

The will to win means nothing without the will to prepare!

Juma Ikangaa - *marathon runner*

A successful apprenticeship interview-to-hire process starts with a good resume and face-to-face interview. The following are your keys to success.

Advice from Pete Piazza the owner of
Professional Placements of Michigan, Inc.

Writing a Resume

- 1) Find a resume format that is the best match to your background
- 2) If you choose a bullet point resume, make sure each point starts with an action word.... supervised , organized, created, developed, etc.
- 3) Be sure to include any accomplishments on your resume during your previous employment.
- 4) Keep your resume 1-2 pages max.
- 5) Read and re-read the finished resume for spelling and punctuation errors. Have one of your personal references read it as well with the same examination for errors.
- 6) A Career Summary at the top of your resume is optional and is based upon your total experience.
- 7) Do not put personal reference information on your resume. You can provide this information after your first interview; if you and the employer are still interested.
- 8) Always include your technical (computer) knowledge.
- 9) If you are sending your resume online to a place of employment, include a cover letter (90 words max.) with the resume.
- 10) Tailor your resume information to match closely to the requirements of the apprenticeship position, if you have that information available.

The Interview

- 1) Research the apprenticeship site before you interview. Go online and find out important information (recent event, expansion, history of the company, history of the chef, style of food, etc.
- 2) Go online and find the position description posted by the company and study the qualifications required for this position.
- 3) Prepare questions for the employer.... why are they interested in hiring an apprentice, why is this position open, immediate challenges in the first six months on the job, what do you enjoy most about working for this company, etc.
- 4) Never discuss hourly wage on the first interview unless the employer asks the question.
- 5) Always arrive 15 minutes early for the interview.
- 6) Walk into the building looking as if you are buying the company, that is, wear a suit and tie (business professional). Be overdressed vs being under dressed.
- 7) When interviewing, always maintain eye contact with the employer and sit up straight throughout the entire interview.
- 8) Have the answer to this question at the interview...." Why do you want to work for this company"?
- 9) Keep your answers during the interview brief and to the point.
- 10) Have the answer to this question for the interview...." Why do you want to be an apprentice"? Provide a positive reply. Nothing negative should be said about your previous employment etc.
- 11) If you are interested in this opportunity, tell the employer that before you leave and that you look forward to the next meeting.

Resources: www.resume.com
<https://jobs.acfchefs.org/career-resources/>





Once you complete a successful interview process and you are hired, here are good questions to ask BEFORE the first day. Utilize this page as a check list.

New Hire Check List:

- What is my direct supervisor's name, position, and contact information?

- Who do I report to when my supervisor is not available?

- Where do I call if I am late or must be absent for a scheduled shift?

Phone Number to Call: _____

- What day and time is my first shift?

- What is my starting weekly schedule?

- Where do I park?

- Where is the employee entrance?

- What is the employee uniform and is it provided by the company?

- Are there any specific supplies that I should bring? (knife kit, apron, lock for locker)

- What is my wage per hour as I start my apprenticeship?

- When to I receive my first paycheck?

- How do I receive my paycheck? (mail, office pick-up, electronic deposit)

