

Interview notes for candidates

What do I need to do to prepare for my interview?

If you have been shortlisted for interview the information below has been designed to give you as much information as possible about the recruitment process and how you can prepare yourself for your interview.

- You have received a letter inviting you for interview informing you of the date, time and venue. Please ensure you bring with you to your interview any documentation you have been asked for.
- Your letter will ask you to confirm whether you will be attending for interview or not.
- Your letter will explain if you need to prepare for a test or presentation.
- Read carefully through the job description and person specification and any other information you have been sent with regard to the post. Try to think about what is currently happening in the area you are applying for and think about the types of questions you may be asked relating to the post.
- You should also think about any questions you want to ask the interview panel and make a note of these to take with you.
- Leicester City Council is an equal opportunities employer who welcomes applications from disabled and under represented groups. If you think there is anything we can do to assist you at your interview please feel free to contact the recruitment team via email centralrecruitment@leicester.gov.uk or call us on 0116 454 1010 and we will be happy to deal with your request.

At your interview

Each candidate will be asked the same series of questions and the panel will take notes. This is so we can be fair and enables the panel to recall what a candidate said in order to determine who is the best person for the position. Each element of the interview will be scored against set criteria to ensure it is a fair and equitable process. You will have the opportunity to ask the panel questions with regard to the job, work and terms and conditions of the position.

Try to answer the questions with as much relevant detail as you can, trying to provide examples of your experience and achievements.

When will I be informed of the outcome of the interview process?

You will be informed of the outcome of the selection process as soon as possible.

I have been conditionally offered the position

This means you have been successful in the selection process and the offer is conditional dependent on the outcome of your pre-employment checks, i.e. references, medical assessment, DBS check (if applicable) and any other checks applicable to the position you have applied for.

Providing evidence of your eligibility to work in the UK

Following a conditional offer of appointment you will be asked to provide evidence of your eligibility to work in the UK. You will need to provide one or more of the original documentation to ESC:

- EU or EEA passport
- A document from a previous employer, the Inland Revenue, Benefits Agency or the Employment Service which shows your name and National Insurance number e.g. P45, P60, pay slip or a National Insurance card.
- Birth certificate confirming birth in the UK or Republic of Ireland
- A letter from the Home Office confirming you are allowed to work in the UK