



Passport to your future

Your future, your hands

How do we make the first round interview inclusive?

The Programme Manager asked the properties to consider the following before they carried out the interview:

1. How can you make sure the interview is accessible and enjoyable and informal for our target groups?
2. How are you going to run the interview to make sure that **everybody** attending is able to reach their potential?
3. Do you want to involve a number of your staff and some of your volunteers in the interview? This is so that
 - a. You have the opportunity to run a number of activities so that each candidate has time to show you evidence against the selection criteria.
 - b. The staff and volunteers feel an ownership for the selection of the candidate.
 - c. They gain a good understanding of what the project is about.
4. Please make sure that the staff/ volunteers involved have a good understanding of the aims of the project before the candidates arrive and know precisely what their role is in the process.
5. Think about the 'Staging and the set'.
6. How can you make sure that the experience is inclusive and welcoming?
7. Can you make the property feel like a vibrant and stimulating place?
8. Can you surprise the applicants a bit- break down their preconceptions- a number of your target audience will have never visited a NT property and may have ideas of 'stuffy and conservative'.
9. Can you think carefully about what you are going to wear and how you are all going to present yourselves? Make sure your clothes are not too formal and that you look approachable. (We are asking candidates to wear casual).
10. Discuss openly amongst those staff involved in the selection process about what really matters before the candidates arrive. Does it matter what somebody wears or how they appear if they can do the role?

11. Before the interview, please make sure the candidates are sent the following information.
 - a. A detailed itinerary.
 - b. Information about and photo of anybody involved in the interview to enable the candidates to connect with the interviewers before they come.
 - c. Details of a place and person to meet near where they would park.
 - d. A request for details of any special access needs. **This must legally only be about access needs required for the interview and not about reasonable adjustments required to do the job.**