

Interviewing Process for Applicants to the Scientist Training Programme 2020

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We are committed to delivering interviews to a high and professional standard. All interviews are designed to be fair, equitable and transparent and all processes will be applied consistently. This document explains what you can expect from your interview experience.

Before the interviews start

Notification

When shortlisting is complete, we will notify you of the outcome. You will either be

- invited to interview
- notified that you are on the interview reserve list
- notified that your application was unsuccessful

If you are put on the reserve list your status will change to **Shortlist Reserve**. You may be offered an interview if someone else withdraws.

Choosing sub preferences (locations/employers)

If you are shortlisted for interview or added to the reserve list, you will be asked to log into Oriel and choose your **sub preferences**. Choosing your sub preferences means you choose your preferred **locations/employers**. You can choose as many sub preferences as there are available, in the specialism for which you have been shortlisted.

For example, if you chose the specialisms of Medical Physics and Clinical Engineering, you will only be able to choose the sub preferences (locations/employers) that have Medical Physics or Clinical Engineering posts.

You will be able to specify which sub preference(s) you **are interested in**, which sub preference(s) you **do not mind**, and which sub preference(s) you **do not want**. If you say you **do not want** a sub preference, you will not receive any offers for that sub preference, even if you get a high enough interview score for it. There is a defined period in which you should select your sub preferences and you will be given these dates in the email inviting you to interview/reserve list.

On the day of the interview

At the venue

We try to ensure a quiet environment for interviews. However, there will be a certain amount of low-level noise during the interviews.

If you need any reasonable adjustments under disability legislation, please email hcsapplicants@hee.nhs.uk at least 10 working days before your interview. We can only make adjustments if you have notified us in your application form that you have specific requirements.

If you have any issues on the day because of the venue, please speak to the on-duty senior manager from the School.

Arrival and timing

You will need to arrive a minimum of 30 minutes before your interview time, to allow enough time for your briefing and document check. When arranging your travel, please make sure you consider any possible delays. You should expect to be at the venue for up to two hours.

We may ask you to move to a different interview time if a slot becomes vacant. However, you are not obliged to accept this request. If you arrive late for your interview, we may not be able to offer you a later slot and you may have to forfeit your interview. Telephone us on **0121 695 2529** if you are running late for your interview.

If you cannot attend your interview, please notify us via email hcsapplicants@hee.nhs.uk no later than three days before your interview.

If you have any issues on the day about the timing of your interview, please speak to a member of our staff.

Document check

Upon arrival at the venue we will check your documents, including your identification and right to work documentation. You must bring the **original of each** of the following documents

- Passport
- Second form of photographic identification such as a driving licence, student ID or NHS staff ID
- Visa/Home Office documents if non-UK/EU/EEA
- International English Language Testing System (IELTS) examination certificate or alternative evidence of English language proficiency if applicable (contact us if you require further information regarding this)
- UK NARIC equivalence if you are relying on non-UK qualifications.

[\(https://www.naric.org.uk/naric/\)](https://www.naric.org.uk/naric/)

The document check normally takes place before the interview. However, it may be deferred until after your interview if you arrive late or if you agree to move up the interview timetable.

You will be given a name badge to wear during your interviews. Please make sure it is visible to the interview panel members.

Standards

All interview panel members are briefed on the interview process, and specifically on the importance of consistent scoring. The panel members may probe and challenge your answers and statements if they feel they need further information. However, they may also conclude the interview early, if they feel they have obtained enough information to assess you. Neither the questioning nor the early finish should give you cause for concern; both are consistent with the expected process for interviews.

Interview stations

The interview process is known as 'multiple mini-interviews'. This process enables us to evaluate your suitability, skills and experience through a series of relatively short,

focused interviews. Each interview station assesses a different aspect of the person specification.

At each interview station the panel will ask you four questions. Each station lasts 10 minutes and is designed to explore your knowledge and skills in a range of areas. You will start at any of the stations, and then rotate to each station until all four have been completed. The panel members will also score your communication skills.

Station	Area covered
1	General aptitude for science and understanding of scientific services in society
2	Specialism-specific questions to assess scientific knowledge and skills
3	Specialism-specific questions to assess scientific knowledge and skills
4	Values, behaviours, leadership and management with a focus on potential

Each interview station assesses you against the same scoring criteria. At the end of the four interviews, the scores from each of the stations together with the communication scores, are aggregated to give a quantitative measurement of your overall performance.

You are not permitted to take any notes with you onto the interview stations, and any notes you make in the course of the interview must be left at the station.

Operational aspects

The interviews are structured in streams, and two streams may run simultaneously. Each stream consists of four stations and each station usually has two interviewers. Four applicants are interviewed in each stream, with one applicant at each station at any one time.

You will be directed to the station where you will start your first interview. When the interview is finished, you will move to the next station in the sequence. This is repeated until you have finished all four interviews. Someone will guide you if you are not clear where you should be going. There will be one stream on each side of the room. You will not be facing the other stream, but you will be able to hear them.

Scoring

Each station will usually have two interviewers. However, due to unforeseen circumstances we may on occasion only have one interviewer at a station. Each interviewer will score you independently using a scale of 1 - 5. You will receive two scores from each interviewer; a total station score and a communication skills score.

If an interviewer gives you a score of 1 or 2 for either the station or communication skills, this will be reviewed and may result in you being deemed to have failed the station, whatever your total score. If two interviewers give you a score of 1 for either the station content or communication skills, you will automatically fail the station. You must pass all the stations in order to pass the selection process.

We quality check and review all scores before sending you the results.