**Candidate: Police Staff Virtual Interview Information**

# Prior to Interview

* Your interview will be held via Microsoft Teams. Ensure you can access the lobby to your interview prior to it taking place by clicking the “Join Teams Meeting” link that has been sent to you. You do not require a Microsoft Teams account to access the link. Help on how to access the lobby without an account can be found [here](https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EBBAAA=Desktop). If you are an internal candidate and using a force account for your interview you will not be placed in a lobby and will enter directly into the video call.
* Test your microphone and camera prior to your interview. You will not be able to test your microphone or camera within the Teams lobby, therefore if you have any major concerns about the functionality of your microphone or camera then please contact the Alliance Resourcing Department (details below).
* Ensure you are in a closed room with no background noise and where you will not be disturbed.
* Check the room and remove anything which may cause a visual or audio impairment.
* Switch off your mobile phone or turn it to silent prior to the interview starting.
* Ensure you have water, pen, paper or any other materials you may require throughout the interview.
* If you require any reasonable adjustments then please ensure you contact the Alliance Resourcing Department.
* If you require any help or support with Microsoft Teams then please use the link [here](https://support.microsoft.com/en-us/teams).
* Useful Guidance designed to assist you with your interview can be found here - [Reference material - Dorset Police and Devon & Cornwall Police](https://recruitment-dcp-dp.org/resources-reference-and-faqs/reference-material/)

**Failure to observe the guidance notes may result in technical issues on the day preventing your interview from taking place.**

# Reasonable Adjustments

* In line with the Disability Discrimination Act 2005 and the Public Service Equality Duty, Dorset Police and Devon and Cornwall Police are committed to promoting equal opportunities for disabled people. We take this commitment seriously and disclosing a disability will not affect your offer of employment.
* Candidates who consider themselves to have a disability, as defined under the Equality Act, and those who have any specific needs that may impact on their ability to undertake the structured interview and any related assessments/tests, should contact Alliance Resourcing who will consider appropriate reasonable adjustments. Any adjustments agreed will aim to put the candidate on a ‘level playing field’ with other candidates.

# Dress Code

* You should wear business attire as if you were attending an in-person interview.

# Start of Interview

* Once you have been accepted into the interview the Chair or a member of the interview panel will ensure that you can clearly hear and see each other. Once confirmed, they will introduce the panel. You will be required to keep your video on for the entirety of the interview.
* You will be asked to confirm if you have any reasonable adjustments that have not been accommodated for.

# Interview Question Review Period

* Prior to your interview starting you will initially be given time to review the interview questions.
* The questions will be provided to you via a message in the Teams chat.
* You will be afforded two minutes per question to review these. For example, if there are six questions you would be provided with twelve minutes.
* During this time you can make notes which you can refer to during your interview.
* The purpose of this time is not for you to script out your response, which you wouldn’t have time for, but allow you the opportunity to see what questions are coming. It will also help you to plan where you could apply any examples. It’s not there to catch you out or panic you, but to help you to gather your thoughts.
* We recommend you do not waste time writing the questions down as these will also be displayed to you during the interview.
* You must remain in the Teams call during this time with the camera left on. The interview panel member will leave the call and rejoin once the time is complete.
* You will be able to refer to your notes made during this time or other reading materials during the interview, however the interview must be completed in isolation unless reasonable adjustments require you to have another person or persons present.

# Interview Process

* Once your Interview Preparation Period is complete, the interview panel will join the call who will introduce themselves and check you can see and hear each other. You will be required to keep your camera on for the entirety of the interview.
* The interview will be structured, which means all candidates will be asked the same questions so that a consistent assessment can be made.
* The question, including the behaviour/ criteria being assessed, will be read out to you as well as displayed on the screen.
* The questions will be asked in rotation and the Chair of the interview panel will inform you the order the questions will be asked.
* Please address your response to the screen when answering the question. Panel members may write notes during the interview. Please do not let this distract you as the purpose of the notes are to assist the panel only.
* Supplementary questions may or may not be asked. The aim is for the interview panel to support you to give the most rounded response.
* You should not assume that the interview panel have any prior knowledge of your application, or that they have a copy of your application form to refer to. It is therefore very important that you listen carefully to the questions asked and answer them to the best of your ability with as much detail as possible.
* Be mindful of timings. The Chair of the interview panel will inform you how long the interview will take. If necessary, during the interview they will remind you that you are running out time so that you can conclude your response. This is so we can be fair to all candidates.
* You will be given the opportunity to ask any questions about the interview process prior to it starting.
* Once you are comfortable, the interview will begin.

# Conclusion Prompts

* When the interview concludes you will be given the opportunity to ask any questions.
* The Chair of the interview panel will inform you the date it is anticipated that results will be provided if this has not already been advised.
* If you are successful at interview then your appointment would be subject to pre-employment checks relevant to the role. These include vetting, references (if external), medical (if applicable) and fitness test (if applicable). Only once all have been considered satisfactory will you receive a formal offer of employment.
* To protect the integrity of the selection process, you must treat the interview as confidential and delete any record of the interview questions. Do not discuss the questions with other candidates.
* The Chair will thank you for coming and conclude the interview. You may then end the Microsoft Teams call.

# How to contact us

* Should you have any queries please contact us at [alliance-policestaffrecruitment@Dorset.PNN.Police.uk](mailto:alliance-policestaffrecruitment@Dorset.PNN.Police.uk) and one of our team will respond.