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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