

Responding to your interview invite

Our courses are extremely competitive, so we advise you to respond as quickly as possible to secure a date. You **MUST** respond within 7 days of receiving the interview invite email. If you are having any issues booking you should let us know immediately at ad.applicantservices@northumbria.ac.uk

If you do not respond to your invitation, we may be unable to proceed with your application for that programme. If you fail to respond to several interview invites, you will be viewed as no longer interested in pursuing your course and you may be considered for an alternative non interview based programme or unsuccessful.

Changing or cancelling your interview

If you need to change your interview date you can do this by cancelling your interview on your Event tab on the portal and rearranging on the Book Interview button that will reappear. You should **only** do this if there is a **genuine** reason why you can no longer attend, as there may be no further interview dates available. In this scenario, interviews will only be rearranged in extenuating circumstances.

If you no longer wish to be considered for an interview you must cancel your place as soon as possible on the Event Tab to allow other applicants to take up the place.

Preparing for your interview

Our courses are extremely competitive and largely involve working collaboratively with others in public facing roles. How you prepare and present yourself at your interview can demonstrate how serious you are in pursuing this career path, so it is important that you prepare in advance.

Before doing any preparation, you should read all the information contained on your interview invite which can be found on the Event tab of the applicant portal. This may contain specific information on what your interview will entail and may also include something to prepare/research in advance.

The types of question topics that we may ask you during your interview may include:

- Why have you chosen this course or career path?
- Why Northumbria?
- What you understand about the role or profession that the course may lead to?
- The skills or values you may need to have to work in that field
- Current contemporary issues in your chosen field
- There may be scenario-based questions to find out what you think about a topic or issue, or what you would do in a particular situation
- We may ask you to elaborate on your personal statement content

It is not just the content of your interview that you should prepare for but also your interview conduct and style. There are lots of resources on the Internet which can help you on:

- Interview techniques
- Preparing how to answer questions effectively and articulate your points or thoughts clearly
- How to communicate effectively in individual or group settings

It is often good practice to simulate an interview with a friend or family member in advance, particularly if you do not have much/any experience being interviewed

On the day

To get the most out of your interview you should consider the below points.

Dress Appropriately

Whether your interview is in person or online, they are still an interview for a professional programme and you should dress appropriately.

Plan your travel (if attending a face-to face interview)

Please be aware that all face-to-face interviews will be conducted on our Coach Lane Campus, rather than our City Campus. Ensure you plan your travel accordingly to arrive on time- information is available on the University website for travel to [Coach Lane via car or public transport](#) to aid in planning your journey.

Limit distractions and consider your surroundings (If attending an online interview)

Please do not try to juggle your interview with other commitments or whilst on the move. You should conduct your interview from a location where you will be uninterrupted for the duration of the interview. We recommend finding somewhere with neutral backgrounds without photographs of other people/children visible in the area.

Use appropriate technology (If attending an online interview)

Where possible use a PC, laptop, or tablet to join the interview. This should have a working camera, microphone, and a stable Wi-Fi connection.

If you do not have access to the above technology, you may be able to access your interview via your phone, but you should be prepared that this is not the most efficient method, particularly if you are participating in group discussions or chat facilities. This should only be used if you do not have other available resources, or cannot attend a face to face interview.

Be punctual

If attending a face-to-face interview, we ask that you arrive 10-15 minutes early to your interview location, and [plan your travel accordingly](#).

If attending an online interview, you should join the interview at the time specified on your Event Tab and in your interview confirmation email. You should not join the session too early as you may be asked to leave and re-join at the specified time, as other interviews may be in progress.

Have identification ready

You will be asked to present photographic identification, such as a passport or driving licence at the start of your interview to confirm your identity.

Be prepared to participate

Many of our courses include a group or collaborative element, so it is important that you participate and engage in these discussions

Do not read from notes or scripts.

Communication, including non-verbal communication, is very important and we want our interviews to reflect this. It is apparent when interviewees are reading from notes and other resources during an interview. We do expect you to have prepared in advance and be able to discuss the topics and questions without reading through information during the interview.

Right to terminate interview

Please note the interview panel reserves the right to terminate the interview

- If technology issues are disrupting the interview session for either yourself or other interviewees. In these scenarios you will be contacted to rearrange if appropriate
- It is apparent that there are other people prompting you during your interview.
- Any behaviour that is inappropriate