

# A step-by-step guide to employing an apprentice

## GENUINE APPRENTICESHIP ROLE IDENTIFIED



WRITE JOB  
DESCRIPTION

DECIDE PAY



FIND TRAINING  
PROVIDER

ADVERTISE  
VACANCY



CREATE  
SHORTLIST

COMPLETE  
INTERVIEWS



SELECT  
CANDIDATE



JOB OFFER

## APPRENTICESHIP AGREEMENT CREATED



FEEDBACK  
GIVEN TO  
UNSUCCESSFUL  
CANDIDATES



PREPARE  
INDUCTION  
SCHEDULE



APPOINT  
MENTOR



EQUIPMENT /  
DESK  
SPACE READY



FIRST DAY  
MEET AND  
GREET



REGULAR  
PERFORMANCE  
REVIEWS



APPRENTICE  
OFF TO A  
FLYING START