**Candidate: Police Staff In Person Interview Information**

# Prior to Interview

* You will be notified of the location of your interview. Ensure you are familiar with arrangements for parking and that you leave sufficient time for this.
* Please switch off your mobile phone or turn it to silent prior to the interview starting.
* If you require any reasonable adjustments, then please ensure you contact the Alliance Resourcing Department.
* Your interview must be completed in isolation unless reasonable adjustments require you to have another person or persons present.
* 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/)

# 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 smart business attire.

# Right to Work Check & ID Documents

* At the start of your interview a right to work and identification check will be completed. Please ensure you bring with you the correct documentation and please see to follow guidance: [Right to Work and ID Document Guidance](https://recruitment-dcp-dp.org/media/vlxhg01t/id-right-to-work-info-doc.pdf)
* If you are currently employed by Devon & Cornwall Police or Dorset Police, this check is not required. If you are engaged as an agency worker, Volunteer, including Special Constable, Contractor or Retiring Police Officer, this check is required.

# Interview Question Review Period

* Prior to your interview starting you will be given time to review the interview questions.
* 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.
* The questions will be provided to you with space under each one to record your notes which you can then bring into your interview to refer to.
* 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.
* You will be asked to confirm if you have any reasonable adjustments that have not been accommodated.

# Interview Process

* The interview will be structured, which means all candidates will be asked the same questions so that a consistent assessment can be made.
* Each question, including the competency/ behaviour/ criteria being assessed, will be read out to you.
* The questions will be asked in rotation and the Chair of the interview panel will inform you the order the questions will be asked.
* 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 the Chair 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.

# 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.