

Interview Tips for West Midlands Pension Fund



Invitation

An invitation will be issued by the City of Wolverhampton Corporate HR department advising you of your allocated time and location. There may also be an option to select your own time slot. If you are unable to attend, please email WMPFRecruitment@wolverhampton.gov.uk or phone us on 01902 551360. The invite will ask you to bring along identification such as passport/driving license as well as certificates for relevant qualifications attained. If you are successful in your interview, this documentation will be used to complete pre-employment checks.

The Panel

Normally, the interview panel will consist of three people. One of these will be the Manager or Team Leader of the relevant department; however, the panel will each in turn introduce themselves. Some interviews will include a work-based test or sometimes a short presentation. You will be notified of this beforehand, usually in the interview invite.

Interview Questions

The questions you will be asked will be linked to the person specification, so read it again before you attend the interview. Think about the type of questions you will be asked and possible answers you could give that would support your application.

Relax

Remember, interviewers will understand if you are nervous, as most people being interviewed usually are. They will take this into account and will want the interview to go well.

Listen carefully to the questions being asked. If you do not understand then do not be afraid to ask them to repeat the question.

Special Arrangements

If you have a disability and need any special arrangements/adjustments, let us know in plenty of time to help us organise this.

Parking

West Midlands Pension Fund does not provide parking for employees or visitors; however, Wolverhampton city centre offers a wide range of car parks: the nearest car park is the Mander Centre which is located on Bell Street, WV1 3NH. For satnav users, please use WV1 3PR. The entrance for Mander House is situated on the roof level.

All charge rates and opening times can be accessed using the following link: www.mandercentre.co.uk/visit-us

Be Confident

Try and feel confident about the situation. If you have been offered an interview, it means that you have already been successful at one stage of applying for the job. Your application form has impressed the Shortlisting Officer enough for them to want to spend time talking to you.

Interview Tips

Before the interview

You will normally have at least seven working days' notice before an interview unless the date has been stated in the job advertisement. Use the time to prepare yourself and this will help prevent you feeling nervous.

Make certain you know:

- Where your interview will be held
- How you will get to the interview and how long the journey will take
- Make contingency plans (for looking after children, and so on)
- Set off in plenty of time so that you arrive five minutes early
- Think of any questions you may want to ask at the interview and, if necessary, write these down
- When you arrive, give your name to the receptionist

At the interview

- Good manners and social confidence are important
- Shake hands with the interviewers
- Make yourself comfortable
- Speak up and look at the person who asked the questions whilst you are answering it
- Make sure you know roughly when you'll be informed of the result of the interview
- If you are unsure about any aspect of the job, take the opportunity given to you at the end of the interview to ask the panel questions, eg, questions about training or career development opportunities, who you will be working with, etc.

After the Interview

At the conclusion of your interview, you will be provided with an expected timeline of the recruitment process and when you can expect to be informed of the outcome.

If you are the successful candidate, you will be contacted, usually by telephone, and offered the position. The conditional offer of employment will be subject to suitable references, a medical assessment and pre-employment checks and sent via email. We advise all successful candidates not to hand their notice in prior to these checks being completed. Once a start date has been confirmed, a full induction plan will be created and issued to you prior to your start date.

If you are not successful, we will initially try and contact you via telephone and let you know this. Otherwise, we will send an email.

Feedback

If you would like feedback on your interview performance, you may request this by contacting the relevant Manager/ Team Leader who formed part of the interview panel by phone or e-mail.