

Interview Guidance

If this is your first experience of a criterion-based interview, bear in mind that it **does not** require you to:

- talk through previous jobs or appointments from start to finish.
- discuss your background and experience at a general level; or
- provide any information that is not relevant to the post for which you are applying.

A criterion-based interview **does**, however, require you to:

- focus exclusively on the criteria required for effective performance in the role; and
- provide specific examples of your experience in relation to the required criteria.

In preparation for the interview, you may wish to think about having a clear structure for each of your examples, such as:

- **Situation** – outline the situation.
- **Task** - what was your objective, what were you trying to achieve.
- **Action** - what did you actually do, what was your unique contribution.
- **Result** - what happened, what was the outcome, what did you learn.

It is strongly recommended that you familiarize yourself with the selection criteria outlined in this pack. The interview panel will ask you to provide specific examples from your past experience in relation to each of the criteria areas.

You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each criteria area. You may draw examples from any area of your work / life experiences. No candidate notes will be permitted in the test or interview room.