset specific to the role (eg. effective communicator, teamworking, time management, problem solving) – list individual skills below if helpful:****XX****XX****XX****XX** |  |  |  |  |  |
| **Experience/knowledge (compared to that specified in the Person Spec)** |  |  |  |  |  |
| **Understanding demonstrated of the role/context** |  |  |  |  |  |
| ***IF APPLICABLE - Performance in any other assessment methods used (eg. written task) – please specify.*** |  |  |  |  |  |

**Any other relevant comments:**

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| **Panel Member Name:** |  |
| **Job Title:** |  |
| **Date:** |  |