



Interview Confidence Course
Workbook

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Lesson 1: Interview Mindset - You ARE the Right Person for This Job

Task 1: Write down some unhelpful thoughts you've had about interviews.

Reframe these using the five-step challenge tool.

The **5-Step Challenge Tool** is a simple cognitive restructuring technique used to challenge unhelpful thoughts—especially useful in high-pressure situations like interviews.

It works by helping you identify, question, and reframe negative or distorted thinking. Here's how it breaks down:

The 5 Steps:

Notice the Thought:

Tune in to what's going through your mind when stress hits.

Example: *"I'm not good enough for this role."*

Write it Down:

Put the thought on paper exactly as it appears. This helps gain distance from it.

Identify the Trap:

Classify the type of cognitive distortion involved:

All-or-nothing thinking

Catastrophising

Mind reading

Overgeneralising

"Should" and "must" statements

Challenge It:

Ask yourself: Is this thought 100% true? What evidence supports or contradicts it? What would I say to a colleague thinking this?

Reframe It:

Replace it with a more balanced and constructive statement.

Example:

Original: *"If I don't get this job, it means I'm not good enough."*

Reframed: *"Interviews are competitive—this is a chance to learn and grow, whatever the outcome."*

Reframed thoughts:

Task 2: List three key reasons why you are the right candidate for the role you're applying for.

Lesson 2: NHS Structure and Organisation

Task 1: Look up the ICS relevant to your job application. What are their three top strategic priorities?

Task 2: Find the latest CQC report for the organisation you are applying to. Identify three areas for improvement and how you would contribute.

Task 3: List three ways your future role supports the wider aims of the NHS Long Term Plan.

Lesson 3: How to Ace the Most Common NHS Interview Question

Learn to master the most common NHS interview question: 'Tell us about yourself.' This lesson introduces the CAMP framework (Clinical, Academic, Management, Personal) to help you deliver a clear, confident summary of your experience. Practise distilling your professional identity into a 3-minute structured narrative.

Task 1: Breakdown the key components of your answer for CAMP.
Create a bullet point list of your key achievements in each section.

C: Clinical	
A: Academic	
M: Management	
P: Personal	

Task 2: Write your CAMP-structured response using four short paragraphs.

Clinical:

Academic:

Management:

Personal:

Task 3: Record your structured answer and time it.
Keep practicing and distilling it until it is 3 minutes or less.

Task 4: Feedback. Ask a peer to listen to your pitch. What stood out to them?
What felt unclear? Reflect on the feedback and refine your answer.

Lesson 4: Tools to Structure Your Answers

Structured responses show your reasoning, professionalism, and ability to reflect under pressure.

This exercise is a re-cap of the following tools to help you to structure your answers using:

STAR (for scenario-based questions)

Three-Point Strategy (for opinion-based questions)

SPIES (for safety and ethical dilemmas).

Task 1: Write a **STAR** response to the question: "Tell us about a time you made a difficult clinical decision."

Situation:

Task:

Action:

Result:

Task 2: Write a **STAR** response to the question: "Tell us about a time you had a conflict with colleague."

Situation:

Task:

Action:

Result:

Task 3: Use the Three-Point Strategy to answer: "What leadership qualities do you have?"

Task 4: Use the Three-Point Strategy to answer: "How you keep up to date in your current role?"

Task 5: Use the Three-Point Strategy to answer: "How you manage your workload?"

Task 6: Use SPIES to respond to the following question: 'You notice a colleague is behaving unsafely-what do you do?'

<p>S: Seek information</p>	
<p>P: Patient safety</p>	
<p>I: Initiative</p>	
<p>E: Escalate</p>	
<p>S: Support</p>	

Task 7: Use SPIES to answer the following question: "One of your colleagues comes to work late by 20 minutes every day for the last 2 weeks. How would you handle this?"

<p>S: Seek information</p>	
<p>P: Patient safety</p>	
<p>I: Initiative</p>	
<p>E: Escalate</p>	
<p>S: Support</p>	

Lesson 5: Values-Based Interview Questions

NHS employers look for values-driven clinicians. Learn to reflect on and articulate how your behaviours align with NHS Constitution values and the specific values of the organisation you're applying to.

Task 1: Choose 3 values from the NHS Constitution. Write a short STAR or SPIES example for each.

Task 2: List the values of the Trust or PCN you're applying to:

Task 3: Write 3 personal examples of times when you have demonstrated those values (STAR/SPIES).

Lesson 6: Choosing Your Examples

Good examples are flexible, recent, and rich in reflection.

Task 1: Write down an example that demonstrate your abilities in each of the following:
Focus on your actions and learning:

Clinical decision-making

Leadership

Conflict resolution

Patient safety

Quality and service improvement

Teaching

Clinical decision-making:

Leadership:

Conflict resolution:

Patient safety:

Quality and service improvement:

Teaching:

Task 2: Record yourself describing each example using the STAR or SPIES format. Aim to keep each example within 3 minutes. Remember to focus on your actions and learning.

Lesson 7: Interview Tips, Tricks and Handling the Unexpected

From managing nerves to optimising your environment, this lesson shares practical tips to enhance your presence and performance. Learn how to present yourself with confidence before, during, and after the interview.

Task 1: Mock interview

Organise at least one mock interview with a friend or trusted colleague

Spend time reflecting on the feedback received. Document any key points below:

Task 2: Create a checklist for your pre-interview preparation – think about your clothing, journey, documents, tech setup (if online), etc.

Task 3: Record yourself answering three common questions. Review your tone, pace, and non-verbal communication.

Task 4: List three types of questions that would challenge you. Write a bridging response for each.

Task 5: Practice saying: “Let me think for a moment” or “Here’s how I might approach that...” aloud.

Task 6: Role-play a mock panel interview with surprise questions. Practice staying composed and flexible.

Lesson 9: Preparing a Presentation

Presentations are often your first impression. Structure your message, rehearse with purpose, and address the brief directly. A well-prepared presentation sets a confident tone for the rest of the interview.

Task 1: Draft your 10-minute presentation using a 3-part structure (Problem, Plan, Impact).

Problem:	
Plan:	
Impact:	

Task 2: Practice delivering your presentation aloud and time it to finish in 8-9 minutes. Use the space below for any notes:

Task 3: Present in front of a peer. Do the slides support your message or distract from it? Use the space below for any notes:

