

Toolkit Tips for Interviews

SKILLS CHANGE LIVES | INTERVIEW CHECKLIST



Finding it tough to prepare for interviews? We've got you covered.

For many, this time of year is about trying to get a job, whether it's full-time, part-time, or a work experience placement. At City & Guilds, we thought we'd put together this guide for you, or to share with a friend.

Interview Checklist

C **CV** - I've tailored my CV to highlight my most relevant experience and achievements for this role. It's clear, up to date, and easy to read.

I **Interview Questions** - I've prepared smart questions to ask, like:

- "What does a typical day look like in this role?"
- "What opportunities are there for development?"
- "What are the next steps in the interview process?"

T **Travel** - I've planned my journey in advance. I know exactly where I'm going and how I'll get there. I'll aim to arrive 10–15 minutes early.

Y **Your Mindset** - I'm going in with a positive mindset. I'll stay calm, confident, and remind myself that interviews are a two-way conversation.





A **Answering Questions** - I've practised answering common interview questions like:

- "Tell me about yourself."
- "What are your strengths and weaknesses?"
- "Why do you want to work here?"

N **Notes** - I've jotted down key points I want to mention during the interview – examples of past work, achievements, and questions to ask.

D **Dress** - I've chosen a professional outfit that makes me feel confident and comfortable. I'd rather be slightly overdressed than underdressed.



G **Gather your documents** - Printed copies of my CV, certificates, and a notepad with me. For virtual interviews, everything is ready on my desktop.

U **Understanding the job role** - I've reviewed the job description carefully. I understand the skills they're looking for and have examples ready to show I fit the role.

I **Insights into the company** - I've researched the organisation – I know their values, mission, and latest news. I'm ready to show why I want to be part of their team.



L **Language and body language**- I'll make strong eye contact, smile, and speak clearly. I'll sit up straight and show enthusiasm for the role – whether it's online or in person.

D **Delivery** - I've rehearsed my answers out loud. I even recorded myself to check how I come across and to improve my delivery.

S **STAR Technique** - I'm using the STAR method to structure my answers.

*The star approach is a model that will help to ensure that your responses to questions remain focused. It stands for Situation = set the context for your story, Task = what was required of you. Activity = what you actually did? Result = how well the situation played out.

City & Guilds Apprenticeships

SKILLS CHANGE LIVES | APPRENTICESHIPS MYTH BUSTER



Did you know?

What do David Beckham, Stormzy, and renowned chef and TV personality Clare Smyth all have in common? They were all once apprentices.

Apprenticeships have evolved over the years, but modern-day apprenticeships still offer individuals an income, a real job, and countless opportunities to succeed in an industry they're passionate about.

We've created this Apprenticeship Myth Buster that may be of interest to you, your family, and your friends:



#SkillsChangeLives

Let us know which fun fact surprises you the most!

For more information on apprenticeships visit: <https://www.cityandguilds.com/apprenticeships>

1

Did you know that there are apprenticeships in every industry?

Yes, there are around 500 standards available - from business to automotive, from content creation to engineering. There's something for everyone.

3

Did you know that nearly a quarter (23%) of former apprentices get promoted within 12 months of completing their apprenticeship?

Apprenticeships can clearly lead to career progression and recognition.

2

Did you know that apprenticeships are helping to close the skills gap?

As technology evolves and older workers retire, businesses are actively looking for new talent. Apprenticeships allow them to train new workers in the exact skills needed - particularly in industries like engineering, construction, and manufacturing to name a few.

4

Did you know that apprenticeships are popular with employers?

Approximately 64% of large employers (according to ISE membership) offer apprenticeship programmes. And with good reason - a previous study showed that for every £1 the government invests in Level 3 apprenticeships, it delivers £28 in economic benefit.