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| Before every successful interview is a well thought out plan! Here’s our checklist to prepare for your interview, make sure that you go through all the steps, prepare interview questions and you’ll be able to deliver the possible version of yourself. **Read through the Advert, Job Description & Role Specification carefully.**This is really important because everything that you’ll be asked in your interview will link back to what’s in these documents. Our interview format asks for you to provide examples of situations that align with the essential or desirable criteria within the person specification and the advert. So, if you’re familiar with these, and you know your own strengths and skills, then there’ll be no nasty surprises. We follow a **“Person Centred”** approach in every aspect of our business, putting the person we support at the heart of everything we do, therefore we would like to see at interview what this means to you, and how you would do the same. For example; * Why Social Care – what motivates you to make a positive difference to someone’s life?
* What qualities do you think are needed to deliver quality care? Do you have these?
* Duty of Care and Safeguarding, why are these important in Social Care?

**Read through your CV – Know your own Strengths and Skills!**Tell me a bit about yourself” is a popular starting point in most interviews, to allow a more fluid conversation we recommend that you know and prepare against what’s in your CV. This may seem like a silly statement, but sometimes people struggle or panic during their interview purely down to nerves to describe what they’ve accomplished or, how their skills and strengths are transferable.**Research our Company, Our Values, Our Mission Statement.**As a Care Provider, we use a Values Based Recruitment process. This allows KEYFORT to identify people who can enrich the lives of people we support with their own experiences and values. Our company values are; Quality, Team Spirit, Sustainability, Individuality, Positivity and Respect. Think about what yours are and how they influence you in your personal and professional life. To learn more about KEYOFRT Group check out our website; [www.keyfortgroup.co.uk](http://www.keyfortgroup.co.uk)**Finally remember - You never get a second chance to make a first impression.**  |