

Interview Tips

The interview is a ten-minute interview in front of a panel of 4 -10 representatives from IBEW Local 48, the Training Center, and the National Electrical Contractor's Association. Your application packet will be reviewed and you will be asked to answer approximately five interview questions.

Your interview score determines how well you rank on the ranked list of eligible candidates. Your score is good for two years and you cannot reapply within that two year period.

First impression. The interview committee is invested in the future of their industry. Enthusiasm for the opportunity to interview will go a long way. Leave yourself plenty of time to arrive at the interview and to calm pre-interview nerves. A good first impression includes being calm and confident.

Make your ten minutes count. Smile and practice good posture and eye contact. Avoid nervous gestures such as crossing your arms and tapping your fingers. A good way to avoid fidgeting is to fold your hands on the table.

Attire. Nice pants and a button down shirt are appropriate. Avoid excessive cologne, perfume, jewelry and cosmetics. Practice good hygiene and be well-groomed.

Application portfolio. The panel will review anything that you bring to your interview such as a cover letter, resume, letters of recommendation, photos and certificates. These shall be brought to the interview, not attached to your application.

Due to the rapid pace and the high volume of interviews, it is important to draw their attention to your portfolio that emphasize your work ethic, ability to work under pressure, and any experience and skills that transfer to the construction industry.

Behavioral Interview Questions. These are questions like "Why should we choose you?" There are no right or wrong answers to behavioral interview questions. The interviewers are getting a sense of your past experiences and how they will translate to your role as an apprentice. Do an internet search of behavioral interview questions - this will give you an idea of what to expect.

Prior to your interview, think about life events or experiences that illustrate your knowledge of the construction and electrical industries, your interest in apprenticeship, your ability to work well with others as a team, and your ability to be self-motivated, responsible, and dependable.

Now that you have a list of experiences, prepare a response for any questions that you may be asked about each one. Use the structure: Situation... Action... Result.

Situation or task - Describe the event or task, taking care to use enough detail for the interviewer to understand but not so much that you burn up a lot of time.

Action - Describe what you did to complete the task or to resolve the situation. If it was a team effort, keep the focus on what you did effectively.

Result - Conclude your answer with a description of the result of your efforts. Include lessons learned if you learned something from the situation.

Be concise but not too concise. Keep your answers positive and specific, and avoid rambling. You have ten minutes - make them count by being succinct, to the point, and focused. Avoid one or two word answers. Ask for clarification if you don't know how to answer a question.

IBEW Electrical Worker. Explain why you want to become an electrician - why not carpentry, sheet metal, plumbing? Why is being a union IBEW electrician or technician important to you? The selection committee is looking for team players and leaders who have a strong desire and drive to be an asset to the IBEW workforce.

Practice. Practice interviewing with your family and friends as much as possible. The more you practice the more relaxed and confident you will be in the interview.

Interview Scoring Factors

1. Character and Attitude
 - Punctuality
 - Dress
 - Presentation
2. Work Experience
 - Trade-related? (use of hand and power tools, physical work, etc.)
 - Length of service
 - Documentation (letters of recommendation, awards, etc.)
3. Education and Training
 - Trade-related? (welding, blueprint reading, shop classes, etc.)
 - Math and science classes
 - Grades

Check out *Amy Cuddy's TED Talk: Your body language shapes who you are* for insight into how body language can affect your success.

SAMPLE PORTFOLIO

BRING ONE COPY TO INTERVIEW

123 NE Main St
Portland, OR 97230
sparks.fly@internet.com
503-123-4567

NECA/IBEW Electrical Training Center
16021 NE Airport Way
Portland, OR 97230

Today's date

Dear Apprentice Selection Committee,

This is your chance to demonstrate your desire to become an IBEW electrician, which is something that cannot be conveyed in your resume.

Write the cover letter in three or four paragraphs.

Paragraph 1: State the apprenticeship you are applying for (Inside Electrician Program, Limited Energy Program, or Residential Electrician Program).

Paragraph 2/3:

- Focus on why you are excited to become an electrician, rather than any other trade
- Explain why the IBEW is important to you
- Provide a synopsis of why your skills and background will make you an asset to the industry

Final paragraph: In 2-4 sentences, end with a positive statement - direct the reader to your resume and other materials located in your portfolio. Thank the reader for their time and consideration.

Sincerely, (or Regards, Thank You, etc.)

Signature

Printed Name

It is a good idea to do an internet search of sample cover letters and resumes. This will give you some ideas when you are brainstorming about what you would like to include.

First Last
123 NE Main St ● Portland, OR 97230

503-123-4567

sparks.fly@internet.com

OBJECTIVE

Use this header section to explain that you want to pursue a career in the union electrical industry by following the path of electrical apprenticeship (indicate program)

SKILLS

- Here is your chance to highlight your skills - focus on trade-related construction skills first
 - Example 1: Power and hand tools with which you have proficiency
 - Example 2: Physical dexterity and able to work in a variety of conditions such as at heights or in confined spaces
 - Example 3: Strong math skills, proficient in Algebra
 - Example 4: Good communication skills and good coordination with coworkers
 - Example 5: Quality conscious and neat physical appearance

EXPERIENCE

Material Handler

ShockFree Electric, Portland OR

May 2017-Present

- This is where you list what your job entailed
- Example 1: Safety protocols pertinent to the construction field
- Example 2: Gathering materials and checking their status before the actual installation occurs; inventory of material stock
- Example 3: Loading and unloading materials on the job site or at the shop
- Example 4: Job-site housekeeping and maintenance

Delivery Driver

Boxes and Boxes, Aloha OR

June 2013-May 2017

- Not all work experience needs to be electrical-related. Employment history can show the following:
 - Ability to hold a job – this shows dedication and motivation. Because you held a job for a period of time, it means that you most likely were dependable and showed up for work on time and consistently
 - Customer Service Skills
 - Valued by employer

DIY Projects

Experience does not have to be paid. List examples of any DIY projects you completed, the tools you used, and the trade-related skills you used (planning, measuring, cutting, etc.)

EDUCATION

ABC&123 HIGH SCHOOL, Portland, OR

High School Diploma, June 2010

BIG MOUNTAIN COMMUNITY COLLEGE, Gresham, OR

First Aid/CPR card, July 2010

EXTRA-CURRICULAR ACTIVITIES/VOLUNTEER ACTIVITIES

Bullet or paragraph form. Sports; hobbies; volunteer activities, particularly construction-related ones. Construction-related volunteer activities are a great way to add some hands-on experience to your resume and are helpful if you do not have any hands-on work experience.

ADDITIONAL

- Letters of Recommendation
- Industry or technical certifications
- Photos of personal or professional projects you have worked with captions describing the tools and skills you used; before and after photos are great

Letters of recommendation are critical. They provide an indication of your work ethic, which is often the toughest quality for someone to prove.

Letters of Recommendation are most effective when they are on company letterhead.

There is no minimum or maximum number allowed; focus on quality over quantity and professional and industry recommendations over personal ones.

Forklift Certification

CPR/First Aid Card

Military Training and DD214

Welding Certification

CDL

Flagger Certification

OSHA 10 or OSHA 30 training

Pre-Apprenticeship Certificate

HazMat Training

