

Interview tips

Invitation to interview letter/email

If your application has been shortlisted you will receive an invitation to interview by email from the Recruitment Department. If you applied by hard copy you will receive an invitation by letter.

The invitation will state the time, date and venue of your interview and the names of the panel members. A map to the venue is usually enclosed, but if you would like further information, please visit our [Where Can I Work?](#) page. If you are unable to attend the interview at the time or date stated, you should contact the [Recruitment department](#) as soon as possible. They will consider rearranging the interview with the recruiting manager. However, as this is dependent on availability of the venue and interview panel, a rescheduled appointment cannot be guaranteed.

As part of the interview process, all candidates must complete an Occupational Health Questionnaire. If you do not complete the questionnaire on the day of interview there will be a delay in processing your application if you are successful at interview. Please see the [FAQs](#) section for more information about Occupational Health.

All candidates must prove their eligibility to work in the UK by bringing original documents to the interview. No offer of employment can be made until these documents have been provided. More information about this policy and details of which documents can be provided can be found [here](#).

It is essential that you contact the [Recruitment department](#) as soon as possible to confirm or decline the interview,

Prepare for your interview

Don't worry

It is usual to be nervous before an interview but there is really no need to worry. The interview panel are not there to catch you out or ask you impossible-to-answer questions. Their purpose is to ask questions relevant to the post and to listen to your answers. All questions will be related to your knowledge, skills and experience. The best thing to do is prepare as much information about these as you can, so you don't have to flap when thinking of answers.

The panel will ask questions which relate to the criteria on the person specification. They will score your answers to each question and you must demonstrate at your interview that you meet all the essential criteria. You can prepare by reading through the person specification and noting relevant examples of your experience and skills.

Take questions with you

It looks very professional when you put questions to the panel. These can be questions prepared in advance or those asked in response to comments and questions from the interview panel.

Do your research

It is always a good idea to learn as much as you can about [NHSBT](#) before your interview. There is a lot of information about the organisation available on our website, www.blood.co.uk or www.jobs.nhs.uk

First impressions

It is important that you look smart and professional at your interview and you should try to wear a suit or a collared shirt, whatever post you are being interviewed for. Always try to smile when you greet the panel members and introduce yourself if you think this is applicable. Shake hands with panel members when they stand up to greet you. The names of the panel members are given to you in your correspondence from the Recruitment Department and you should pay attention to who the panel members are when they introduce themselves.

After your interview

Ensure that you have asked the panel everything you wish to.

When all interviews have been completed, the panel will make a decision as to which applicant is most suitable for the post based on their answers.

If you have any queries about your interview, then please contact the [Recruitment Department](#).

Please see the References document on the Recruitment Process page of our website to learn more about that part of the Recruitment Process.