Selection process

✓	Activities	✎
☐	**Preparation** • Creating or revising application forms, apprenticeship job descriptions, tests, assessment forms, pre-vocational traineeship documents	
☐	**Advertising** • Send the apprenticeship description to the vocational, educational and career guidance services, and possibly to schools • Include information on the company's own website • Use internal advertising channels • Start advertisements • Register with the cantonal VET office, enter it online in the list of apprenticeship positions («LENA»)	
☐	**Applications** • Evaluate application documents • Make pre-selections, send rejections including application documents, possibly ask applicant to undergo skill testing	
☐	**Interviews** (can also take place after the pre-vocational traineeship) • Conducting interviews, evaluating and rejecting jobs	
☐	**Pre-vocational traineeship** (can also take place before the interview) • Invite suitable candidates for the pre-vocational traineeship	
☐	**Decision** • Inform candidates of their decision, e.g. by phone and followed by letter, or request a second interview • State reasons for rejections in writing and return application documents	
☐	**Apprenticeship contract** • Issue apprenticeship contracts and send them to the parties to sign • Get approval of apprenticeship contracts from the cantonal VET office • Possible further steps are handled differently from canton to canton and coordinated by the respective cantonal Vocational Education and Training Offices	
☐	**Start of VET programme** • One month before the start of the VET programme, a written invitation containing all the necessary information is sent to the learner. The documents can also be handed out at a meeting with the parents.	

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