

## Generic Skills Training Courses

### The Job Interview: A Conference for Specialist Registrars

This one-day course is designed for Specialist Registrars who are or will be applying for posts as consultants and who wish to enhance their interview skills at this level.

The conference has two main purposes and benefits for the prospective employee and the employer:

1. To raise the level of interviewing skills in order that interview candidates are more prepared and therefore better-abled to represent themselves. This is intended to help level the interview playing field so that extrovert performers do not gain a disproportionate advantage over other equally or better qualified candidates.
2. With enhanced advance preparation and interview skills the candidates will be able to more accurately assess their own suitability for a specific post and thereby help minimise the 'square peg in a round hole syndrome'. This improves the recruitment process and helps trusts / hospitals to employ consultants better suited to their requirements.

The programme begins with an overview of the recruitment / selection process and systematically proceeds through the following stages:

- preparing yourself well in advance so that you can demonstrate your abilities in audit, governance, leadership, management, research, teaching etc.
- searching for and identifying suitable posts;
- preparing your CV / application form;
- visiting the hospital and meeting people;
- understanding what the interviewing panel are looking for;
- identifying key messages to communicate;
- systematically answering questions through the use of clear frameworks;
- practicing responses to difficult and challenging questions;
- and, communicating and following up details with HR.

Numerous details are provided including checklists for the stages of the recruitment and selection process; interviewing; difficult questions, consultant contract, discussions with HR etc. **Please bring 4 copies of your CV for discussion, and for use during the interview session.**

During the afternoon, each delegate is interviewed by a panel of colleagues. They are assessed with the use of a checklist and oral feedback is given on performance by colleagues. If you would like to record your interview **bring your smartphone** and this can be fitted to a tripod, thus enabling you to revisit and, perhaps, revise your interview performance.

By the end of this seminar you will:

- be familiar with the stages of the recruitment / selection process
- be familiar with the stages of an interview
- be able to submit an appropriate application

- be able to match skills, knowledge, experience and motivation to those required by the post
- understand the impact of body language
- be able to handle difficult questions
- have identified key points to communicate to the interview panel
- have practiced your interview technique
- have received feedback on the strengths and limitations of your practice interview.

**Course Duration:** One day

**Course tutor:** Dr John P. Wilson

**Timetable**

09.00 Registration and coffee  
09:30 Theories and practices of the interview process  
11.00 Refreshments  
11.15 Theories and practices of the interview process  
12.30 Lunch  
13.15 Interview exercise  
15.15 Refreshments taken in groups  
15:30 Interview exercise continued  
16.00 Plenary discussion  
16.15 Summary  
16:30 Close

**To obtain your attendance certificate for this course you must complete the on-line evaluation form by going to <https://healtheducationyh.onlinesurveys.ac.uk/jobinter> within 2 weeks of completing the session.**

**Upon receipt of your completed evaluation form, a certificate of attendance will be emailed to you approximately 2 weeks after attending the course.**