

Before:

Check the date and time of the interview

Gather anything you might need.

Do your RESEARCH!

On the day:

Be presentable (wear formal clothes) and on time

Switch off your phone before starting your interview

During:

Don't be afraid to ask for things to repeated

Don't rush- take a sip of water if you need to

Types of Question	How to answer
Competency-based	This is when the interviewer will ask questions like: • Tell me about a time... • Give me an example of... • Can you describe... To prepare for this you can look at the Job Description and Person Specification and think what question you might be asked. Think of an example of when you have used that skill. Examples can come from work, school, sports teams, volunteering, and all different types of experiences. In these questions, try to give example using STAR technique. It is always good to have examples prepared before the interview.
Values-based	Like every organisation MFT has some values and it is very important that all MFT staff share the same vision and values. MFT values are as follows and it is good to know these values as well preparing some examples on how you fulfil these values personally or professionally. • Everyone Matters • Working Together • Dignity and Care • Open and Honest In these questions, try to give example using STAR technique. It is always good to have examples prepared before the interview.
Technical	Technical questions are to test your knowledge and understanding of the actual job. These will be very dependent on the role that you have applied for. Examples could be: "What do you know about the Hive system?" or "How would you take someone's pulse?" You should look at the knowledge section of the person specification to help you prepare and research things you are unsure of.

Examples of skills, experiences and behaviours we may ask about:

- Communication
- Teamwork
- How do you relate to others
- How respectful are you
- Problem-solving
- Dependability
- Critical thinking
- Positive attitude
- Organisation skills
- Creativity
- Adaptability
- Conflict

STAR technique

This is a common way to ensure you answer most types of questions in enough detail:

- **Situation:** describe the situation/background to your interviewer, so they understand the context of your example.
- **Task:** explain the task, or the problem you faced.
- **Action:** describe what action YOU took to deal with the situation.
- **Result:** Explain the outcome/result, including any learning you took from the situation.

It's like telling a story about a time when you have used those skills in your past, so that your potential new manager can see you using those same skills in their role.

STAR

Situation

Task

Action

Result

Examples	Team Work	Caring for Others
Situation	In my own time I volunteer as part of a local club.	I have cared for one of my family members.
Task	I worked as part of a small team to organise the summer party which included a meal.	The family member needed help with washing, dressing and feeding.
Action	When discussing the party with the group I offered to arrange the food. I listened to everyone's suggestions and worked with the person managing the money to determine what to buy. On the day of the event I asked another volunteer to help me set the food up.	I assisted the family member with the tasks above when they were struggling to complete them by themselves. I tried to help them remain independent for as long as possible.
Result	The party was a success and all the guests commented on how great the food was!	The family member was cared for at home for a number of years.

Other methods

We use a range of methods as part of the selection process, and this will vary depending on the requirements of the

Your questions

Have some questions ready for the interview panel. These show that you are interested in the job and want to know more. Some examples of what you can ask may include:

- How big is the team?
- What are the team goals for this year?
- What are the team's priorities?
- Do you provide professional development?
- Is there scope to progress within the same or different department?

role. As well as an interview methods may include: presentation to be prepared in advance, unseen task, assessment centre. **You should read the email sent to you carefully to understand what is required to support you in your preparations.**

Good luck!