

NHS Interview Checklist



Ultimate NHS Interview Preparation Checklist

Before the Interview

- Understand the role by thoroughly reading the job description and person specification. Research the NHS trust, including its values, specialties, and recent achievements.
- Prepare your portfolio, including GMC registration and license details, certificates (e.g., CPD courses, ALS/BLS), evidence of clinical audits, teaching experience, leadership roles, and letters of recommendation or references.
- Revise key guidelines such as NICE guidelines, GMC's *Good Medical Practice*, and the NHS Constitution.
- Practice answering common interview questions, including:
 - Clinical scenarios (e.g., sepsis, abdominal pain).
 - Behavioral questions (e.g., teamwork, conflict resolution).
 - Ethical dilemmas (e.g., handling confidentiality breaches).
 - Motivation questions (e.g., why you want to work in the NHS).
 - Teaching and leadership questions.Use frameworks like STAR, SPIES, ABCDE, and CAMP to structure answers.
- Conduct mock interviews with a colleague, mentor, or online tool to simulate real questions, focusing on timing and concise responses.
- Organize practical details, such as confirming the date, time, and location of the interview. For virtual interviews, test your internet connection, webcam, microphone, and set up a quiet, well-lit, and professional space.

On the Day of the Interview

- Dress professionally in formal attire that is neat, clean, and comfortable.
- Bring essentials, including copies of your portfolio, any requested documents, and a notepad and pen for taking notes.
- Stay calm and focused by using deep breathing techniques to manage nerves. Arrive early to allow time to settle in.
- Show positive body language by maintaining eye contact, smiling naturally, and sitting up straight.
- Answer questions clearly, taking a moment to organize your thoughts before responding. Use structured frameworks to keep answers concise and relevant.

- Ask thoughtful questions to the panel, such as, “What opportunities for professional development does the trust offer?”

After the Interview

- Reflect on your performance and make notes about what went well and areas for improvement.
- Follow up with a polite thank-you email if appropriate. Wait for the outcome and request feedback if unsuccessful.

Pro Tips for NHS Interviews

- Use examples that showcase your clinical skills, teamwork, and alignment with NHS values.
- Be honest and transparent if you don't know the answer to a question.
- Show enthusiasm for the role and the opportunity to work within the NHS.