Self-Assessment and Online Interviews

Guidance for Applicants

This guidance should be used in conjunction with the Applicant Guide and details altered processes necessitated by the Covid-19 pandemic.

The selection process will consist of self-assessment within the application form followed by an online interview. Applicants will need to provide supporting evidence to recruitment teams to justify the score they have awarded themselves.

Submitting Supporting Evidence

Recruitment teams will advise applicants on the method and deadline for uploading supporting evidence, together with the format in which they wish the evidence to be presented. Applicants should ensure that they present the evidence in the requested format. Failure to do so could result in your evidence being rejected and/or the self-assessment score being revised downwards.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team. It is recommended that applicants prepare their evidence alongside their application form.

Deadlines for submitting supporting evidence will be detailed in advertisements for posts.

Recruitment administrators **will not** be able to upload evidence on behalf of applicants and once the deadline for submission has passed, applicant access will be withdrawn.

Evidence Verification

Submitted evidence will be verified against the self-assessment criteria for all applicants. Where the evidence submitted does not match the score awarded, the score will be adjusted accordingly.

On completion of the verification process, applicants will be sent their verified score, together with the verification panel's feedback explaining any changes to score. Where the applicant disagrees with the score awarded, they can lodge an appeal.

Where the applicant score differs from the assessor score by 10% or more of the overall score, applicants should expect to be contacted by an assessor, as part of a probity process.

Appeals against scoring must be lodged within 48 hours of the scores being sent to applicants. No additional evidence can be submitted. The appeal should highlight why the applicant feels that the score should be adjusted, based on the evidence that was initially submitted and verified.

Appeals received after the 48 hour deadline will not be considered.

The outcome of the appeal is final and there is no further recourse for dissatisfied applicants. Disagreements over self-assessment scores fall out of scope of the MDRS Complaints Policy.

Invitation to Interview

Shortlisted applicants will receive an applicant declaration form that must be read, signed and return to the recruitment team by the stated deadline.

Applicants who have not returned a completed declaration by the deadline **will not** be interviewed.

Online interview

All interviews will be undertaken using Microsoft Teams. Applicants should ensure that they install the MS Teams app prior to their interview taking place. As soon as the link to join the interview has been received, applicants should ensure that they test this from the device they plan to use for their interviews as they may need to source an alternative device to ensure connectivity. Any applicants unable to connect should contact the recruitment team at the earliest opportunity. When testing the link, applicants should reach a screen that states that the host will commence the meeting shortly or similar wording.

If you are unable to connect directly from the link, try pasting the URL link into the browser, or try using an incognito browser.

On the day of the interview, each applicant should click on the link and join the call 5 minutes prior to their allocated time. Applicants will be kept in the lobby area until the interview panel are ready for them at which time they will be admitted into the interview.

Applicants should ensure that their camera and microphone are turned on and working correctly prior to joining the call. Interviews will be terminated where the panel cannot see the applicant.

Before the interview commences, applicants will be briefed on the interview process and will be required to confirm their identity with the interview administrator. It is therefore important that applicants have suitable photographic ID available (passport or UK photo driving licence). In addition, applicants will be required to move their camera to show the entire room where they are undertaking the interview, to confirm that nobody else is present.

Once identity has been confirmed, the administrator will advise the interview panel that the interview process can commence.

The interview **must not** be recorded by either the applicant, the administrator or the panel members.

On completion of the interview, the applicant should terminate their connection to the call and the interview process is complete.

Technical Specification

MS Teams can be downloaded at: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free

System requirements to run MS Teams can be found at: https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app

It will be necessary to shut down any non-essential applications during the interview such as email, chat, Facebook, Twitter, Skype etc.

Technical Difficulties

Where significant technical difficulties are experienced during the interview process, which make the interview impossible to complete, recruitment teams will aim to rearrange, where possible, the interview at a later date/time. Where the interview has been partially completed,

only the questions that were disrupted will be rerun; scores from interview questions completed without disruption will stand.

Please note that neither the panel members nor recruitment administrator can provide technical assistance to applicants for issues experienced with hardware or as a result of poor internet connection.

Technical issues that happen outside of the interview itself, need to be reported to the recruitment team, with details of the issues experienced, with screenshots, where possible, within one hour of the allocated interview time. Technical issues reported outside of this timeframe will not be considered.

Following agreement of technical disruption, recruitment teams will provide one alternative interview date/time. Applicants must ensure, wherever possible, that they are available for the rearranged time.

Non Attendance at Interview

Where an applicant fails to attend their allocated interview slot, including non attendance due to difficulties, and does not make contact with the recruitment team, they will be deemed to have withdrawn from the selection process. No further interview slot will be offered.

Where contact is made with the recruitment team prior to the interview date/time, outlining the reasons why attendance would not be possible, recruiters will explore the possibility of offering an alternative date but there is no guarantee that an alternative interview slot will be offered.

Raising Concerns

If you have concerns about the way that the interview was conducted or that the published process was not followed, you should raise these by email on the same day as the interview was conducted. Correspondence should be sent to: INSERT EMAIL ADDRESS

Concerns will be escalated to the Clinical Lead or Lay Representative, where used, for review and investigation. Where additional information is required, applicants will be contacted directly by the Clinical Lead, Recruitment Lead or the Lay Representative. Once the investigation has been completed, the applicant will be advised of the outcome.

The decision of the Clinical Lead is final. There is no further route of appeal.