



Help in preparing for your interview

What will happen at interview?

When you first arrive, you will have the chance to have an informal chat with our former Apprentices. This will allow you to talk about what interests you and ask any questions about what it is like being an Apprentice at the Parliament. You will then be interviewed by a recruitment panel of 2-3 people and they will score you against the skills and behaviours needed, your potential and motivation for the apprenticeship.

You'll be asked questions to expand on the information you've given us. The interview is not designed to catch you out or trip you up – it's for us to find out more about you.

Our questions will cover our organisational [values](#), and you'll be assessed about how you meet them.

The overall interview (including the informal chat) will last about 1—1.5 hours. This should fly by because all you'll be doing is sharing your experiences and achievements. We want to make it as easy and relaxed as possible to do this.

How do I prepare for interview?

Remember the questions at interview are about finding out what you've done, how you approach situations and your motivation and aspirations. Questions will often start with "Describe a situation where you had to ..." or 'What would you do if ...?' Or 'Tell us why...'. .

For example 'Can you tell us about a time when you had to deal with a difficult situation?'

This type of question is designed to find out about the ways that you actually work. It focuses on things that you have actually done. We also want to ensure you share our values and will ask you questions on why you chose to take a particular action. . Describe your answers using the STAR model. When using STAR make sure the majority of the answer is about the Actions and Results.

Situation or Task - Describe the Situation you were in or the Task you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you've done in the past. Be sure to give enough detail for us to understand. This situation can be from a previous job, a volunteer experience, charity work, or any other relevant event.

Action you took - Describe the action you took and be sure to keep the focus on you. Even if you're discussing a group project or effort, describe what you did - not the efforts of the team. Don't tell us what you might do, tell us what you did.

Results you achieved - What happened? How did the event end? What did you accomplish? What did you learn?



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What kind of questions may I be asked at interview?

Your interview will start with general questions, which we will then follow up with more specific, example based questions. For example

- **Communication skills** - Give an example of a time when you had to explain how to do something to a co-worker or classmate. How did you choose the way you communicated, was it email or face to face? Did you think about the need to follow up later on? What was the outcome?
- **Interpersonal skills** - Describe a time when you got co-workers or classmates to work together. How did you accomplish this? What was the outcome?
- **Organisation Skills** - Tell me about a time when you had a deadline that was going to be challenging to meet. What things did you do to try and meet the deadline? What did you need to think about if you didn't meet the deadline? What was the outcome?
- **Decision Making Skills** - Describe a specific problem you solved. How did you approach the problem? What role did others play? What was the outcome?

Do you have any hints and tips?

- Practice your examples because this will help you recall information at the interview
- Practice mock questions with family and friends
- Listen carefully to what the interviewer is asking you and don't be afraid to ask for clarification
- Engage with the people on the panel, try and make eye contact, smile
- Take time to consider your answer
- Be clear and concise
- Be honest, there are not tricks or traps!
- Remember to describe your examples using the STAR model, making sure the majority of the answer is about the Actions and Results
- Try to think of an interesting question to ask us. It's your chance to turn the tables!
- After all your preparation....be yourself, and if you're asked a question you haven't prepared for, give a genuine answer

Remember – we're on your side and want you to the best you can!