

Interview guidance



Before the interview

- You should know about any company/service before wanting to work for them, but before the interview ensure you've looked at the website. Ensure you research all relevant information e.g. our values, visions and structure.
- Review the job description and person specification – really understand what it is you're applying for.
- Think up your own questions in preparation – create questions based on the job description and person specification that you think the interview panel may ask you. An example of this would be:

Criteria	Must be able to work within a team
Question	Can you please give us an example of when you have worked within a team to achieve a goal/task?

- S.T.A.R format- research and use the S.T.A.R format to structure your interview questions, practice this beforehand. An example answer using STAR would be:

Question: what do you do when you make a cup of tea?	
S	I'd been at work all day as a shop assistant, on my way home I thought about what I wanted to eat and drink when I got home. I decided I wanted to make a cup of tea when I got in.
T	Once I got home, I started making my cup of tea.
A	Over the next 5 minutes I carried out all the actions that enabled me to make a cup of tea. I took the kettle off the stand, I then ran the tap and filled the kettle $\frac{3}{4}$ of the way up. I closed the kettle lid and then put it back on the stand. I switched the on button on. Whilst the kettle was boiling, I took a cup out of the cupboard, put 1 tea bag out of the jar into the cup, I took 1 spoon out of the drawer and loaded the spoon with sugar from the sugar jar, I then dispensed the sugar into the cup. By the time I had done this the kettle had boiled and switched itself off. I used my right hand to pick up the kettle and pour the appropriate amount of water into the cup. I stirred the tea bag, sugar and water using the spoon until I felt like it was ready to take the tea bag out. I used the spoon to squeeze the tea bag and I then put the tea bag in the bin. I then stirred the tea again whilst pouring a splash of milk, I had previously got the milk out of the fridge, and once I had poured the splash I then put the milk back. I stirred the tea one final time.
R	After completing all of the above steps, I was able to go and sit down after my long day at work and drink my cup of tea.



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- You will receive an invite before your interview telling you time and location, therefore you will already know where to go.
- If your interview/assessment date/time doesn't work for you, email recruitment@cambsfire.gov.uk and let the recruitment team know. They may be able to reschedule for you.
- If you have any questions about the interview/ assessment process before the day, please get in contact with the recruitment team.

On the day of the interview

- The interviewer's role is to capture as much relevant information from you as possible therefore detailed examples need to be given. Using the S.T.A.R format will help you do this.
- If you are asked a question that you don't understand or need repeating that's absolutely fine to ask the interviewer's to re-phrase or repeat.
- You can take notes in with you if you wish, but we advise for all candidates to not read from the notes constantly, use your notes as prompts where necessary.
- Your interview will last approximate one hour unless told otherwise.
- After your interviewer's have asked all questions you will have the opportunity to ask any of your own questions.
- The interviewer's will give you a predicted date of when you should hear the outcome.

After interview

- The recruitment team will be in contact with your outcome.