



## **BSc (Hons) MIDWIFERY**

**Please read the information below carefully as it contains all the information required in preparation for your interview.**

Interviews will take place via video call on Microsoft Teams. The day before your interview you will receive an email with a calendar invitation for a Microsoft Teams meeting at 09.00 with the admissions tutor and fellow candidates having interviews that day. Here you will be told whether your interview will be in the morning (any time between 10.00 and 12.00) or the afternoon (any time between 13.00 and 17.00) and it will give you an opportunity to get familiar with Teams. If you do not have Microsoft Teams you will need to create a free account online at the following webpage; <https://support.microsoft.com/en-us/office/sign-up-for-teams-free-70aaf044-b872-4c32-ac47-362ab29ebbb1>.

**You have been sent some further interview information via your emails so please check them.**

Please be aware that by joining the morning meeting at 09.00 your email address will be visible to the other candidates. Therefore, if you would prefer not to attend this meeting, we can email you all the relevant information you need instead. Please let us know via [MidwiferyAdmissions@uclan.ac.uk](mailto:MidwiferyAdmissions@uclan.ac.uk).

If you have any questions about the admissions process, please contact the admissions team at the university. The university admissions team can be contacted via email on [admissionsb@uclan.ac.uk](mailto:admissionsb@uclan.ac.uk). The admissions tutors for the midwifery course are Ann Docherty and Sarah Johnson, who can be contacted via email on [MidwiferyAdmissions@uclan.ac.uk](mailto:MidwiferyAdmissions@uclan.ac.uk).

### **Guidelines for Microsoft Teams video call interview**

- You should ensure that you are in a room that is appropriate for the interview where you will not be disturbed by others.
- No other individuals should be present during the interview unless they are there for IT support reasons
- Check your equipment the day before to ensure all is working and to avoid a last-minute stressful set-up. The strength of your internet connection has a big impact on the quality of your call.
- You may be asked to confirm that you are alone at the start of the interview and to conduct a camera sweep of the room.
- Do check your lighting is in front of you. Strong light behind you, like a big window, can give you a dark silhouette and make your face difficult to see.
- Position your camera so your head and shoulders are on screen, use books to position your laptop camera roughly to eye level.

- If you are new to video conferencing, practise your set-up with a friend well in advance. A practice session will give you a feel-good boost and you can check your pace and volume of speech.
- You will be asked to produce ID at the start of the interview to confirm your identity so please have this ready to present to the camera.
- You should have access to a telephone that does not require you to enter another room, so that the interview can continue if problems develop with the use of video conferencing software.
- The University will telephone the number so that you do not have to cover the cost of the call.
- You must not record your interview unless agreed in advance.
- Make sure your software is updated to the latest version and check if any system updates are required.
- Remember there may be a slight delay, so it is all about pacing yourself.
- Watch your body language - don't show impatience or jiggle in your chair.
- Work on your rapport, eye contact, look at the camera rather than the screen.
- If there is a delay, ensure the other person has finished speaking.
- At the end, make sure you have closed the call before going on to anything else.

### **Additional Information**

If you have a disability, please contact us if you require adjustments for the interview or you would benefit from an additional information prior to the interview to discuss the support you may need on the course.

**Thank you for choosing UCLan and we look forward to meeting you on  
the interview day.  
Good luck!**



## INTERVIEW GUIDE: CANDIDATES



### WELL DONE

Well done on reaching this stage of the recruitment process. Watch this [video](#) to learn more about the University of Central Lancashire, you can learn more about the midwifery course [here](#).

### DOWNLOAD MICROSOFT TEAMS

All interviews will take place on Microsoft Teams. You can download it [here](#)



### HOW TO USE MICROSOFT TEAMS

Please see [these](#) instructions on how to use Microsoft Teams.

### WHAT TO EXPECT

- At 9am you will be invited to a presentation by the admissions tutors and one of the course leaders
- Please be available all day from 9am on the day. You will be given a morning or afternoon slot for interview
- There will be a holding room where you will have the chance to chat to other candidates



Please watch this [video](#) for a guide on what to expect for the day.

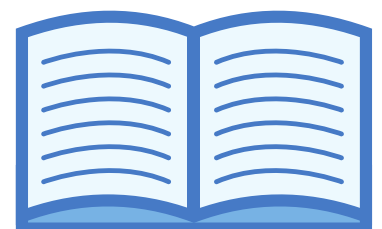


### CONFIRMING IDENTITY

You will be asked to show your ID by the interview panel to confirm your identity

### REASONABLE ADJUSTMENTS

If you have a disability, please contact us if you require adjustments for the interview or you would benefit from an additional information prior to the interview to discuss the support you may need on the course.



### MORE INFORMATION

You can also find a detailed interview information pack [here](#). Please read and get in touch with any question.