

Interview preparation

What does it mean to be prepared for an interview

However much preparation you do beforehand, going into an interview is usually slightly nerve-wracking. Do not make the mistake of thinking that, after entering the room, the situation is out of your hands. There are still several techniques you can use to make sure the panel see you in the best possible light.

Preparation for the interview

It might appear obvious, but it is important that you prepare for the day.

- Make sure you are familiar with the job description and person specification.
 - Remind yourself of what you wrote in your application on how you met those requirements.
 - Learn about the organisation itself. – what makes it different from others and whether those differences will have an impact on your work.
 - Think about what type of questions will be asked about yourself and write down some thoughts on how you might answer them.
 - Prepare some questions to ask the panel. Be careful not to ask for information that has already been provided or discussed during the interview.
- Arrive in plenty of time and allow for contingencies. Remember some organisations can be quite difficult to navigate round. Have a 'Plan B' for how you will get to the interview. If you do get delayed, make sure you notify the appropriate person within the organisation as soon as possible.
 - Dress appropriately making sure that you send out the right signals about your confidence, self-discipline, and judgement. It might be useful to check the dress code of the organisation by looking at pictures of staff on the organisation's website or asking around.

First impressions

There are a couple of simple steps to take to create a good first impression:



During the interview

- Make eye contact with all members of the interview panel. Do not just focus on the person who has asked the question you are answering. It is important to engage with everyone.
- Smile! It suggests confidence.
- Be clear and concise in your responses.
- Structure your answers with 3 or 4 main points of examples from your own experience.
- Do not assume that the panel know the detail of what is in your application form or CV.
- Sell yourself – give real examples of 'how' you have achieved a positive outcome, specify what these were and the benefits. Be clear about what your personal contribution was.
- Remember to use 'I' rather than 'we'.
- Make sure you understand the organisation's mission and can talk about why it is important to you.
- Be aware of your body language. You want to convey that you are enthusiastic, positive, and energetic.
- Remember to ask questions as it helps demonstrate that you are keen and want the job.
- Always be positive.

Be My Interviewer

Click on the link below to be taken to the NHS Jobs website, where there is a tool that will help you be able to practice and perfect your interview technique with the help of videos from leading industry professionals. It will provide you with valuable and practical advice to prepare you for the toughest questions and interview scenarios you are likely to face.

[Be My Interviewer - NHS Jobs](#)

Tips for preparing for an NHS interview

Understand the role and NHS values

- Study the job description and know the skills required.

Use the STAR technique

- Prepare examples using the Situation, Task, Action, and Result format to answer competency-based questions effectively.

Research the NHS Trust

- Familiarize yourself with the NHS's core values.

Prepare examples

- Note relevant experiences against each requirement.

Know common interview questions.



Advice for jobseekers and useful resources

How to apply for jobs

[Help and support for applicants | NHSBSA](#)

Applying from overseas

[Applying from overseas - NHS Jobs](#)

Pre-employment checks

[Pre-employment checks - NHS Jobs](#)

