

**Please ensure that you are in the room alone, you will be required to move your camera to show the entire room where you are undertaking the interview to confirm that nobody else is present. Please turn your mobile phone off, any other digital devices and please only have Microsoft teams open on the device you are using for interview. If you are caught with your mobile phone, any other digital devices or looking at any information on your device during the process, we have the authority to remove you from the online interview.**

Please ensure that you have been to the bathroom before logging onto the online interview. The process will last approximately 25 minutes (5 minutes for ID Check and 20 minutes for Interview)

You will be assessed on 4 broad areas on topics related to your experience of working as a junior doctor to date as well as your interest in training in anaesthesia.

The main focus of the interview will be to assess the domains listed in the assessment matrix through questions related to: your experience of working as a junior doctor, how you reflect on particular challenges you have faced, and exploring what you have learnt from these experiences. The interview will **not** include scenario-based questioning where candidates are asked how they would deal with a hypothetical clinical scenario. The assessors will allow approximately 5 minutes for each of the sections above and will move on to the next section whether you have completed all the potential questions in that domain. This is to allow candidates an opportunity to be scored in all domains.

The total selection score is out of 130 with the weighting of the online interview (80 points) in relation to the verified portfolio score (50 points).

You can find the scoring matrix for the online interview on the ANRO website at <https://anro.wm.hee.nhs.uk/downloads>

Your portfolio has been scored separately. The assessors for this section will not have access to your portfolio or your score. These have been collated by ANRO separately. The cut off score for appointment is 68/130.

### **Microsoft Teams**

All interviews will be undertaken using Microsoft Teams. Applicants should ensure that they install the MS Teams app prior to their interview taking place.

MS Teams can be downloaded at: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free>

After the interview booking deadline has passed you will receive a separate email with a link in to access the MS Teams call by the region admin for the interview day you have booked onto. As soon as the link to join the interview has been received, applicants should ensure that

they test this from the device they plan to use for their interviews as they may need to source an alternative device to ensure connectivity. Any applicants unable to connect should contact the recruitment team at the earliest opportunity. When testing the link, applicants should reach a screen that states that the host will commence the meeting shortly or similar wording.

If you are unable to connect directly from the link, try pasting the URL link into the browser, or try using an incognito browser. On the day of the interview, each applicant should click on the link and join the call 5 to 10 minutes prior to their booked interview slot. Applicants will be kept in the lobby area until the interview panel are ready for them at which time they will be admitted into the interview.

Applicants should ensure that their camera and microphone are turned on and working correctly prior to joining the call. Interviews will be terminated where the panel cannot see the applicant.

Before the interview commences, applicants will be required to confirm their identity with the interview administrator. It is therefore important that applicants have suitable photographic ID available (passport or UK photo driving licence). In addition, applicants will be required to move their camera to show the entire room where they are undertaking the interview, to confirm that nobody else is present.

Once identity has been confirmed, the administrator will advise the interview panel that the interview process can commence.

The interview must not be recorded by yourself and will not be recorded by either the administrator or the panel members.

On completion of the interview, you should terminate their connection to the call and the interview process is complete.

### **Technical Difficulties**

Where significant technical difficulties are experienced during the interview process, which make the interview impossible to complete, recruitment teams will aim to rearrange, where possible, the interview at a later date/time. Where the interview has been partially completed, only the questions that were disrupted will be rerun; scores from interview questions completed without disruption will stand.

Please note that neither the panel members nor recruitment administrator can provide technical assistance to applicants for issues experienced with hardware or as a result of poor internet connection.

Technical issues that happen outside of the interview itself, need to be reported to the recruitment team, with details of the issues experienced, with screenshots, where possible, within one hour of the allocated interview time. Technical issues reported outside of this timeframe will not be considered.

Following agreement of technical disruption, recruitment teams will provide one alternative interview date/time. Applicants must ensure, wherever possible, that they are available for the rearranged time.

### **Raising Concerns**

If you have concerns about the way that the interview was conducted or that the published process was not followed, you should raise these by email on the same day as the interview was conducted. Correspondence should be sent to: [anro@hee.nhs.uk](mailto:anro@hee.nhs.uk)

Concerns will be escalated to the Clinical Lead or Lay Representative, where used, for review and investigation. Where additional information is required, applicants will be contacted directly by the Clinical Lead, Recruitment Lead or the Lay Representative. Once the investigation has been completed, the applicant will be advised of the outcome.

The decision of the Clinical Lead is final. There is no further route of appeal.

**Interview results will be available by close of business on Monday 19<sup>th</sup> October 2020. Please do not contact the Anaesthetics National Recruitment Office about offers prior to this as it could delay their release.**

**We would be grateful for Feedback on your selection centre experience and will send out a link for this to be completed once the selection process has finished.**