

# Recruitment Procedure Policy

## Recruitment and selection Process

The information you have already supplied in your application form and references (if you have agreed for these to be obtained at this stage) will have provided us with very useful information about you.

This information has demonstrated that your experience, abilities and skills are likely to match those required by the vacancy. But you have been invited for interview and tests (if required) so that you can demonstrate that you are the best person for the job.

## Preparation

We ask you to keep the interview appointment and arrive in good time, usually ten minutes beforehand.

Please notify us if you are likely to be late, or can't attend.

If you need special access into the building for your interview or any equipment or arrangements to assist with a disability, please let us know in advance so appropriate arrangements can be made.

## The selection interview

The letter that invited you to interview will probably explain the length of the interview. The interview will be all or a panel of the Council. The members will have relevant knowledge that they will use to assess your suitability for the post. They type of information that they will try to draw out will be:

### **About You**

- An insight into the type of person that you are what makes you tick, your opinions

### **Your Knowledge**

- If employed: skills gained in your present and previous jobs, your working methods and ideas for improvement
- If recently in education: skills/insights gained both academically and in the wider context of your school/college/university
- If unemployed: skills gained in membership of local groups or activities etc

### **Your abilities**

- To apply the knowledge that you have gained
- To analyse, reason and judge
- To sort out problems

The panel are interested in finding out about your views, opinions and ideas.

If you are unsure about any question, please ask. Also remember that the meeting should be a two-way process, so, at the end of the interview; please ask any questions that you feel have not been answered. You will have the opportunity to discuss salary etc if you are offered the job.

### **Useful tips**

- Think before you answer the questions
- Listen carefully and ensure you reply to the actual question asked
- Ask for clarification if you do not understand
- Try to avoid closed replies. A simple yes' or no' is an opportunity lost but beware of rambling
- If you do not know an answer it is better to say so
- Try to relax! Easier said than done but the panel will make allowances for nerves

### **After the Interview**

You will usually be notified of the outcome within two weeks of the interview. If you have not heard after this time (or the date given to you at interview) please contact us for information