



### Preparing candidates for interviews

You will want to give candidates at least five working days' notice so that they have time to make arrangements to attend.

You will want to prepare carefully for interviews to give applicants the best impression of your setting. You may wish to send or signpost to a video on your website which showcases the setting or the benefits of working for you. You may wish to build in time to give a tour of the provision on the day of interview or on an earlier date. This can help candidates to relax and give an opportunity for them to formulate questions for the interview based upon what they see.

Think about how you lay out the room you use for the interview. Is it accessible? Is it comfortable, with everything you need such as a table and enough chairs? Are there glasses of water and is the room a comfortable temperature?

### Preparing yourself and the panel for interviews

- Ensure you have enough time set by as you will need approximately an hour for each interview. This allows the interview panel time for discussion and scoring between each candidate.
- You will want to have at least two people interviewing and ideally, the same people will interview each candidate to ensure consistency and will be the same people who shortlisted.
- At least one person on the interview panel should have undertaken Safer Recruitment training.
- Consider other ways candidates may be able to demonstrate the skills and knowledge you are looking for. Do you need to see them demonstrating a prepared activity or supporting and communicating with children?



## Information to send to candidates before the interview

Think about the information candidates may need to enable them to best prepare for an interview at your setting. Well prepared candidates who know what to expect and what you want from them are most likely to effectively demonstrate their skills and knowledge. For example:

- Provide directions and instructions about parking.
- Inform candidates approximately how long they will be with you.
- Ensure you ask them to bring any paperwork you need to see, such as certificates and proof of UK residency. Viewing these at the interview stage can save you time and the successful candidate another journey.
- Are you going to ask candidates to prepare an activity or presentation or are you wishing to view them in practice with the children? If so, think carefully about the information they will need in advance to help them best demonstrate what you hope to see.
- You may wish to advise candidates on what sort of clothing and footwear would be appropriate, particularly if you are asking them to work directly with the children as part of your interview and selection process.

## Interview questions

- Use your Job & Person Profile (JPP) to devise interview questions and ensure these are broad enough to cover all of your selection criteria. Your questions should enable candidates to give you examples of what they know, their experience and their skills which are most relevant to the role you are recruiting for.
- Ensure your questions only relate to the JPP and be mindful of not asking about aspects related to protected characteristics such as parental status, retirement, or disability. Actively promote equality of opportunity, ensure you use inclusive language and be aware of your own bias and preferences, so they do not influence your decisions. You may wish to look at The Equality through the Recruitment Process factsheet.
- Consider Warner style questions as detailed in Safer Recruitment Best Practice Guidance.
- Ask all questions in a consistent way to be fair to all candidates.



## Scoring and making a decision

- It is advisable to devise a scoring sheet and scoring system to score responses and what you have seen candidates demonstrate. You may wish to use a simple numerical scoring process. You may choose to weight particularly important criteria. Please see Safer Recruitment Best Practice Guidance for information on scoring for interview.
- Scores should be totalled to find the highest scoring candidate, who, judged against your criteria, should be the most suited to the role. If all candidates fall short of your minimal essential requirements, you must then make the decision as to whether the standard is sufficient to make a job offer or if you need to re advertise.
- Giving specific feedback is helpful for successful and unsuccessful candidates. By using the information on your score sheet, you can give feedback on which were strong areas and which are areas for development.
- Ensure each shortlisting score sheet is kept securely for a set period of time in line with your GDPR policy.

