

Interview advice and guidance

The Interview

- There is normally a two stage interview and selection process. The first stage is a practical, task based, role related assessment.
- Only candidates who have successfully completed stage one of the interview process will progress to the second stage which is a formal interview.

After the interview

If you are offered the post:

- You will be told verbally as soon as possible following the interview that you are the successful candidate, this will be confirmed in writing.
- Your offer of employment is subject to receipt of two good or better references (one of which must be from your current/last employer), proof of your relevant qualifications, proof of identity and an enhanced disclosure and barring service check being completed.
- Upon receipt of the above, we will then write to you to confirm your start date and provide you with your contract of employment.
- You should not give notice if you are in employment until you have received written confirmation of your start date from the human resources department.

If you are not offered the post:

- You will be advised verbally as soon as possible following the interview that you are not the successful candidate; please be advised that it is not our policy to provide applicants with interview feedback.
- Please do not let this deter you from applying for any future vacancies for which you think you are suitable.

How are we performing?

- Written complaints, compliments and suggestions about the interview process and appeals against the outcome of the interview should be addressed for the attention of the Head of Human Resources by e-mail to humanresources@dudleycol.ac.uk or alternatively by letter within 10 working days of the interview.
- In the case of a complaint about the interview process the Head of Human Resources will fully investigate the matter and endeavour to respond to the complainant's satisfaction within 10 working days. If appropriate the Head of Human Resources will instigate an action plan to minimise, or remove, the risk of the situation reoccurring in the future. If the complainant wishes to take the complaint further because they are dissatisfied with the response the complainant can write to the college Principal clearly stating the reasons for the continued dissatisfaction within 10 working days of receipt of the outcome from the Head of Human Resources.
- In the case of an appeal against the outcome of an interview the Head of Human Resources will fully investigate the matter and endeavour to respond to the appellant's satisfaction within 10 working days. The Head of Human Resources decision is final and there is no further appeal against the outcome of an interview.