

## Explanations concerning selection records

### Presentation interview

When young people send their application to a company, they have generally used occupational guidance services and have prepared their career plans. It is thus unnecessary to carry out an in-depth review of their competences for the occupation in question. If the applicants have not used guidance counselling services, the company must also take into consideration the matter of their suitability for given occupation.

However, the question of the applicant's ability to work and fit into the company is just as important. The host company knows which prerequisites are required for a young person to be able to learn the occupation in a working environment. It also knows which qualities are required to fit into a team and the company.

In order to be able to properly guide a learner during his/her apprenticeship training, it is essential to understand him/her. This means that apprenticeship trainers must know what young people think, what they feel, what they have already experienced and how they behave in society.

With this in mind, the presentation interview should not only serve the purpose of determining a person's suitability and social interactions. It is also important to focus on the applicant's personality and to get to know him/her. Selection records are helpful in this respect.

The section entitled «more detailed information concerning the application» must be given to the persons in question during the first contact or telephone conversation, provided that the said information is not already clearly explained in the application documents. The company refers to this information to decide who shall be asked to attend a presentation interview.

The questionnaire in selection records gives structure to the interview and should be viewed as an outline on how the interview should unfold. As it acts as a key thread for the questions to be put to all applicants, the questionnaire provides apprenticeship trainers with a specifically designed basis. It allows for an objective comparison while at the same time providing sound reasons for accepting or refusing an application. The selection procedure is thus simplified for companies and represents a real time saver for apprenticeship trainers. It should not be forgotten, however, that this is a tool that can be adapted as needed.

The questions that concern the applicant's personal situation, his/her leisure activities and centres of interest should be asked tactfully and with respect. It is essential to ensure that these questions are not perceived as being over-inquisitive and even vexatious. Sufficient time should also be set aside during the interview to present the company and the apprenticeship training on offer.

At the end of the interview, the applicant must be able to ask questions. Then a decision should be made on how to proceed with the application. In particular, the applicant should be told when a decision will be taken.

Like with any other interview, applicants turned down for an apprenticeship must be clearly informed of the reasons for the given decision.

All personal documents concerning future learners are kept in selection records and may be kept on file at the company.

### Other ancillary means in the «Apprenticeship Handbook»

Memory aid, checklists and forms on the theme «Choice and commitment»:  
[www.mfe.formationprof.ch](http://www.mfe.formationprof.ch)