

**Health Education  
Yorkshire and the Humber**

**Generic Skills Training Courses**

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

This one-day conference 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 is designed to provide information on what the interviewing panel are looking for. It also systematically proceeds through all the stages of the interview process and provides practice and tips on responding to difficult questions and challenging situations. Numerous details are provided including checklists for the stages of the recruitment and selection process; interviewing; difficult questions, consultant contract etc.

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 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
- will 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://healtheducationh.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.**