

ORGANISATION OVERVIEW

Chair Interviewing—Involvement Interviewing Team

Locations:

Various location across Trust sites

Responsible to:

Nigel Groves or Judy Ritchie

Representing Involvement, Experience and Volunteering Team

Purpose of task

For service users/carer/volunteers to be involved in Values Based Recruitment.

Interviewing future NHS staff employees and ensuring they are service user and carer focussed.

Description of task

To take responsibility for chairing panel and working in partnership with the appointing officer

To be involved in the delivering of interview questions for specific post.

To have your say as a service user or carer and to feel empowered.

To formulate interview questions specific to the job role.

To be part of the decision making process in recruiting new staff members to our trust.

Expectations

You

- Confidentiality
- Completed IIT Training
- Dressed appropriately
- Let us know as soon as possible if you are unable to attend
- Preparing suitable questions
- To feedback

The Trust

- Deliver relevant training
- Expenses covered as per Trust Payments Policy

Skills/Qualifications

Must have completed IIT Training
Have good listening skills
Have the ability to work with others and see alternative points of view
Can work as part of a team

Training/Support

IIT Training offered
Shadow an interview prior to sitting on a panel

Registration Process

Need to have completed Volunteers Registration process:

Model B form

2 Ref

DBS Enhanced + Modal A form —if meeting on clinical site

Safeguarding & IG Training

ID Badge issued

Contact Information

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