

## Interview Guidance for Candidates

### What will happen at your interview

- The interview will usually last 30-45 minutes, although this depends on the type of job you are applying for. It will either be held in person or virtually via Microsoft Teams.
- The interview panel will usually consist of 3 people who work in the area that you have applied to join. Their names and job titles will be included in your interview invite letter. Wherever possible, we will try to make the interview panel as diverse as possible.
- Each candidate will be asked the same set of questions and the interview panel will take notes. This helps them remember what candidates have said so that they can decide which person is the most suitable for the job.
- The interview questions will be linked to the criteria detailed in the job advert. The panel will score your answers against set criteria to ensure that it is a fair process.
- Depending on the role, you may also be asked to complete a work-based assessment as part of the interview process. The details will be included in your invite to interview notification.
- At the end of the interview, you will be given the opportunity to ask the panel any questions you may have.
- If you have a disability as outlined by the Equality Act 2010 and require reasonable adjustments to be made during the interview process, please let the recruiting manager know as soon as possible so they can arrange these for you.

### Preparing for your interview

Preparation is key to helping you feel calm and confident during your interview. To help you prepare you should:

- Read through your application to remind yourself of its contents.
- Read through the job advert. For each criteria listed in the 'About You' section, write down examples which you can give to show that you have the relevant experience, knowledge, and skills. These could be from your working life, home life, voluntary work, or a leisure interest. You may find it useful to use the STAR technique to help structure your answers:

**Situation** - what was the situation or problem that arose?

**Task or Target** - what did you need/want to achieve?

**Action** - what did you do/what action did you take?

**Result** - what was the result of the action you took?

- Practice giving your answers out loud and if possible, in front of a family member or friend, so they can give you feedback. If your interview will be virtual, you may wish to ask them to join you on a Microsoft Teams meeting so that you're used to answering questions through a screen.
- Research the Council and [our values](#) as well as the department/service you are being interviewed for. This could give you key information on current and future priorities which are relevant to the job.
- Think about any questions that you might want to ask the interview panel so that you have all the information you will need to make a decision about the job if you are successful at interview.

## During your interview

The interview panel will try to make the interview process as comfortable as possible so that you feel relaxed and able to perform at your best.

- Don't worry if the interview panel is running a little bit late. We won't rush your interview.
- Listen to the questions carefully. If you don't hear the question or you can't remember it, ask the interview panel to repeat it. Don't try and guess what was said.
- If you don't understand a question, ask the interview panel to rephrase it.
- Take your time when answering the questions. You shouldn't feel pressured to answer each question quickly.
- Remember to use 'I' and talk about what you have done rather than talking about 'we' and what your team and colleagues have done.
- Be clear and concise with your answers but ensure that you provide as much detail as you can to show that you meet the requirements.
- At the end of the interview, remember to ask any questions you may have so that you have all the information you will need to make a decision about the job if you are successful at interview.