

Preparing for interviews

It is extremely important that you are properly prepared before an interview. You might consider putting together a selection pack for each panel member. This will include the job description, person specification, interview questions and applicant assessment log.

You must ensure that each member of the interview panel has a copy of the application forms and they are given enough time to look through details prior to the interview.

Notes should be made on each interview, to ensure that the process is fair and equitable. This will enable you to provide applicants with detailed feedback should this be requested.

During the interview, you must ensure that all conditions of employment are explained. You should include:

- Rates of pay and conditions, including holiday pay
- Probationary periods (if applicable)
- Contracted hours of work
- Work base and setting environment
- Care standards
- Method of payment for salary

It is also particularly important to raise any unusual aspects of the job, such as covering at other establishments and expected child pick-ups and drop-offs.

Where an external appointment is made, it must be made clear to the prospective employee that appointment will be subject to satisfactory references being obtained (if not already) as well as the Enhanced DBS Disclosure clearance, and a satisfactory medical screen.

Where appropriate to the job, driving license details and insurance details must be inspected and checked prior to engagement.