

B:Music

B: Interviewed

At B:Music all of our interviews are structured in the same way. All candidates will be asked the same questions in the same order.

You are being interviewed for the skills and the experience you bring. The questions you will be asked are designed to allow you to respond and demonstrate those skills and experiences.

In some cases, you may be asked a follow up question. Equally, if you aren't clear on what the question is asking you, tell the interviewer and the interviewer will try and restate the question more clearly. The interviewer will usually make a note of a restated question.

After each answer you give, the interviewer will give you a score, making a few notes as an aide memoire.

So, what can you expect?

Most of the questions will be open ended, a mix of behavioural 'tell me about a time when ...' and situational 'what would you do if ...'. The nature of the role will determine the balance between the number of behavioural and situational questions. The questions are designed to assess both your real-life experiences (behavioural) and for you to demonstrate your thinking process (situational).

In the most cases you will be sent many of the questions ahead of the interview; that gives you time to reflect on your experience and to consider your responses.

In addition to the panel interview, you will have an additional assessment, either work or skills focused.

In most cases the assessment will take place on the day of the interview. On occasion we will ask candidates to prepare ahead of the interview, usually in the form of a presentation to the panel.

B: Prepared

Before the interview, look at the role profile and pay particular attention to the person specification; you are going to be asked questions in line with those criteria. If you have been sent the questions, please look at them.

In preparing your answers, think of the experience and skills you have in relation to either the question or the criterion. In most cases you are likely to be asked a behavioural question about them. They're easy to spot, they will start like this:

- *tell me about a time when ...*
- *What do you do when ...*
- *Have you ever had ...*
- *Give me an example of ...*
- *Describe ...*

The best way to answer these questions is using the **STAR** method, if you google the term, you will see loads of resources, but this is a useful summary.

Situation - succinctly describe the scene

Task – describe what was **your** responsibility in the situation

Action - explain what steps/action **you** took to address it

Results - what happened as a result of **your** action

Simply put, most behavioural questions are looking for you to demonstrate how you handled a particular situation; with you demonstrating your positive contribution and what you learned. This doesn't have to be a work situation, you may have encountered a particularly challenging situation at school, college, or in a voluntary capacity etc.

In most cases you will have put your 'best' answers on the application form, so it's important to think of other examples for the interview. When asked, it is reasonable to make direct reference to your application and the example you gave there, but to say that you are going to give another example. It shows a depth of experience.

The most common mistake people make when they answer a question is that they don't highlight **their** specific contribution. Overuse of the word 'we' makes it difficult for the interviewer to determine what you did and what someone else may have done. Most of us work collaboratively, that's why we ask you to take time ahead of the interview to work out what exactly you did in the situations you are likely to be asked about. It will help.

B: Successful

Ultimately recruitment is a competitive process.

At the end of the interview the panel will convene with a panel head. The panel head isn't a part of the interviews.

The panel will be asked to give their score against each question, and these will be recorded. The panel do not discuss their scores ahead of this meeting. The scores for the assessment will also be added to a score sheet.

The candidate with the highest score will be offered the job.

We know that it takes time and effort to apply and to be interviewed for a role. So, we will always give feedback where it's requested.

Given the nature of B:Music's business, some roles may require a DBS check. The person specification usually specifies where a DBS is required. But we often have children and young people onsite, performing, work experience or learning. Therefore, a DBS check could be required of any role.

Roles most likely to be require a DBS check

Front of House - Stewards, DS, Concierge

Backstage/Stage – Technical, Production

Creative – Development and Impact roles

Kitchen - Chef