

Interviewing Process for Applicants to the Scientist Training Programme 2020 (COVID-19 version)

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We are committed to delivering a fair selection process, despite the constraints imposed by the COVID-19 emergency. 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.

Exceptionally, in 2020, applicants will not attend a national interview event. Instead, we have started with the pool of applicants shortlisted for interview and created a ranked list based on

- Shortlisting score – in the event of two applicants being ranked at the same level, tie-breakers are applied based on individual application section scores and test scores
- Choice of specialty
- Preference for location/employer

From the ranked list, the highest-ranked applicants (1 being the highest rank) will be allocated to a training provider (employer). The rest will be allocated to a standby pool.

The employer will then carry out a confirmatory interview by Skype/Microsoft Teams. If you are unsuccessful at interview, you will be out of the process for this year. We will then allocate the highest ranked individual, for that specialty and location, from the standby pool.

Notification

Once allocation to posts have been made these will be released on Oriel, where you will also be able to see details of the post you have been allocated to. You will have 48 hours to accept or reject this allocation and offer of a local interview. You will receive only one allocation and if this expires or you reject it, you will not be allocated to another post and this will be the end of your application for this year. Accepting with upgrades does not apply this year, as there is no upgrades process. If you accept an allocation, please wait for the employer to contact you and arrange a date for your interview.

If you do not receive an allocation you will remain as a standby applicant; this will also be released on Oriel. You may receive further communications from us, should another applicant not accept, or be rejected at an interview.

Applications for more than one specialty

For this year only, you will not be considered for more than one specialty. If you have ranked high enough for allocation to more than one specialty, we have removed you from the specialty in which your application scored lower at shortlisting. This is unfortunate but necessary in these exceptional circumstances.

Choice of sub preferences (locations/employers)

You have recently been asked to re-select your sub preferences, based on the updated list of posts available for September. Based on this information, we will assume that you will accept, if offered, a post with any of the employers you have selected in your sub preferences.

The local interview

Your confirmatory interview with your allocated employer will be held via Skype. The employer will contact you to arrange a time and date for your interview.

In accordance with the Equality and Diversity Act 2010, if you need any reasonable adjustments that relate specifically to an online interview, please email us at hcsapplicants@hee.nhs.uk immediately.

For your interview, you will need access to a computer, tablet or smartphone that has the camera and microphone enabled, together with a stable internet connection. When the employer notifies us of the time and date of your interview, we will send you a Skype for Business/Microsoft Teams invitation. This will be sent from hcsapplicants@hee.nhs.uk

You will need to join the interview using the Skype invitation, promptly at your interview time. The interview will start with an identity check and you must have your identity documents to hand, that you will hold up to the camera. You must have 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

A full list of acceptable ID documents will be provided within the allocation communication.

If you are a non-UK/EU/EAA applicant you must email us as soon as you are notified of your allocation, with scanned copies of your

- Visa/Home Office documents
- International English Language Testing System (IELTS) examination certificate or alternative evidence of English language proficiency.

If you are relying on non-UK qualifications, you must also email us a scanned copy of your UK NARIC equivalence. Please email your documents to hcsapplicants@hee.nhs.uk

The interviewers will ask you to sweep your camera around the room, to ensure you are alone for your interview. You are not permitted to refer to any notes or to make any notes during the interview. You are also not permitted to record the interview.

The interview will consist of two panel members and possibly an observer.

Standards

All interview panels will have been briefed on the interview process and 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.

Interview questions

The interview questions have been taken from the selection of questions that had been prepared for the national interviews. They were set by members of the healthcare science profession and quality assured by the School. They align with the person specification for the programme.

The interview should last approximately 40 minutes and will consist of four specialist science questions and two leadership, values and behaviour questions. Once all the panel questions are complete, you will have the opportunity to ask questions about the department and role.

For each of the questions, the interviewers will be assessing the content of your answers and your communication skills. They have a score sheet and will be marking each element on a scale of 1 (serious cause for concern) to 5 (excellent).

At the end of the interview, the scores from each element will be added up. If an interviewer gives you a score of 1 or 2 for either the content of your answer, or your communication skills, this will be reviewed and may result in you being deemed to have failed the interview, whatever your total score. If two interviewers give you a score of 1 for any element (either content or communication skills), you will automatically fail the interview.

After the interview

We will endeavour to inform you of the outcome as soon as possible after the interview. There is no need for you to contact the school during this time.

If you pass the interview you will be offered the post via Oriel. You will be given a short amount of time to confirm your acceptance. If you accept the post, we will provide you with the contact details of the employer and the employer will proceed with pre-employment checks. All further correspondence will then need to be with the employing organisation.

If you decline the post, you will not be offered an interview for any other post and you will be out of the process for this year.

If you fail the interview, you will be out of the process for this year and will not be offered an interview for any other post.

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