



TOP TIPS

FOR APPLYING FOR A MODERN APPRENTICESHIP AT THE UNIVERSITY OF EDINBURGH





YOUR APPLICATION

- **Give yourself plenty of time to apply.** Don't leave it to the night before!
- **Ask someone to proofread your application before hitting submit.** It's important you read through your application and spot any mistakes. This will demonstrate to the panel that you have good attention to detail.
- **Why should we offer you the role?** Read through the job description. How do your strengths match those that the hiring department are looking for?
- **Make it relevant.** Ensure your application is written specifically for the role you are applying for.
- **Transferrable skills** are abilities that you can use in any job. You might develop skills in one environment, such as work experience or in school, which can then be used in another setting - like a full-time job. An example is working as part of a project team in school can demonstrate you are able to work as part of a team effectively to active a common goal.

- **Do you have any questions about the role?** Reach out and send an email to the named contact on the job advert to ask a question about the role, department or the University. By taking this proactive approach you will also be highlighted to the hiring manager that you are interested in the role.
- **Stand out from the crowd.** When applying for an apprenticeship, you will be competing against other candidates. Make sure your application is as good as it can be to ensure you are shortlisted for interview.
- **What have you been up to?** The hiring department will want to know more about you and your experience. A lot of people have never had a job before. If that's you, think about what you've done in your spare time, such as:
 - hobbies
 - extracurricular activities
 - subjects you've studied at school
 - activities or clubs you've been a part of
 - certificates or awards you've won
- **Do your research.** Look through the University web pages, find out more about the department and try to incorporate this into your application.
- **How can we help you?** The University is committed to supporting our employees and applicants through the recruitment process. It's helpful to let us know about any adjustments that you may need so we can support you through the process. An example of this would be to request to receive the interview questions in advance.



YOUR INTERVIEW

An Interview is an opportunity for the panel to get to know you better, learn more about your experience and skills, and share more information about the role. Some panels may choose to share the questions with you in advance.

Interviews will commonly follow a start, middle and end structure:

- **Start:** The interview panel will provide you with the background of the role and the company. Listen carefully, as this may help you when it's your turn to ask questions. This is an opportunity for you to relax.
- **Middle:** The panel will typically ask no more than 10 questions. They will typically start with easier questions like “why have you applied for this role?”

[Here is a list of commonly asked questions.](#)

- **End:** The panel will bring the interview to an end and let you know when they hope to make a decision. This is also an opportunity for you to ask questions. It's always good to have a couple of questions prepared.

- **Give as many examples as possible.** Tell us what you have been up to.
- **Do your homework.** Read through your application and the research you completed when completing your application. Familiarise yourself with the University's Strategy 2030, Community Plan and People Strategy.
- **Failure to prepare is preparing to fail.** Read through the job description and think of ways to incorporate the qualities and qualifications required for the role within your answers. This also goes for the University's People Strategy, Strategy 2030 and Behaviours Charter. Do you share some of the behaviours outlined in the Behaviours Charter?
- **The interview panel.** There will typically be three employees on an interview panel including the line manager for the role. The interview panel's role is to help put you at ease and find out if you are the right fit for their role. Most interview panel members are also nervous and ultimately want you to do well. As a result, they may ask some follow-up questions or ask for examples.
If this happens, don't be alarmed. It doesn't mean you missed something or said something that didn't make sense. They probably want to find out more and are interested in hearing about you.
- **Give examples.** Make sure you list as many relevant strengths as possible. Give each of them an example of when and how you've demonstrated this strength. Try using the STAR technique to help provide structure and incorporate examples into your answers.

- **Make sure you know where you are going** for the interview if it's in person. How long will it take you to get there? Arrive early. If the interview is virtual, make sure you are familiar with the technology and how to access the virtual meeting.
Ask for help or practice if needed.
- **Plan your outfit.** Dress smart casual, for example, your school trousers and a plain white shirt.
- **What will you need to take with you for your interview?** An interview is not a memory test. If you feel more comfortable bringing your notes to refer to during the interview, then do so! This will also demonstrate your organisation skills to the panel. Show to panel your personality and try to relax.
- **Ask questions.** This will show your interest in the role and the department. Ask questions from the hiring panel and any employees you meet as part of the interview process. Find out more about the role and what they enjoy about working at the University.

Prepare for your interview by using the below resources and tools:

- [My World of Work: Start Planning your Career Path with their About Me Tool](#)
- [My World of Work: Strengths Tool](#)
- [My World of Work: Skills Explorer tool](#)
- [Webinars | My World of Work](#)

The Developing Young Workforce (DYW) have created some really useful quizzes and videos to help you complete your application and to give you interview hints:

- <https://www.dyw.scot/get-work-ready-edinburgh-midlothian-and-east-lothian.html>

For more information about Apprenticeships at the University please visit:
<https://www.ed.ac.uk/human-resources/job/modern-apprenticeships>