NHS
Mid Cheshire Hospitals
NHS Foundation Trust

Guide to Interviews

Because you matter

Congratulations!

You've been invited to an interview with Mid Cheshire Hospitals

Interviews can often feel like a terrifying ordeal... but they needn't feel so intimidating if you do a little preparation beforehand!

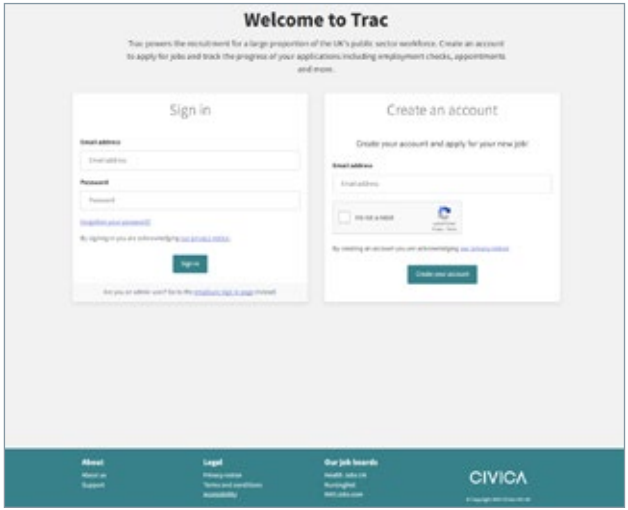
Accepting your interview via trac

When you are "shortlisted" (i.e. invited to an interview), you will get an email titled **"Invitation to Interview"** from an email address ending **@recruit.trac.jobs**

These emails are sometimes directed to your junk/spam folders, so please check them. You will also receive a text message (if you have set your TRAC account up to do that).

Log in to **TRAC** and accept your invitation to interview. For most vacancies, TRAC will then automatically allocate you a time. Once you have confirmed your attendance, TRAC will send you a confirmation email.

If you can't make the date/time, you can contact the Recruitment Team and ask if there is an alternative date or time available. We may not be able to offer this, but if you don't ask, you don't know!



Research

There are a few areas that you can research or prepare before your interview with Mid Cheshire Hospitals:

Research the Trust
There are loads of resources to do this, especially on-line. You can look at the Trust website: **www.mcht.nhs.uk**

Pay attention to the Trust values and mission statement! You could also "Google" Mid Cheshire Hospitals.

Research the Role
Read the Job Description and Person Specification. You could telephone the manager of the vacancy and ask them:

- What is a typical day?
- What are the main duties?
- What would your ideal candidate be like?
- What hours/shifts would you be expected to work?

Research the interview:

Is your interview face to face?

If it is, make sure that you know:

- where to go
- where to park (if applicable)
- how long will it take you to get there.

Check and double check the date and time of the interview

Gather anything you might need (ID documents etc). This will be explained in your invite email

Is your interview remote/on-line?

If it is, make sure that:

- you have downloaded MS Teams to your device and have registered your email address (make sure that you use the same one as on your application/TRAC)
- you have received the Teams invite/link. This will usually be sent by email the day before the interview. The email will come directly from the manager of the vacancy (so from a **xxx@mcht.nhs.uk** email address). Check junk/spam folders
- your phone/laptop/tablet works and you have speakers, a microphone and a camera
- you have reliable, stable Wi-Fi
- you have somewhere quiet (with no kids/dogs/postman to distract you).

Check and double check the date and time of the interview

Gather anything you might need (ID documents etc). This will be explained in your invite email

Personal presentation

If you were selling your car or your house, you would tidy, clean and polish to show it at its best. The same applies to yourself at an interview! People form "first impressions" almost instantly so here's how to nail those crucial first few seconds.

Here's how to nail those crucial first few seconds.

- **Be on time.** Want to give a terrible first impression? Arriving late, flustered and red-faced from sprinting along the corridor is sure to do that! Arriving slightly early will make you look calm, organised and punctual.
- **Dress appropriately.** Not every job interview requires a suit. So, how do you know what to wear? Dress a little smarter than you would for a normal day in the job that you are applying for. Avoid anything revealing. Make sure you're well-groomed (clean, tidy and neat) .
- **Switch your phone off.** A ringing (or buzzing) phone will distract both you and your interviewer.
- **Mind your body language.** Try to smile, make eye contact and sit up straight. Avoid fiddling or fidgeting, clenching fists, folding your arms and shrugging.

Be confident

Self-confidence means trusting in your own judgment and abilities. It's about valuing yourself and feeling worthy. Managers value confidence because self-confident people are generally more positive – they value themselves and trust their judgment. But they also acknowledge their failures and mistakes, and learn from them. Self-confident people are resilient and tend to perform better in a job.

So, how do you get more confident?
Fake it? Nope... Fake it, and you'll come across as arrogant. Arrogance happens when people feel insecure and need to try to hammer home the point of how good they think they are on the surface. Managers don't want an arrogant candidate!

Real, inner confidence comes from a place where you are sure and happy with yourself.

To truly learn how to be confident, you must know your value and take pride in it.

ACTIVITY

Confidence Boost!

Write five things about yourself that are valuable:

1
2
3
4
5

Interview Questions

The last thing you can do, is to prepare and pre-empt interview questions.

Some of the questions that you will be asked will be based on "technical" aspects of the role. These will be very dependant on the role that you have applied for. These questions might be similar to "What do you know about the INTEGRA system?" or "How would you take someone's pulse"?

Technical questions rely on your knowledge about the actual job.

You can prepare for these questions by looking at the Job Description and seeing if there is anything about the role that you don't know how to do. Try to fill any gaps in your knowledge.

Mid Cheshire Hospitals will also use some "Behavioural interview questions". This is when the interviewer will ask questions like:

- Tell me about a time...
- Give me an example of...
- Can you describe...

Examples of behaviours we may ask about:

- Communication
- Teamwork
- How do you relate to others
- How respectful are you
- Problem-solving
- Dependability
- Critical thinking
- Positive attitude
- Organisation skills
- Creativity
- Adaptability
- Conflict

You can look at the Job Description and Person Specification and think what question you might be asked. Think of an example of when you have used that skill. Examples can come from work, school, sports teams, volunteering and all different types of experiences.

Once you have thought of an example, make some **STAR** notes

Situation: describe the situation/background to your interviewer, so they understand the context of your example.

Task: explain the task, or the problem you faced.

Action: describe what action YOU took to deal with the situation.

Result: Explain the outcome/result, including any learning you took from the situation.

It's like telling a story about a time when you have used those skills in your past, so that your potential new manager can see you using those same skills in their role!

Be honest, but know when to stop.

ACTIVITY

Create some STAR notes for the following example question

Give us an example of how you have provided excellent care?

Good luck!

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mcht.nhs.uk @MidCheshireNHS MidCheshireNHS

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