

**Mock Interview – Request Form**

Please complete the form and send together with required documents to **pfdc-support@imperial.ac.uk**

**Please note: We need to have received all documentation prior to scheduling the mock interview.**

**Your information:**

|  |  |
| --- | --- |
| First name |       |
| Preferred first name |       |
| Last name |       |
| Gender identity | Please select from the list. |
| Ethnicity | Please select from the list. |
| Job title  |       |
| Faculty | Please select from the list. |
| Department | Please select from the list. |
| Campus |       |
| Contact telephone number |       |
| Imperial e-mail address |       |
| Current funding source |       |
| Length of time as a postdoc/fellow/clinician (round up to nearest year) |       |
| Current contract end date |       |
| Have you had a mock interview with the PFDC in the last 18 months? | [ ]  Yes [ ]  NoIf yes, please give details here       |
| Have you booked a technical mock interview with your department? | [ ]  Yes [ ]  No  |

**Interview information:**

|  |  |
| --- | --- |
| Full title of position applying for: |       |
| Where will the position be held? |       |
| Date of actual interview: |       *(dd/mm/yy)* |
| Will you have to give a presentation during the interview? | [ ]  Yes [ ]  No [ ]  Do not know |
| Will the interview be online or in person? | [ ]  Online [ ]  Face-to-face  |
| Any additional details about the interview you would like to share with us: |       *(expand box as necessary)* |

**Job documentation:** *It is essential that all documentation is submitted with the mock interview request form.*

|  |  |
| --- | --- |
| Job advert, description and/or person specification: | [ ]   |
| Guidance/ interview instructions for applicants: | [ ]   |
| Completed application form: | [ ]  |
| Submitted CV: | [ ]   |
| Submitted cover note: | [ ]  |
| Other documentation submitted | Please give details and attach:      *(expand box as necessary)* |

***Please note: the more information you give us, the better we can tailor a mock interview for you.***

**Mock interview scheduling information:**

A mock interview usually lasts 90 minutes. Please note any dates and times you **CANNOT** make below:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date*** *(dd/mm/y)* | ***Time*** | ***More Dates*** *(dd/mm/yy)* | ***Time*** |
|       |       |       |       |
|       |       |       |       |

**Other information:**

|  |  |
| --- | --- |
| We can offer **up to ten minutes** for a presentation at the mock interview. Would you like to take this option? | [ ]  Yes [ ]  No  |
| Please use this space to tell us any other information not covered elsewhere |       *(expand box as necessary)* |

**Data Protection:**

Please be aware that we will forward your documentation to mock interview panel members (who are usually, but not exclusively, members of Imperial) unless you withhold your consent for us to do so. Please be advised that if you do not wish for your documents to be shared, we will not be able to provide you with a mock interview. Panel members are requested to treat mock interview materials as strictly confidential. Please remove any personal information that you would not like to be viewed by the panel members.

The PFDC will hold mock interview documentation for two years, after which time they will be deleted. Any feedback/evaluation data you provide will be held for three years and then anonymised. This is for statistical use only. For further information regarding Imperial College’s data protection policies, please access the following link: [Privacy notices](https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/).

Please tick to state that you have read and understood the data protection information above [ ]

**Other Information:**

All our mock interviews are currently taking place online. Your mock interview will be hosted by a Consultant and an interview panel via Zoom or Teams and you will receive a link to your meeting in advance.

*Why do we request gender identity and ethnicity data?*

The PFDC request this data to determine whether the programme of support provided is accessible and relevant for all early-career researchers at Imperial. This data is confidential and is used for statistical purposes only to evaluate the programme.