Interview

✓	Steps	✎
☐	**Presentation of the host company based on information material** (handout to the candidate if possible) • History of the company • Philosophy and culture of the host company • Organisation of the host company • Number of employees and learners • Working hours • Holidays, company holidays • Working conditions • Special rules	
☐	**Presentation of basic vocational education and training in the host company** • Possible basic vocational education and training (with Federal Vocational Certificate, Federal Vocational Baccalaureate) • Support • Programme duration • Training plan for the occupation and training plan for the company, incl. internal continuing education • VET school (optional courses, vocational baccalaureate) • Inter-company courses • Industry training • Apprenticeship camp • Exam preparation weeks • Pay and social benefits • Holidays and days off • Other learners in the company	
☐	**Motivation for the application** • How did the young person choose this occupation? • How and where did they find the information for their choice? • What do they know about the occupation and the opportunities it offers? • What do they think about the occupation? • What other VET occupations are they interested in? • Why did they choose this industry? • How did they learn about the company? • Why did they apply to the host company? • What interests them about the company?	

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✓	Steps	✎
☐	**Educational background** • What kind of education did they have? • Strengths and weaknesses in school? • What is their attitude towards school? • What is their attitude towards learning? • Favourite subjects?	
☐	**Family and personal background** • What do the parents do professionally? • Does the young person live with the parents? • Are there any siblings? • What is the relationship with the parents and the siblings?	
☐	**Interests** • Hobbys und weitere Engagements (Abwesenheit im Lehrbetrieb)	
☐	**Occupational suitability** • Based on requirements profile • Inquiries about job-specific physical condition (including things like allergies, back problems, etc.)	
☐	**Skills, strengths and weaknesses**	
☐	**Answer the young person's questions**	
☐	**Next steps** • Possibly a skill test • Schnupperlehre • Second interview • Decision: Acceptance/rejection • Make appointments	

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