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- Prior to commencement of the interview, the panel needs to know which questions are to be asked by which panel member and to have a summary of keywords and phrases to aid them in assessing candidates
- The interview panel must be prepared to accept that these keywords and phrases are only a guide and cannot be seen as the only acceptable answer
- Using a practical based interview stage will allow you to see each individual working with your current team of staff and also interacting and supporting children in a particular age group. Asking your team to feed back on the individual's performance and also asking children to talk about what they liked or disliked about each person may give you a better picture of a variety of skills and behaviours you may not see in interview questions, e.g. confidence, caring attitudes and team working
- The candidate should be scored according to the agreed interview rating system
- If the candidate is currently working the interview questions should also ascertain details about their notice period.

Example interview questions are contained in this publication. These should be adapted to meet your individual requirements as all nurseries will have specific needs and wants in each particular role.

3.7 Interview rating system

This guide may help you to focus your decisions relating to answers given when the interview questions are asked. You may choose to use the number rating as a quick response but all panel members need to use the same guide to aid consistency. If a panel member disagrees with a particular grade given to a candidate, you should be prepared to openly discuss this so all points of view are heard.

Interview response type	Description	Points awarded
No answer or poor performance	A response which is not relevant to the question or lacks any content	0
Answer factually incorrect	Incorrect answer or inadequate	0
Insufficient answer	A response that has some relevance, but is rather superficial and does not show any depth of understanding	1
Adequate answer	An adequate answer that is relevant to the question and demonstrates some understanding	2
Good answer	An answer which demonstrates a good understanding and knowledge relating to the question	3
Excellent answer	A full answer which demonstrates an in-depth knowledge and understanding of the question and the subject matter	4

3.8 Questioning techniques

You need to be aware of the type of questions that you ask which enable the applicant to respond in the way you wish:

- Closed questions: Those that can be answered with a 'yes' or 'no' can be used for checking facts, e.g. *"24Have you any experience of working with children under the age of two years?"*
- Open questions: Those that encourage the candidate to talk about a topic in-depth. These may begin with 'why', 'what', 'how' and 'when' e.g. *"What experience do you have of working with children under the age of two years?"*
- Probing questions: These can get you more detail and help you to dig deeper, e.g. *"You mentioned you have worked with children under the age of two. Can you tell me more about this and include examples of the kind of play and development you have instigated?"*
- Stick to questions about the job. Keep control of the interview – both the topics of discussion and the timings
- If the candidate is straying from the subject, be aware and steer the interview back to the subject. Don't be afraid to interrupt if you need to
- It is good practice to invite the candidate to ask any questions they have. This usually happens when you have asked all your questions.
- After the final question is asked (either by yourself or the applicant), close the interview and let the candidate know of the next steps, i.e. when you will be notifying them about your decision.

3.9 Identity checks

As an employer, you have a responsibility to prevent illegal working in the UK. Under legislation which came into force on 2[illegible] February 2008, along with the Asylum and Immigration Act 1996 you are required to check an employee's entitlement to work in the UK. An employer is liable to a civil penalty if it negligently employs someone who does not have permission to work in the UK. In addition, an employer will commit a criminal offence if it knowingly employs someone who does not have permission to work in the UK.

If you require specific advice regarding identity checks, it is advisable to contact the Home Office or a solicitor:
https://www.gov.uk/government/organisations/uk-visas-and-immigration