



Leicestershire
Police

Protecting our communities

Interview Guidance

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Getting Ready for your interview

Congratulations on being shortlisted for interview.

Our selection process is an opportunity for us to see if you'll be a good fit for us and to help you decide if you'd enjoy working in one of our teams.

To this end we really want you to be yourself – let us know a bit more about you and what you'd contribute to the service we provide to the people of Leicestershire if you were successful.

Whilst we can't give you all the answers, the competency and values framework sets out nationally recognised behaviours.

The framework has 6 competencies and 4 values that fit around policing and non policing roles.



Thank you for your interest in the role and best of luck!

Values

Our personal values are a really important aspect of our lives. Although we probably don't give a lot of thought to them day to day they strongly influence the decisions and choices we make particularly in relation to our careers, activities we engage in and people we relate to. Most people are attracted to policing because they share the values of public service, but this doesn't mean that they won't have other personal values as well. This is absolutely fine. Whatever your personal values are, we simply ask you to ensure they are focused toward our values.

Public Service – The principles of respect and selflessness

As individuals and as part of a wider organisation, we have a responsibility to ensure that we act in the best interests of society as a whole. Improving the safety and wellbeing of the public underpins all that we do. We constantly think about how to create the best possible outcomes for those we serve and we take personal responsibility for delivering these. We show resilience and determination to overcome barriers and to provide the best outcome. We are dedicated to work in the public interest, engaging and listening to their needs and concerns. We work to make sure that the public feel valued and engaged, which helps to build confidence in the police service. We are respectful to the needs and concerns of different individuals and groups.

Integrity – The principle of integrity

We understand and reinforce expectations of professional behaviour and openly recognise good and bad performance. We maintain the highest levels of professionalism, making sure that we always uphold the values and ethical standards of the police service. We need to build and maintain confidence with the public, colleagues and partners if we are to deliver a modern and effective police service. Doing the right thing is about becoming a role model and upholding public trust.



Values

Impartiality – The principles of fairness and objectivity

We must show impartiality throughout all our dealings with colleagues, partners and members of the public. This is achieved by being unprejudiced, fair and objective. We consider different sides of a situation and ensure that each side is given equal consideration. We do not favour one person or group over another, acknowledging that discrimination increases feelings of unfairness and makes our jobs harder to do. We must not allow personal feelings, beliefs or opinions to unfairly influence our actions in any situation. We assess each situation based on its own merits ensuring we are fair and consistent in our actions. We are clear in our rationale for the decisions or actions we take ensuring they are clear and evidence-based.

Transparency – The principles of honesty and openness

We are transparent in our actions, decisions and communications with both the people we work with and those we serve. This ensures that we are honest and open in our interactions and decision making. We are genuine with those we communicate with and endeavour to create trusting relationships. We accept feedback and are comfortable in responding to criticism and finding ways to improve. We build trust with our colleagues, partners and communities by being open about what we have done and why we have done it and by keeping our promises so communities can rely on us when needed.



Competencies

An overview of each description is provided within this pack. For a full list of the behaviours and levels against each competency see here: [Competency and Values framework](#)

We are emotionally aware

We make the effort to understand ourselves, our colleagues and all those we serve. We genuinely engage with and listen to others, making efforts to understand needs, perspectives and concerns. We use these insights to inform our actions and decisions. We are able to control our emotions in stressful situations, understanding our own motivations and the underlying reasons for our behaviour. We anticipate and understand how other people may feel. We look after our own wellbeing and that of others. We adopt emotionally intelligent behaviours also means valuing diversity and difference in approaches to work, in thinking, and in people's backgrounds. We are culturally sensitive and seek to understand different perspectives, acting with sensitivity, compassion and warmth. We always try to understand the thoughts, feelings and concerns of those we meet.

We take ownership

We take personal responsibility for our roles and accountabilities, but we do not let this hold us back from being effective or taking appropriate risks. We make decisions at appropriate levels and in appropriate areas, having a clear rationale (for example, use of decision-making models) and accepting responsibility for our decisions. We seek feedback, learn from our mistakes and reflect to improve and amend our future practice. We take pride in our work its important to us. Our selflessness means that we seek to help solve issues or problems. We recognise where limitations in our own knowledge & experience may have an impact on our decision making. We take responsibility for ensuring that support or development is sought to minimise any risks.



Competencies

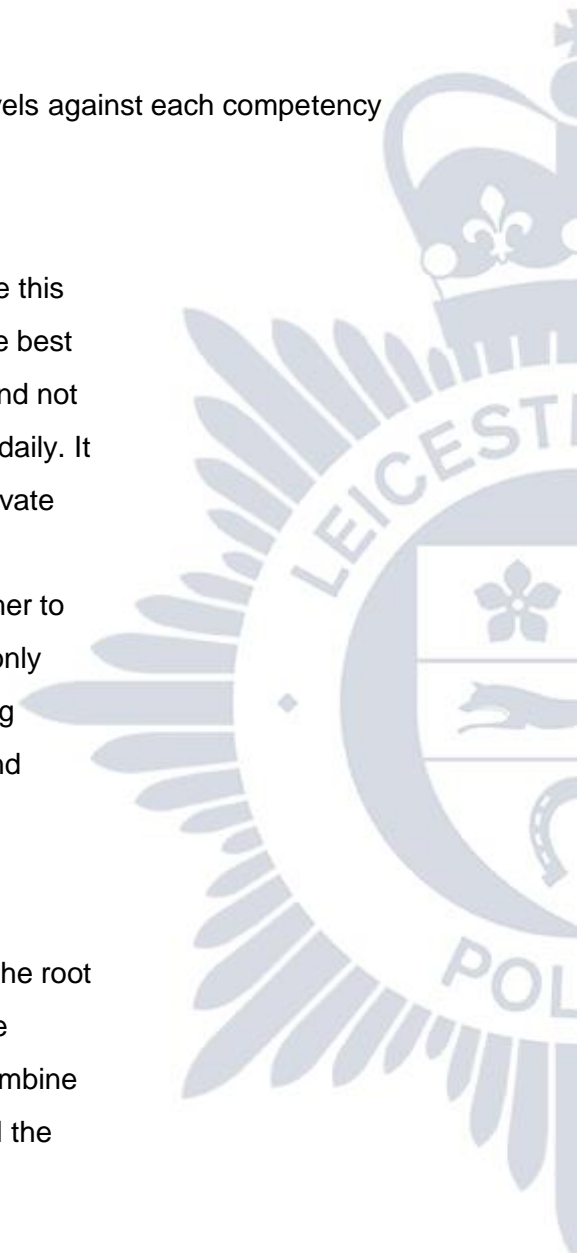
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We are collaborative

Ensuring and improving the safety and wellbeing of the public underpins all of our work. To achieve this most effectively, we need to look beyond our traditional boundaries to think about how to create the best possible outcomes. We build genuine and long-lasting partnerships that focus on collective aims and not just on our own organisation. This goes beyond just working in teams and with colleagues we see daily. It includes building good relationships with other public and third sector providers, reaching out to private organisations and working with our communities and customers. We aim to work effectively with colleagues and external partners, mutually sharing our skills, knowledge and insights with each other to achieve the best possible results for all and to reduce silo working. Our engagement seeks to not only deliver joint solutions but also to share appropriate information and negotiate new ways of providing services together. In all of our dealings with our partners, we make sure that they feel respected and valued.

We analyse critically

We analyse information, data, viewpoints and combine the best available evidence to understand the root causes of issues that arise in complex situations. We draw on our experience, knowledge and wide sources of evidence to give us a greater view of what is happening underneath the surface. We combine insight and evidence-based approaches to help make decisions, accepting that we will not have all the answers but will always try to gather facts and robust information to be able to think tactically and strategically.



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We deliver, support and inspire

We understand the vision for the organisation and use the force values in day-to-day activities as a role model to provide inspiration and clarity to our colleagues and stakeholders. We work to create the right climate for people to get the job done to the best of their abilities, ensuring a culture of mutual respect and support. We are dedicated to working in the public's best interests. We understand how we have an impact on the wider organisation and those around us and we help others to deliver their objectives effectively. This behaviour is not restricted to those who are in formal or senior management positions. We all have a positive contribution to make by operating at our best, adapting how we work to take account of pressures and demands and helping others. We are focused on helping our colleagues to improve and learn and are active in supporting them through activities such as coaching and mentoring.

We are innovative and open-minded

We have an inquisitive and outward-looking nature, searching for new information to understand alternative sources of good practice and implement creative working methods. We are committed to reflecting on how we go about our roles, being flexible in our approach as required to ensure the best outcomes. We seek to understand how well we are performing, both as individuals and as teams, and we seek to continuously improve. To do this, we look at relevant standards outside policing in other organisations and sectors. Constantly changing and adapting is part of our role. We maintain an open mind to allow us to identify opportunities and to create innovative solutions.





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Guidance

The following guidance has been created to help you prepare for interviews. We thought it would be useful to share.



Mindset

Few people look forward to being interviewed – this is entirely normal. You're not alone and it's OK if you feel the same.

But keep the following in mind - we've shortlisted you for interview, so we already like what we've seen and want to hear more – that's clearly a good thing, right. You've impressed us enough for us to want to find out more, so you're already half way there!

What do you need to achieve?

An interview is a way for us to gather and check information. We are mainly looking for two things:

- We want to further explore evidence of your suitability for the role.
- We want to know what you are like as a person and understand if you share our values/competencies and have passion for public service.

You should aim is to convince us you're the right person for the job. Try to make it clear how you meet the requirements and criteria laid out in the Job Description and leave us in no doubt that we want you.

We aren't going to try to catch you out - we just want to get to know the real you and find out more about your skills, values and competencies to help us make a fair and consistent comparison between you and other candidates.

If you are internal member of staff don't forget the panel may not know you, don't assume they know what you have achieved. So give full answers. Also avoid using acronyms.



The first step

You hopefully reviewed the Job Description and advert when you applied for the role.

This means you should already have a good feel for the eligibility requirements, values and competencies that we are looking for.

The Interview itself is most likely to focus on the values, competencies and any specific technical skills.

Dependent on the job you've applied for, we may also try to find out a bit more about your understanding of the role, our force and some of the challenges we face.

It is sensible to go back over the Job Description and advert again to remind yourself of what we are looking for.

Making a good impression

The interview is a competitive process – not everyone we see can be offered a job, even if they all interview well – so your task is be the preferred candidate by providing high quality evidence and creating a good impression.

We want you to be yourself – there's no point putting on an act as you can't pretend to be someone you're not for the rest of your career – but there are ways to prepare yourself to ensure interviewers see you at your best.

One thing you can do is prepare a list of words that best describe you such as confident, calm then practice an interview style or examples of where you demonstrate this.

You can then detail what we will see or hear that will give us that impression.

Thinking about the Questions

You want to leave us with no doubt that you're the best person for the job, but how can you make sure you are convincing?

Let us know you understand the role

Showing an awareness of the challenges, demands and wider context a role sits within helps interviewers appreciate that you have a realistic understanding of the role and force. This will require some effort, even for internal candidates.

Make a list of the challenges that our organisation faces. Next to each, make a note of how you think this may influence the role you have applied for. What will it require of you in that role? It's easy to think of negative things, carefully consider the opportunities too.

This list will help when you are asked questions on what do you think about 'x'? or what do you think it would be like in 'y'?

Understand what motivates you

Think about some of the general questions that could be asked so you have the answers already in your head. You could be asked questions such as - Why you are interested in the role? What motivates you? Where do you want to be in five years? What do you hope to achieve in a role? What do you think you will bring to the role?

These questions can be a great chance to create that positive impression – be ready for them!

Identify your best examples

Your application is likely to contain good evidence and examples of values, behaviour and experience that is relevant to the role. You probably selected them from a bigger selection of examples you could have used. Try to jot down this bigger list of examples as this will help you prepare.

Review the list against our advert and job description. Think about the responsibilities for the job, our competencies and the essential/desirable criteria. If you can think of more examples, add them to your list. Make sure each example gives you a good chance to demonstrate the area you have aligned it to – but don't worry if it doesn't match to all criteria.

Having several relevant examples for each area will give you flexibility to choose a good example for each question that could come up in the interview. It allows you to use different examples throughout the interview, showing real breadth and depth.

Think about the position of the job in our organisation

Think about the nature of the role you have applied for and who you will be required to work/interact with (internally and externally). Consider the extent to which the role drives or influences actions and decisions – and at what level that happens. Look again at your examples and evidence to make sure they are above, at, or as close to the required level and nature of the role as possible.

Practice, Practice, Practice - A top athlete doesn't try to perform for the first time on race day – and neither should you!

Think about who you can ask to help you practice. This is not about 'beating the system' – just making sure you feel confident and know how you might use your examples, come the big day. Successful interviewees are people who can flexibly adapt to whatever is asked.

On the Day

If you've followed the guidance you'll hopefully be as well prepared as you can be – this should give you confidence. You're bound to be a bit nervous, but that's OK. It's just a natural sign that this is important to you. Take some deep slow breaths!

The panel should give you an introduction to how the interview will run. Take this in, but at the same time try to relax as much as possible.

Often they will tell you what area of values or competencies they are interested in. You know these from your preparation, so you know you can focus on this in your answer.

Then there's the questions. These will often ask for a mixture of examples and what you would do. Think about what the question is asking. For example, 'This is about integrity. When have you challenged a colleague's behaviour?'

Choose an example you can think of that does exactly what's asked – i.e., challenging a colleague's behaviour in relation to integrity. If you need to ask for clarification or the question to be repeated, this is absolutely fine.

Give your best example to answer the question. Briefly explain the situation, the part you played and the issue(s). Next, describe what you did and why – make sure the example you provide evidences the competency you've been asked about. This should be the focus of your answer. Finally, let the panel know what the outcome was and any review.

Remember – the interview is a conversation, so you will be asked some additional questions to clarify what you've said and seek more information.



Keep Positive

As the interview develops, don't second-guess how well it is going. You may answer some questions better than others. That's normal – don't let it distract you. Treat each question as a new opportunity to impress – keep positive and enthusiastic, but try not to over talk the interviewers.



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Best of Luck!

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