

GUIDANCE FOR SHORTLISTED APPLICANTS



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INTRODUCTION

Congratulations on being shortlisted for interview! This guidance provides useful information on the interview process, travel arrangements should you be undertaking your interview on campus and what to expect if you are the successful candidate. We recommend you read this prior to your interview date.



NOTIFICATION OF INTERVIEW

We will contact you to let you know that you have been selected for interview, this will typically be by email. Interviews could be held at the University or via Teams. Details of arrangements will be sent to you prior to the interview.

If the interview will take place on campus, you are welcome to look round the University on an informal basis either before or after the interview, to enable you to gain a better understanding of the working environment.

At the end of the interview the Panel Chair will give you an indication of how and when you are likely to hear an outcome. If successful, you will normally receive a verbal offer which will be followed by a formal written offer letter, setting out the terms and conditions of appointment.



REFERENCES

For Academic Posts:

On your application form, you have provided us with details of referees we can contact. Our normal practice is to seek references for shortlisted candidates before interviews take place. You should let us know if there is any reason why we should not contact any of your referees prior to interview if this has not been declared on your application form.

For all other appointments:

We will only take up references for the successful candidate upon their acceptance of the post. In naming referees in your application, please provide only those who can immediately be approached if you accept the post offered to you. One of these must be your current employer, or if you are not currently employed, your most recent employer.

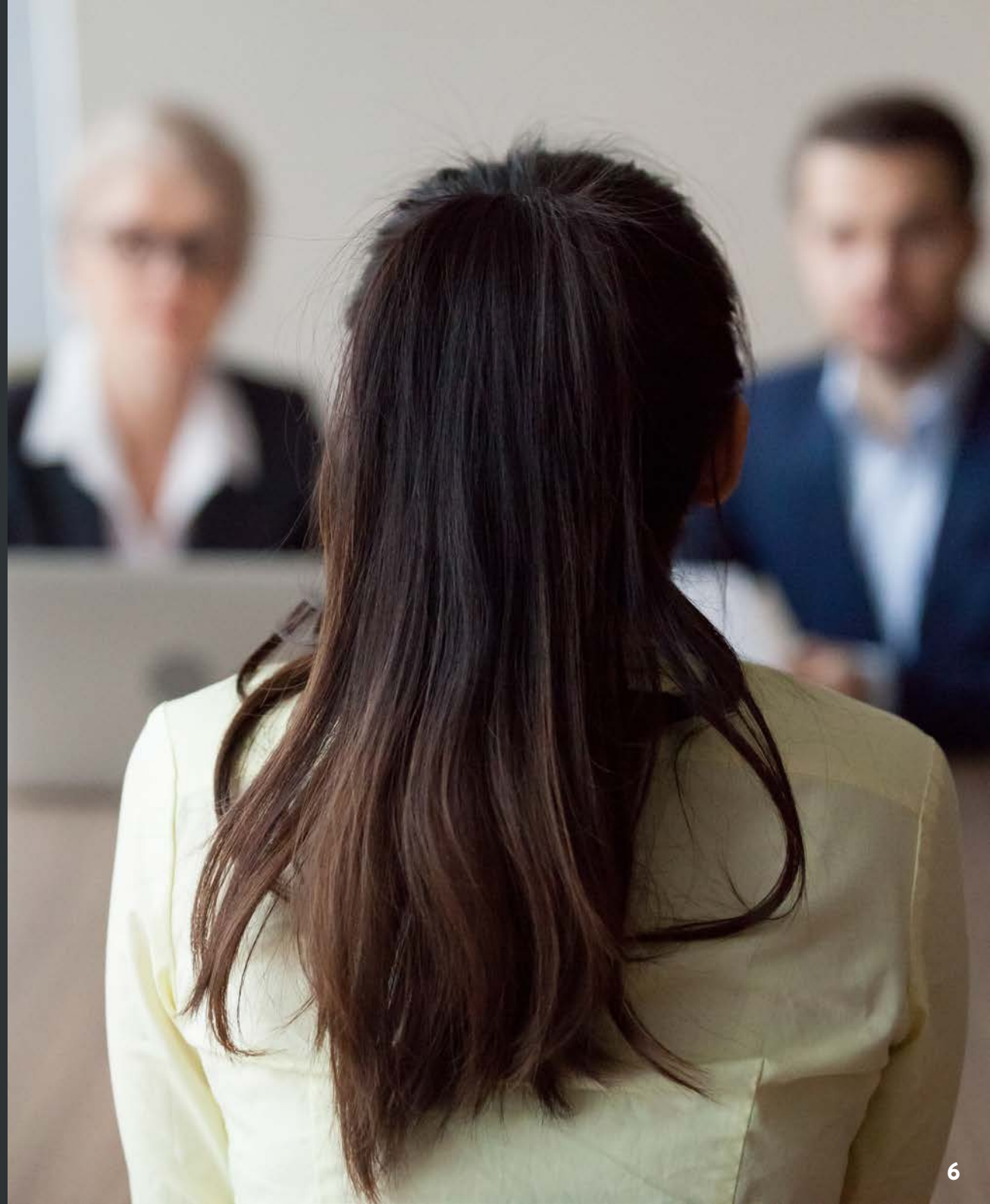


PANEL INTERVIEWS

Panel interviews are the most common type of interview at the university, and panel members will be mixed in terms of gender and ethnicity, wherever possible.

For academic and senior administrative roles, the panel is likely to comprise up to six people, mostly drawn from the school or department in which the post is based, and to be chaired by a senior member of staff from another school or department.

There may also be a panel member who is external to the faculty or department. For other administrative, research and operational roles, the Panel will always comprise of at least two people. Interviews typically last approximately 45 minutes, and you will be provided with an opportunity to ask questions about the post and the University. All information recorded during the interview, including any written notes, will be confidential.



IN-PERSON INTERVIEWS

In-person interviews provide an opportunity for candidates to meet panel members in person and see the working environment. This still remains a popular interview method for many and avoids technical and connection difficulties which can arise from virtual interviews.

The campus is generally accessible although wheelchair users sometimes have to take an alternative route. The University has a rolling programme of improvements to existing facilities and aims to incorporate high standards of disabled access into all new buildings. Carers can also be accommodated and assistance dogs are welcome. Further information is provided in the invite to interview documentation, however if you would like further information on campus accessibility please contact staff.recruitment@uea.ac.uk.

Benefits to attending an in-person interview

In-person interviews have many benefits for candidates, including:

- Building rapport with the hiring manager and interview panel;
- Ability to pick up non-verbal cues more clearly;
- Ability to see the campus and experience the atmosphere;
- No need to worry about connectivity issues;
- No interruptions or distractions;
- Being able to see and hear panel members clearly;
- No time delay and flowing communication;
- Direct eye contact where possible.

Process for attending an in-person interview

Details of the interview including date, time, location and any assessment will be provided within an invitation to interview email. You should make the University aware if you require any special arrangements or adjustments to attend the interview in your response, or if you have a disability (including a neurodivergent condition) you would like the panel to be aware of. Reasonable adjustments we could provide include extra time for tests and/or presentations and the ability to be accompanied by a sign language interpreter or companion. Declaring a disability will not be viewed unfavourably, appointments will be made on merit. If a presentation is required you should ensure you bring a spare copy with you and have checked this is compatible with the equipment which will be used.

On the day of the interview you will be welcomed by a UEA colleague and shown into the interview room. After the interview you will be shown out of the building or be advised of any further arrangements as necessary.

Useful tips of what to consider before, during and after an in-person interview can be found on the next page.

IN-PERSON INTERVIEWS (CONTINUED)

Pre-interview

- **Technology** - if you are taking your own device, ensure it is fully charged.
- Prepare any **relevant materials**, such as presentation slides, and ensure these files are compatible with the technology. You may wish to undertake research on UEA and the area the role is within.
- **Practice** any presentation and send slides in advance if requested. Make bullet pointed notes to act as an aide memoir if needed.
- **Plan** and book any travel or accommodation.
- **Questions** - you will have an opportunity to ask questions about UEA, the School/Division and role so may wish to prepare these.

Interview

- **Technology** - if you are taking your own equipment ensure this is working and charged.
- **Time** - make sure you allow plenty of time for traveling. Do a practice drive if needed. You should aim to arrive 10 minutes before your interview time.
- Consider your **body language**, displaying confidence through sitting up, smiling and eye contact where possible.
- **Dress code** - you should dress appropriately for the interview.
- Ask any **questions** you feel appropriate for the role.

Post-interview

- You will be shown out of the building or informed of other arrangements as appropriate.
- You will be contacted once all candidates have been interviewed and the panel have made a **decision** on the role.

VIRTUAL INTERVIEWS

Virtual interviews provide an opportunity for candidates to demonstrate suitability for a role without the need to meet panel members face to face. The University has launched a hybrid working pilot which provides greater flexibility on how interviews can be conducted and panel members may therefore request interviews to take place remotely.



VIRTUAL INTERVIEWS (CONTINUED)

Benefits to attending a virtual interview

Virtual interviews have many benefits for candidates, including:

- More flexibility on when interviews can be scheduled;
- No travel which saves times, money and reduces stress;
- Being in a familiar environment may reduce nerves and anxiety;
- The ability to demonstrate technical skills;
- Using familiar equipment.



Process for attending a virtual interview

The University uses Microsoft Teams to conduct virtual interviews. Within the invitation to interview letter, instructions are provided on how to download and access Microsoft Teams. You should make the University aware if you require any special arrangements or adjustments to attend the interview in your response, or if you have a disability (including a neurodivergent condition) you would like the panel to be aware of. Reasonable adjustments we could provide include extra time for tests and/or presentations and putting interview questions into the chat. Declaring a disability will not be viewed unfavourably, appointments will be made on merit.

You should ensure you check the software works before the interview and familiarise yourself with different functions, such as share screen if a presentation is required and the chat function. Once acceptance has been confirmed, a link will be sent to you for the appropriate date and time of the interview. If for any reason a virtual interview is not possible, this should be highlighted within the acceptance of the interview and consideration for alternative options will be given.

On the day of the interview the link will need to be clicked at the appropriate time. This will alert the panel of your availability and they will admit you to join the interview when ready. If at any time you have difficulties with audio or video you should make the panel aware by either telling them or putting a note in the chat function.

At the end of the interview the red leave button at the top right of the screen can be pressed. This should end the call and the screen should go blank.

Useful tips of what to consider before, during and after a virtual interview can be found on the next page.

VIRTUAL INTERVIEWS (CONTINUED)

Pre-interview

- **Technology** - download any relevant software and test in advance of the interview day. Become familiar with the programme and its facilities, e.g. how to share a screen. Ensure device is fully charged.
- Prepare any **relevant materials**, such as presentation slides, and ensure these files are compatible with the software. Send these to the panel in advance if requested. Make bullet pointed notes to act as an aide memoir if needed. You may wish to undertake **research** on UEA and the area the role is within.
- **Practice** your interview and try recording this to see how you come across on camera and to test technology is working.
- **Questions** - you will have an opportunity to ask questions about the UEA, School/Division and role so may wish to prepare these.

Interview

- **Technology** - Log on at least 10 minutes prior to interview time to test connection. You should make the panel aware of any difficulties you are having prior to the interview. Switch off any other devices.
- **Environment** - choose an environment where you feel comfortable, is in a quiet space with good lighting, using a backdrop if necessary.
- **Engagement** - when talking, you should, where possible, look at the camera so it appears you are engaged and looking at panel members.
- Consider your **body language**, displaying confidence through sitting up, smiling and eye contact where possible.
- **Dress code** - you should dress in the same way you would for an in-person interview.

Post-interview

- **Equipment** - make sure the video call has ended before moving away from your device.
- You will be contacted once all candidates have been interviewed and the panel have made a **decision** on the role.

SELECTION METHODS

The invite to interview email will confirm if any additional assessments will take as part of the interview process in addition to a panel interview. These will enable the panel to assess your skills and experience in line with the person specification.

These could include:

- A presentation
- Aptitude tests
- Attainment tests
- Work samples tests
- Verbal tests
- Numerical tests
- A personality questionnaire

Presentations

The interview confirmation email will confirm whether you need to give a brief presentation on a relevant topic and the duration and details of this. A PC (rather than a MAC) and data projector will be provided for presentations if these are taking place on campus. Please make sure you bring a PowerPoint presentation on a data stick if attending in person.

Psychometric tests

Psychometric tests are objective, valid and provide a strong indication of job performance. These can be assessed through ability tests, which provide information on how well you can do something or through assessing how a candidate prefers to behave. Example tests include:

Ability tests	Personality assessments
Aptitude tests – measure potential e.g. proof reading	Self-report – e.g. interviews, application forms, CV's
Attainment tests – measure something learnt e.g. driving a vehicle, operating machinery	Report by others – e.g. references
Work sample tests – measure an aspect of a job e.g. presentation, responding to a scenario	Multitask assessments – e.g. presentations, written exercise
General ability test – includes verbal, numerical, spatial and diagrammatic questions	Observations of behaviour in a role – e.g. time and motion study
Verbal test – understanding of words, written information or meaning	Question profiler – personality questionnaire
Numerical test – understanding numbers	

Example psychometric tests are available online via SHL Direct and can be accessed using the following web link: <http://www.shldirect.com>.

ENTITLEMENT TO WORK IN THE UK

Any offer will be subject to verification of your entitlement to work in the UK.

British and Irish nationals will be able to use TrustID to evidence right to work remotely or present original documentation. If you will be attending the interview in person please bring your original documentation and a photocopy where possible with you. If you will attending the interview remotely, a right to work check will be conducted if you are the successful candidate prior to an offer being made.

Individuals of all other nationalities will be subject to the points-based immigration system and confirmation of employment status can be evidenced by providing your date of birth and share code from [GOV.UK](https://www.gov.uk). Please make these details known prior to your interview.

In certain circumstances, it may be possible for the University to apply for a Skilled Worker Visa Certificate of Sponsorship to enable individuals to work in the UK. The Staff Immigration and Compliance Team will provide support during this process. If you have questions, or are unsure whether you have right to work in the UK, please contact staff.visacompliance@uea.ac.uk

[A full list of acceptable right to work in the UK documents can be found here.](#)



TRAVEL TO UEA

The University is in the city of Norwich in East Anglia. Norwich is easily accessible by road, rail, bus and coach, and is particularly well served by Norwich International Airport which offers direct flights to and from Aberdeen, Amsterdam, Edinburgh, Manchester and Paris, and international connections to 200 cities worldwide.

By car

From London take the M11/A11 north; just outside Norwich take the A47 (Southern Bypass) in the direction of Swaffham. The University is signposted at the next exit (B1108).

If you are driving from the North or the Midlands, you can use the A47 via King's Lynn, or the A14 as far as Newmarket and then take the A11 to Norwich. UEA is situated on the outskirts of Norwich, around two and a half miles west of the city centre, just off the Earlham Road (B1108) which is one of the main roads out of the city.

By air

The campus is within easy reach from Norwich International Airport by taxi, taking only 10-15 minutes. For flights arriving at London airports (Gatwick, Heathrow and Stansted), we recommend coming to Norwich by National Express coaches or by train (see page 15).



TRAVEL TO UEA (CONTINUED)

Bus and coach

All visitors are encouraged to access the free park and ride service at Costessey where Konect Bus Service 511 serves the main University campus. Travel time between Costessey and the main campus is just 10 - 15 minutes. Visit the [Costessey Park and Ride service 511 page](#) for service information.

First buses and konectbus also provide services to campus.

National Express coaches run from all major airports and cities in Great Britain to the Surrey Street Bus Station in the city centre and even to campus.

Norwich city buses run regularly from Castle Meadow and St Stephens Street close to the Bus Station in Norwich city centre to the university campus.

Bus and coach enquiries (Traveline): **(+44) (0) 871 200 2233**.

National Express enquiries: **(+44) (0) 871 781 8181**.



By train

Norwich is less than two hours from London by train and there are InterCity rail links with the Midlands, the North of England and Scotland via Peterborough. Trains run from London Liverpool Street station approximately every half hour. The easiest way to reach UEA from the station is by taxi, which takes approximately 15 minutes. There are also regular Norwich city buses direct to the University from the station forecourt (numbers 25 and 26).

Rail enquiries: **(+44) (0) 8457 484950**.

Car parking

UEA main car park

You should use the Earlham Road entrance to the campus. On entering the Main Car Park you will be issued with a car park token which will be required at the pay machines before you depart and again at the barrier as you exit the car park (lost tokens will incur a charge payable before exiting).

Should there be no spaces available you should go to the Security Lodge where you will be directed to another suitable parking area.

Please note that if you are travelling by car you should allow sufficient time to park as spaces are extremely limited on campus.

Car parking arrangements for Sportspark interviews

You should use the Earlham Road entrance to the campus, then after 250 metres turn left into the **Sportspark Car Park**. Please take a ticket on entry and ask the Sportspark Reception to validate your ticket for exit for free parking. If the Sportspark Car Park is full, please

TRAVEL TO UEA (CONTINUED)

continue down the main entrance road and park in the main car park. Should there be no spaces available you should go to the Security Lodge where you will be directed to another suitable parking area.

Travel expenses

In some cases, the University will pay your travelling expenses. Where this is the case you will receive an Interview Expenses document which will set out the terms; please complete the claim form and submit it to the Resourcing Team at staff.recruitment@uea.ac.uk, with receipts.

Campus map

You can use this [interactive map](#) of our campus to find your way around.

Accommodation

Where appropriate, full details of accommodation booked for your visit to the University will be set out in the interview confirmation. Please note that we are unable to reimburse for accommodation which is not booked via this office.

Broadview Lodge (on campus)

Where accommodation has been booked for you in Broadview Lodge, you will be able to check-in from 14:00 hours. Further information on the Lodge can be found at: <https://www.uea.ac.uk/about/information-for-visitors/visitor-accommodation>.

Car parking is free of charge for Broadview Lodge guests. You should use the Earlham Road entrance to the campus and go to the Security Lodge where

they will be able to direct you to Broadview Lodge and the Main Car Park.

At the entrance barrier to the car park please take a yellow car park token and take this with you to check-in so that the Broadview Lodge Receptionist can validate your token (please note you will also be required to supply your car registration details).

On departing, your validated yellow token will firstly need to be put into the pay machines in the car park, and then again into the barrier as you exit the car park. Please note lost tokens will incur a £15 charge payable before exiting.



OFFER OF APPOINTMENT

Formal offer

If successful you will normally receive a verbal offer which will be followed up by a formal written offer letter, setting out the terms and conditions of appointment.

The formal offer of employment will be made in writing by the Resourcing Team as soon as possible and will include details of all relevant terms and conditions relating to the post. You will be given a timeframe within which to accept or decline the post, along with the contact details for the Resourcing Adviser who will be able to answer any questions that you may have about the offer of appointment.

Conditions of Appointment

Entitlement to Work in the United Kingdom

All offers of appointment are subject to verification of entitlement to work in the UK.

EU nationals who were not in the UK prior to 31 December 2020 are likely to require a visa to work in the UK, unless they have been granted permission to work under a different immigration route.

Where appropriate and subject to eligibility criteria being met, the University can provide sponsorship under the Skilled Worker route. Individuals who will require a visa to undertake the role should familiarise themselves with information on the Points Based System which can be found [here](#).

Please note that due to the nature of some roles and the level of qualifications required, immigration legislation may not allow the University to apply for a sponsorship certificate. The further particulars for the post will state whether this is the case.

References

Offers will be conditional upon receipt of satisfactory references.

Occupational Health

All new employees will be required to satisfactorily complete a pre-placement questionnaire. Further details will be provided as part of the onboarding process.

Disclosure and Barring Service (DBS) Criminal Record Check

If you are going to be working in a post that involves working with children or vulnerable adults, or where you work on NHS premises, you may be asked to undertake a DBS criminal record check before an offer of appointment can be confirmed.

As part of this process, you will be required to provide ID documents. [A list of acceptable ID documents can be found here](#). We will continue to check documents remotely via Teams where permitted. There is an alternative option for your documents to be checked in person or by the Post Office / Northern Ireland & the Islands Professional Verifier / Overseas Professional Verifier.

Once we have received satisfactory ID documentation you will be sent an email which will contain a link to an online form. Further details will be provided as part of the onboarding process.

Please note: you are expected to meet the cost of obtaining a satisfactory Disclosure prior to completing the online form. Details of how to make this payment using the online payment facility will be included in the email.

You can find further information in the Guidelines on the Disclosure and Barring Service Disclosure Service Process. If this applies to your post, it will be clearly indicated in the Candidate Brochure and interview details. Further details will be provided as part of the onboarding process.

OFFER OF APPOINTMENT (CONTINUED)

Security Screening

For certain roles appointees will need to satisfactorily complete full security screening in accordance with British Standard 7858, no later than 12 weeks after the conditional employment has commenced. The conditional employment will end if the full screening is not completed satisfactorily within this period. Further details will be provided as part of the onboarding process.

We hope you have found this information useful. We welcome feedback on what additional information would be helpful to be included. If you have any feedback or questions relating to this guidance please contact staff.recruitment@uea.ac.uk.

**We wish you all the best
for your interview!**

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An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

