If you have been selected for interview then you have demonstrated through your application form that you meet the essential criteria for the post and, on paper, you are a prospective employee. The next stage is for you to confirm that at interview and to demonstrate that you are by far the best candidate for the post. It is therefore crucial that you invest in the interview process and fully prepare for this next stage.

Use the checklist below to ensure you are as prepared as you can be for the interview:

|  |  |
| --- | --- |
| **CHECKLIST** | ✓ |
| **Know the Organisation – demonstrate you have done your homework. Have you researched;** |
| * The size of the organisation, how many staff they employ and the Senior Management Team
 |  |
| * The range of services/activities offered by the organisation
 |  |
| * Where this post will be based
 |  |
| * Current Business Plan / strategic documents and Board papers
 |  |
| **Use the Job Description and Person Specification** |
| * What experiences can you talk about which demonstrate the essential and desirable criteria you described in the application form?
 |  |
| * Do you have other examples of how your skills and knowledge can be applied to this post, as described within the Job Description, Person Specification and Key Activities list?
 |  |
| **Understand the Values and Behaviours (Competencies). The Trust undertakes competency-based interviews, using our B.E.S.T Values** |
| * Have you familiarised yourself with the Values?
 |  |
| * Have you considered how you might shape your answers to reflect these competencies?
 |  |
| **Prepare answers. It is important that you demonstrate that you;** |
| * Have clearly understood the question
 |  |
| * Have an example to provide from your previous experience
 |  |
| * Can answer the question asked, without it appearing to be a ramble
 |  |

|  |
| --- |
| **Prepare yourself; preparation is key for confidence. Have you;** |
| * Researched the role and organisation as outlined above?
 |  |
| * Re-read your application form? You may be asked to expand on something you previously said
 |  |
| * Planned how you will get to the interview?

You should plan to be there 10-15 mins early. How will you contact the organisation if you experience delays? |  |
| * Considered what you will wear to create a good first impression?
 |  |
| **At the end of the interview you may be given the opportunity to ask questions. Have you;** |
| * Prepared some questions in advance? Make sure that you keep the questions brief and ask questions which are relevant to the work itself, training or career development
 |  |