

Where you would like to hold your interviews?

It may be a good idea to hold these at your home so potential employees can see where they would be working. If you do not want the applicants to know where you live at this stage, you can hold these somewhere else. If you are using Equal Lives' Recruitment service, there may be rooms available to use. If you are using another provider, they may also be able to provide alternative locations for your interviews.

When would you like to hold your interviews?

It is a good idea to choose a date that you can hold your interviews and keep another date free in case someone cannot attend on your chosen date. You need to allow enough time for each interview, giving the applicant enough time to answer your questions with a small break in between each interview to make notes and prepare for the next applicant.

Who would you like present?

You may feel happier to have a family member, friend or accredited provider (who is supporting you) present for the interviews, as they can support you to ask questions or take notes if required. Interviewing can be tiring as you're trying to remember everything about the applicants to make a decision.

Once you have decided the above, you will need to contact your chosen applicants to see if they can attend an interview telling them the following:

- They have been shortlisted for interview;
- The date and time(s) you have available for interview;
- Where the interview is going to be held;
- A telephone number they can contact if they need to cancel, re-arrange or are running late for an interview.



You can ask an accredited provider or a friend if you can use their number if you do not want the applicants to know your phone number at this point.

We recommend that you confirm the interview details in writing to each applicant. If you are using an accredited provider, they may be able to do this on your behalf if you wish.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

