**INTERVIEW CRIB SHEET**

The purpose of this interview crib sheet is to aid interview panels in ensuring transparency, consistency and a good all-round interview experience for our candidates. It is also a guide on best practice when interviewing candidates in line with the trusts Recruitment and Selection Policy.

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| **PRIOR TO INTERVIEW** | |
| Check applications for gaps to ensure any required questions are prepared, e.g. missing employment history |  |
| Ensure that at least one panel member has recent Safer Recruitment training |  |
| Check that all panel members have read and understood the information they have been given |  |
| Check that the panel is using an agreed set of questions |  |
| Check that the panel is using an agreed set of criteria based on the person specification |  |
| Ensure that the individual panel members have assigned roles and areas of questioning |  |
| Ensure that the Office Manager (or Panel Member if  done virtually) takes copies of ID/Qualifications and  verifies them for Recruitment |  |

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| **DURING INTERVIEW** | |
| Greet the candidate, thank them for coming and introduce them to the members of the panel |  |
| Explain the overall process to the candidate, explaining that they can expect members of the panel to take notes as they speak |  |
| Discuss Health hand Safety e.g. what to do if a fire alarm goes off |  |
| Inform them we are an Equal Opportunities Employer – every candidate must be asked the same questions (cannot go off tangent and ask any more or less questions to certain candidates), Explain to the candidate that parts of the recruitment process are part of our Equal Opportunities approach. |  |
| Let the candidate know that they can ask for the  question to be repeated |  |
| Ask an opening question designed to relax the  candidate and help them overcome their nerves |  |
| Ask the prepared questions and make sure each panel  member individually scores each candidate’s answers |  |
| Monitor the process and intervene if a member of the  panel asks an inappropriate and/or potentially  discriminatory question |  |
| Help the panel to keep to time, including ensuring that  the candidate has sufficient time at the end to ask  questions |  |

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| **DURING INTERVIEW cont….** | |
| Check if the candidate has any questions |  |
| Query candidate’s notice period |  |
| Ask if the candidate has any holidays booked |  |
| Check that the candidate is aware of the actual salary |  |
| Inform the candidate when they will hear about the  outcome from us via phone call (should be either later  that day or the day after the interview depending on  the number of candidates interviewed) |  |
| Explain that any job offer provided is provisional of all  pre-employment checks, including references and DBS |  |
| Ask the candidate if they have been happy with the  interview process and make note of their response |  |
| Thank the candidate for their time |  |