Police Staff Interview

Notes for Candidates

Introduction

Congratulations on being invited to an Interview for appointment as a Police Staff member with Dyfed Powys Police. The fact you have made it this far suggests you have the potential to be a Dyfed Powys Police Employee and to meet the high standards we expect.

Purpose

The interview process has been designed to get a more rounded picture of your potential than was possible from the application form and to examine how your values and those of Dyfed Powys Police might match. By carrying out this interview we are ensuring that you are making the right career choice and will have every chance of being a successful Dyfed Powys Police Staff member. The areas we are looking for in this interview have been through a rigorous process of research to ensure that they are relevant to the role and are fair to everyone being interviewed.

Structure of the interview

The interview will last approximately 40 minutes overall. Interview panels will include representation from the department which you applied to and an independent member. All interviewers have been trained, examined and accredited in their assessment skills and in their fairness. You may also see another person in the room who observes the interview but takes no active part in your interview. This person will be assessing the interviewers and is a part of making sure the interviews are fair. They will sit away from the interviewers so that they do not distract you and you should ignore their presence in the room. You will be told if this quality check is taking place before your interview starts.

In the interview you will be asked approximately 5 questions. These questions will ask you for your views or how you would deal with certain situations and these will be marked using the Personal Qualities.

Interviewers may ask you to expand on your answers or to stop and move on to the next question. You should not interpret this as indicating that you have said something good or bad. Interviewers are simply trying to help you make the most of your allotted time. Interviewers will take it in turns to ask you questions.
During the interview questions, interviewers will be taking notes. You should not interpret an assessor beginning or stopping note taking as indicating that you have said something good or bad. During note taking interviewers may not always be looking at you, but this does not mean they are not listening to what you are saying. You should continue talking even if all interviewers are looking away to take notes. At the end of each question you may find there is a short wait while interviewers complete their notes for that question. Again, you should not interpret an interviewer note taking as indicating how you did in the previous question.

Interviewers will ask questions to encourage you to present your best evidence of your potential and capabilities. They are on your side and they want you to succeed. Dyfed Powys Police standards are high, but the fact you have got this far in the selection process suggests that you can reach these standards.

Where the interview relates to an internal recruitment process, a UNISON representative may attend the interview as an observer. Should a Union representative be in attendance their role will be purely observing the process and they would not form part of the interview panel.

At the end of the interview you will be given the opportunity to tell the interviewers anything you feel they may not have covered and to clarify any answers you gave.

**What you need to do before you attend**

We suggest that before you attend for interview that you spend some time examining the assessment criteria as outlined in the role profile and think about how you can evidence these criteria. We also suggest that you spend perhaps 15 minutes writing about how you feel that your own values and those of Dyfed Powys Police match one another, and think about situations you have been in which evidence this. Research shows that such an exercise can help you feel more comfortable about how you would fit into Dyfed Powys Police, and improve your performance at interview. You may find it useful to look at the Dyfed Powys mission statement, vision and statement of values on our web site.

**How you will be assessed**

You will be assessed to find evidence of the Personal Qualities outlined in the role profile.

The interview process reflects the Dyfed Powys Police values of openness, honesty and equality. Each interviewer will assess your interview answers independently. They will each score your answers on a scale from 1 to 4. Scores are based only on the breadth and depth of the evidence you have given.

Interviewers will not discuss or debate your answers or their scores with each other. Your scores across all of the assessment areas will be aggregated (averaged). Research shows such aggregating of scores produces fairer results.
**Our Values:**

Dyfed Powys Police ensure integrity by:

- openness
- honesty
- maintaining the highest professional standard

Dyfed Powys Police promote equal opportunities by:

- treating everyone fairly, with respect and dignity
- eliminating all forms of harassment, bullying and victimisation

Dyfed Powys Police values of Openness, Honesty, Professionalism and Equality underpin your interview. You must not attempt to hide information, be reluctant to answer questions, use unprofessional language or display any prejudiced attitude. If you do this, you will not be appointed irrespective of how well you do in other areas of the interview. These values are very important to Dyfed Powys Police and we look for them in every aspect of your contact with us and in your work, not just at the interview.