



Recruitment Interviews with ABL

This mini guide has been written to explain what to expect from a recruitment interview with ABL. No matter which service you are applying to work in, there are some common areas that can help you to prepare and know what to expect!

1. Receive your invite to interview

Usually if you have been chosen for interview you will receive confirmation of this to the email address you provide on your application form. We try to make this contact within 1 week of the advert closing date.

Read your invitation carefully and make sure you confirm back to us if you can attend at the time and date given.

If you cannot attend the time given for your interview and would like to re-schedule, you can call us to see if there are any other available times. We will try our best to accommodate requests but this may not always be possible.

2. Prepare beforehand

Read the recruitment pack for the job you have applied for, especially the job description.

Learn about ABL from our website. It is important to us that our staff share our values and they influence all of our activities!

If you think you may need any adjustments for your interview then please contact us to discuss this and we will do our best! This could be checking the lighting in the interview room, being in a wheelchair accessible room, providing information in different formats.

If it would help you to see the interview room in advance, we can provide photos to you by email. Please just ask if this is something you want.

If you have been asked to bring any documents (usually ID documents) to your interview in your invite letter, make sure you have them ready to bring with you on the day.

3. Arrive Early

Plan your journey to our office and make sure you give yourself enough time to get to your interview at least 10 minutes early! This will make sure you have a few minutes to relax and compose yourself before coming in.

It is much better to be early and wait a few minutes than to arrive late for an interview!

If you think you may be late, if you are stuck in traffic or your transport is late, call us and let us know so that we can plan our time accordingly.

4. Greetings

When you have arrived at the interview venue, go to the reception or to the place listed in your invitation letter where you will be greeted by our friendly staff.

Being nervous going to an interview is OK, but be sure to remain friendly and always bring a smile.

Sometimes interviews may take a little longer than expected. So don't worry if you have to wait a few extra minutes.

5. The Interview

At the start of the interview, the panel will introduce themselves to you.

Usually the panel is made up of the Recruiting Manager for the job (this is also usually the person who will become the Line Manager of the successful candidate) and one or two other staff from the area .

You will be asked questions based on the needs of the job description.

If you don't understand a question or need it to be repeated, just let the panel know and they will re-word or repeat the question.

When you are answering questions, stick to information related to the question.

If there will be a task to complete as part of the interview, you will be told this in your invite to interview letter, there will be no "surprise" tasks!

Once we have asked all our questions, there will always be time for you to ask any questions of your own. This could be questions about the company or the job. If you do have questions, be prepared and confident to ask us.

6. End of Interview

Before you leave the interview, we will tell you when you can expect to hear from us to let you know if you have been successful or not.

Usually we would offer feedback via telephone so we may confirm with you that we have the correct number for you.

If you would like to receive feedback another way, for example by email then please let us know and we will try to accommodate your request.

The panel will thank you for coming in and you will be shown back to the reception area and can leave the interview.

If you would like to chat to us about interviews in more detail please let us know.