

STAR Method

- ★ **Situation** - the situation YOU dealt with.
- ★ **Task** - the task YOU were given to do.
- ★ **Action** - the action YOU took.
- ★ **Result** - what happened as a result of YOUR actions and what YOU learnt from the experience.



Compassion

- Helping others in need
- Being caring and supporting
- Showing empathy
- Being non-judgemental



Accountable

- Providing safe care
- Taking responsibility
- Doing the right thing
- Delivering quality improvement



Respect

- Building trust
- Being open and honest
- Recognising achievement
- Celebrating success
- Encouraging others



Everyone counts

- Putting people first
- Working together
- Valuing our differences
- Promoting inclusion
- Believing in myself and others

APPLICATION AND INTERVIEW GUIDANCE



If you are interested in the possibility of a career within the NHS, please visit the NHS Jobs website or scan the QR code:



- Covering the necessary skills and tips to use in your write up of a successful application.
- Looking at important interview techniques, that will promote your attractive qualities to an employer.

How to complete a good application...

Do...

Check your spelling and grammar.

Read the Job Description and ensure that you meet the essential criteria.

Show a detailed understanding of the role and the Trust's values.

Include facts about yourself that will separate you from the crowd. A skill, or a captivating example of where you've worked well in certain situations.

Explain any gaps in education or employment.

Write enough.

Include references and supply their contact details.

Be confident, but not overbearing.

Don't...

Cut and paste, or repeat what you've already said.

Fail to include enough detail or relevant information.

Over-exaggerate.

Leave it until the last minute.

Use informal 'chat'.

Use an inappropriate email address.

Use outdated references or resources for your research.

Don't appear over-confident. This can put employers off.

Use a complicated layout, or fonts that are difficult to read.

Top tips...



They don't necessarily know who you are when you apply.



Your personal statement makes you stand out.



Always ask others to proof read your application for you.



If you are not successful, ask for feedback.

Do...

Ensure that you're wearing a smart and presentable outfit.

Arrive at least ten minutes early. This gives you time to prepare yourself mentally, and shows eagerness.

If offered water, take it. Taking sips will give you more time to answer questions.

Use the STAR method (See overleaf) when answering questions.

Back up your answers with relevant supporting evidence.

Prepare a couple of questions to ask at the end of the interview. This shows a deep interest in the role/ organisation.

Use polite and professional language.

If asked about weaknesses, try to turn them into a strength.

Don't...

Arrive late.

Come dressed inappropriately.

Use inappropriate language, profanities or slang.

Come to an interview without a good understanding of the Trust, how it operates and its key values.

Speak as though you only want the job for the money, or as a temporary job. This is very unappealing to the employer, as it shows lack of passion and loyalty.

When asked if you have any further questions/ enquires, don't say no to this.

Top tips...



Set your day up correctly, leaving extra time.



Plan your outfit well, first impressions count.



Take a drink of water, or if offered a glass take one.



Actively listen. Ask for a question to be repeated if unsure.