

Candidate Guidance on the CCG Interview Process (RGD03)

How will I know if I was shortlisted for interview?

- Once the shortlisting has been conducted for a position, we will confirm the outcome via your NHS Jobs account.
- If you are successfully shortlisted for interview you will receive a message on NHS Jobs with the date and details for the interview.
- Any messages sent to your NHS Jobs account will trigger a notification to be sent to the email address that you used to register with the NHS Jobs website. So remember to check your NHS Jobs account and your emails regularly.

What do I need to do when I receive the invitation?

- The message you receive will include the date of the interview but NOT the time. In order to arrange a time, you need to telephone The Workforce Team on 01202 541523 to check what times are available.
- Once you have telephoned to book your interview time, this will be confirmed in NHS Jobs by us and this will appear on the homepage when you log into your account.
- If you would like to change the interview time you have booked or would like to withdraw your application at any time, please telephone The Workforce Team on 01202 541523.

What happens if I forget the details of the interview?

- The interview information is contained within the message we send to your NHS Jobs account. If you still cannot find the information, please contact The Workforce Team on 01202 541523 and we can arrange for this to be resent to you.
- Two working days before the interview date, a member of The Workforce Team will contact you to reconfirm the interview details and ensure that you still plan on attending the interview. If you have not seen or responded to our invitation prior to this telephone call, we will give you the opportunity to book in for an interview at this point (if any time slots are unfilled).

Do I need to do anything in advance of the interview?

- If you are required to give a presentation during the interview process, you need to ensure that this is prepared in the format specified. All of the necessary information for the interview is contained within the message we send to your NHS Jobs account – this includes details about any presentation that you may be required to give (subject, format and duration). Please read this message carefully and follow any instructions given. If you are still unclear about the presentation requirements of the interview, please contact The Workforce Team on 01202 541523 and we can check this for you.
- Re-read the advert and job description for the position and prepare any questions that you may have for the

interview panel. (NB: This is not mandatory and you will not be marked down for not asking questions.)

- Make sure you are clear about where you should attend for the interview, how you are going to get there and, if you are driving, what parking conditions/arrangements are. Ensure that you allow yourself enough time to arrive promptly for your interview.
- Before your interview starts, you will be asked to present a completed Candidate Document Collection Form (RMT05) and appropriate documents (together with photocopies) to prove your identity, address and right to work in the UK. Please ensure that you prepare this information in advance and have it available for the interview panel. The RMT05 form and further guidance can be found on our website: www.dorsetccg.nhs.uk.
- Any other pre-interview requirements will be contained within the message we send to your NHS Jobs account. Please read this message carefully and follow any instructions given.
- If you are unclear about the interview details or would like clarification on anything, please contact The Workforce Team on 01202 541523.

Will I have to pass any tests as part of the interview?

- All of the necessary information for the interview is contained within the message we send to your NHS Jobs account – this includes details about any tests (type, duration and when they will be conducted). Please read this message carefully and follow any instructions given. If you are still unclear about the test requirements of the interview, please contact The Workforce Team on 01202 541523 and we can check this for you.

What will happen during the interview?

- The exact content and format of your interview will depend on the position being recruited to and the preferences of the interview panel.
- At the beginning of your interview, the Chair of the panel will explain what will happen during the interview process and what the expectations are.
- As part of the interview, the panel will provide you with more details regarding the role (i.e. hours, base location, contract type, annual leave entitlement etc) and you will also be given the opportunity to ask any questions that you have for the panel.

When and how will I know the outcome of the interview?

- At the end of the interview, the panel will advise you on when and how you will be contacted to confirm the outcome (i.e. call on your mobile/landline by 5pm).
- The outcome will also be confirmed by The Workforce Team via a message to your NHS Jobs account.