

## Oxford City Council Job Interview Procedure

Interviews at the Council are your opportunity to demonstrate you have the skills and knowledge to carry out the role you have applied for.

- You will be given an interview date when you are told you have been shortlisted. This will generally be by email.
- It may be possible to change this date within reason and if necessary you should contact us immediately on 01865 252848.
- Interviews are generally carried out by two members of the team you will working with, one of which will be your Line Manager and possibly a People and Equalities Officer.
- The interview may involve a skills assessment and this will be carried out on the same day as the interview.
- If you have been asked to make a presentation the appropriate equipment will be provided.
- If you are invited to interview, you will be given an indication of when interview results will be notified.
- You are welcome to receive feedback from the officers interviewing you.