**EARL Values Based Interview**

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| **Name:** |  | **Date:** |  |
| **Location:** |  | **Score** | **/15** | **All marks above 2** | **Yes / No** |
| **Interviewers Name 1** |  |
| **Interviewers Name 2** |  |

**Notes to interviewer**

All interviews should be conducted by a minimum of 2 people. The following guidance should be used to ensure consistency and equal opportunities for all candidates. There are four sections. Sections A, C & D should not be formally scored but should be completed in full Section B has 5 questions. The following criteria should be used as a scoring guide with a maximum award of 3 points per question.

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| **Score** | **Criteria for determining score** |
| **0** | No Evidence | * Candidate couldn't provide an example despite probing​
* All the evidence was hypothetical​
* Candidate's example didn't match the question
 |
| **1** | Unsatisfactory | * Candidate provided a weak example with limited evidence of value being assessed​
* Evidence were mostly from non-aligned indicators​
* Major concerns
 |
| **2** | Satisfactory | * Candidate provided an example which demonstrated mostly aligned indicators​
* None aligned indicators where of minor concern
 |
| **3** | Good | * Candidate provided a strong example with aligned indicators.​
* No concerns​
 |

Section C should be used to ask up to 2 questions in relation to the specific needs/requests of the individual you support, these will not be formally scored but will be considered as part of the overall recruitment process.

**Introductions**

* Introduce yourself and the interview panel & explain your role within the organisation.
* Ask if the interviewee needs anything prior to starting and check all mobile phones are switched off
* Provide an overview of the recruitment process, including details/format of any assessments & timings
* Explain that you will be looking for them to provide specific examples to support what they are saying throughout the interview & notes will be taken
* Advise that there will be time at the end to pick up on any questions that have not been answered.
* Ask interviewee if they require any support/assistance for the interview/ job role scenarios

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## Closing Interview:

* Encourage & record any questions the candidate asks
* Thank the candidate for attending, candidate should be advised when the final appointment decision will be made and how this will be communicated, a maximum of 3 days after interview is recommended

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| **A. Career history/ Opening questions:** |
| 1. **What attracted you to the role that you are applying for?**
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| 1. **Please provide us with a brief overview of your career to date explaining why you left each job (explore & record any gaps)**
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| **B. Values Based questions** |
| **Key Skill area being assessed** | **Question** | **Score** |
| **Statement One:** **[Example: I love making people feel valued]** | **Example**Statement one states**: [*Example: “I love making people feel valued”],*** you have ticked it is (A lot like me / a bit like me / Not like me etc)? Tell me more about that.Can you give me an example of when you have loved making someone feel valued?**Assessment**Why did you choose to deal with the situation in that way? Why was it important to you to do this? How did it make you feel? **Result**What was the outcome?What was the impact of you did on the other people? How did you know you had done the right think?**Learning**What did you learn about yourself from doing this? Has this experience helped you do anything differently? Is there anything you would have changed looking back? |  | **/3** |
| **Statement Two:**  [\*\*\*\*\*\*\*\*\*] | **Example**Statement two states: *[\*\*\*\*\*\*\*\*\*],* you have ticked it is (A lot like me / a bit like me / Not like me etc)? Tell me more about that.Can you give me an example of when you have *[\*\*\*\*\*\*\*\*\*]?***Assessment**Why did you choose to deal with the situation in that way? Why was it important to you to do this? How did it make you feel? **Result**What was the outcome? What was the impact of you did on the other people? How did you know you had done the right think?**Learning**What did you learn about yourself from doing this? Has this experience helped you do anything differently? Is there anything you would have changed looking back? |  | **/3** |
| **Statement Three:** [\*\*\*\*\*\*\*\*\*] | **Example**Statement three states: *[\*\*\*\*\*\*\*\*\*],* you have ticked it is (A lot like me / a bit like me / Not like me etc)? Tell me more about that.Can you give me an example of when you have *[\*\*\*\*\*\*\*\*\*]?***Assessment**Why did you choose to deal with the situation in that way? Why was it important to you to do this? How did it make you feel? **Result**What was the outcome? What was the impact of you did on the other people? How did you know you had done the right think?**Learning**What did you learn about yourself from doing this? Has this experience helped you do anything differently? Is there anything you would have changed looking back? |  | **/3** |
| **Statement Four:** [\*\*\*\*\*\*\*\*\*] | **Example**Statement three states: *[\*\*\*\*\*\*\*\*\*],* you have ticked it is (A lot like me / a bit like me / Not like me etc)? Tell me more about that.Can you give me an example of when you have *[\*\*\*\*\*\*\*\*\*]?***Assessment**Why did you choose to deal with the situation in that way? Why was it important to you to do this? How did it make you feel? **Result**What was the outcome? What was the impact of you did on the other people? How did you know you had done the right think?**Learning**What did you learn about yourself from doing this? Has this experience helped you do anything differently? Is there anything you would have changed looking back? |  | **/3** |
| **Statement Five:** [\*\*\*\*\*\*\*\*\*] | **Example**Statement three states: *[\*\*\*\*\*\*\*\*\*],* you have ticked it is (A lot like me / a bit like me / Not like me etc)? Tell me more about that.Can you give me an example of when you have *[\*\*\*\*\*\*\*\*\*]?***Assessment**Why did you choose to deal with the situation in that way? Why was it important to you to do this? How did it make you feel? **Result**What was the outcome? What was the impact of you did on the other people? How did you know you had done the right think?**Learning**What did you learn about yourself from doing this? Has this experience helped you do anything differently? Is there anything you would have changed looking back? |  | **/3** |
| **C. Service Specific criteria** |
| **If you are recruiting for a specific individual, this section can be used to incorporate or ask any specific personal or family questions or requests and to discuss the individual we support and their interests/hobbies and needs. (Not to be scored)** |
| **We do our best to match service users and care professionals / support professions that have the same interests. What are you interests and hobbies outside of work?**  |  |

**Mandatory Questions: All Candidates**

**The following questions are mandatory and must be asked in addition to the previous questions.**

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| **7. Mandatory Questions:** |
| **Does the candidate have any regular commitments?**  |  | **Is the candidate prepared to go out with individuals we support into the community, including at night time?** |  |
| **Is the candidate prepared to work anti - social hours?** |  | **Is the candidate prepared to assist with domestic / household tasks?** |  |
| **Is the candidate prepared to provide support with personal hygiene tasks?** |  | **Does the candidate have any Holidays/Annual Leave planned for the next 12 months?** |  |
| **Is the candidate prepared to travel within their role?** |  | **Make candidate aware of mandatory Induction / E-learning requirements and arrangements** |  |
| **What is candidates notice period** |  | **Advise candidate of hourly rate & any enhancements** |  |
| **Discuss availability as per application form / availability sheet** |  |
| **Discuss any cautions/ convictions / reprimands declared on application & details** |  |
| **Discuss any disciplinary / investigations declared on application & details** |  |
| **Ask candidate if they have any questions?** |  |

**No offer will be made to the candidate until these questions have been fully completed, even if the information appears on the application form or c.v.**

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| **Overall Assessment Process – Summary & Scoring** |  |  |
| **Area** | **Feedback/Comments** |
| 1. **Values based Interview**
 | /15 **Have they scored a 2 or 3 on all of the questions:** Yes / No |
| 1. **Written Exercise**
 |  /?? |
| **Overall Score** | **Maximum points available** | **??** |  **PASS / FAIL**  |
| **Overall interviewer Notes/Comments/Observations:** |
|  |
| **Details of Offer of Employment – To be completed after all interviews are completed. (In the case of rejection, leave section blank)** |
| **Position:** |  | **Hourly rate:** |  |
| **Contracted Hours:** |  | **Anticipated Start date:** |  |
| **Recommended Service:** |  |  |  |

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| **Recruitment Authorisation: (***To be agreed with Manager)* |
| **Signed by:** |  | **Name:**  |  | **Date:** |  |