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**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