

SCS Student Advisory Board Interview Guidelines

Please note, these guidelines apply only to SCS Student Advisory Board (SAB) student volunteers. Staff are appointed to the SAB by the Student Counselling Services. Staff interviews are conducted according to Trinity's HR policies.

- All interviews must be conducted in accordance with [Trinity's Equality Policy](#).
- Interviews may be held on an individual or group basis, depending on requirements each year.
- Interviews must be conducted by two people. Usually this will be the staff member with responsibility for SAB coordination and a student who is, or has been, a SAB member. Two staff members can interview together if no relevant student is available, provided every effort has been made to bring a student co-interviewer in. For the academic year 2024/5, SAB group interviews will be carried out by two staff members, as we do not yet have full student membership post-Covid.
- Candidates must attend for interview at scheduled times, interviews will not be rescheduled. If a student fails to attend interview, they are removed from the list of applicants.
- Notes taken during interviews must be held securely for a period of 1 month, in case feedback is sought, but must be securely deleted/shredded after this time.
- Once all interviews have been conducted, notes are assessed and given a preferential order in which training spaces should be offered.
- If there are difficulties deciding on the order of successful candidates, priority is given as follows:
 - 1) Candidates with the strongest demonstration of commitment and understanding of the role, who are available to meet the time commitments required.
 - 2) Representation of equity-deserving communities, according to the 9 Grounds for Equality.
 - 3) Other candidates who will add to the diversity of the team, ensuring a broad representation of the student body within the volunteer cohort.
- Feedback must be provided to any candidate who requests it.

- The relevant training package may be reviewed and adapted, depending on the areas of concern and areas of interest for participants identified during interviews.

Individual Interviews:

- All interview candidates must be asked the same questions, in the same order.
- Twenty minutes (minimum) should be allowed for each interview and a 20-minute break taken after each three (or less), to allow for discussion and review.

Group Interviews:

- All groups must be asked the same questions/given the same group activities to complete, in the same order.
- Forty minutes (minimum) should be allowed for each interview, with a 20-minute break taken after each group to allow for discussion and review.
- A maximum of five candidates should be scheduled in each group.