

Factsheet C8: Interviewing

Preparing for the interview:

If you have used an application form you have already asked the most practical questions, so it is generally not worth repeating them. You can therefore use the interview to ask discussion type questions to see how well you get on with the applicant and to help them feel at ease.

It is a good idea to re-read applications beforehand, as there may be specific points you want to clarify. You can add these questions to the general list that you ask everyone. Some suggestions for questions you can ask are below or you can create your own.

- Why have you applied for this position?
- What do you think you will bring to this position?
- What would you describe as your strengths?
- What experience do you have that would enable you to do this job?
- What is your understanding of living independently?
- If one of my Personal Assistants were ill, would you be able to cover for them?
- What do you like to do in your spare time?
- Do you have any holidays booked for this year?
- Do you have any questions to ask me?



Conducting the interview

Putting the candidate at ease

Make the candidate feel relaxed, as they will perform better. Introduce yourself and anyone else you have present. Ask them if they would like a drink. You can give a little bit of information about yourself, and explain why you would like to recruit someone including an overview of what the job will involve.

Get information

Ask your prepared questions. Listen to the candidate's answers. If necessary ask them to clarify what they have said or ask further follow up questions. Make notes of what has been said, or ask someone to do this on your behalf.

Give information

Discuss with the candidate the hours of work, details about pay, holiday entitlement and other terms and conditions (which were included with the Job Description). This is also a good time to discuss things like Business Insurance (if you are going out in their car), their responsibility to arrive at work on time and the need to respect your privacy and be confidential outside of work.

Summarise and close

Once you have asked all your questions ask them if there is anything they would like to ask. Answer any questions they have. Thank the candidate for coming and let them know when you will tell them the outcome of the interview. It is important not to tell anyone straight away as it gives you time to reflect on the interviews.



Deciding who you want to employ

Once the interviews are over it is a good time to weigh up all of your options about who you want to employ. You can have a look at any notes you made to make sure you have not missed anything important or did not interpret anything in the wrong way. You can then decide who you want to employ.

Offering the Job

Once you have decided who you want to employ, contact them and offer them the job. If they accept, you will need to:

- Tell them that the job is subject to satisfactory references and a DBS check (if you have asked for these)
- When you would like them to start - Make sure you give yourself enough time to set up their employment
- Tell them you will provide this offer in writing along with a statement of particulars and details of anything else you may need from them

Once your preferred person has accepted the job, you (or an accredited provider) can send unsuccessful letters to the people you interviewed who did not get the job. The people who were not successful may ask for feedback so it is a good idea to be prepared to give this if requested.

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.

