

NHS Job Choice, Application and Interview Workbook

Compare the real conditions of posts, map evidence to the person specification and rehearse concise, safe interview answers.

How to use it

Use one section at a time alongside the relevant online chapter and the current official source. Write only what is needed for your decision, then add an owner and review date to every unresolved action.

Confidentiality and limits

Do not enter patient-identifiable information, private colleague information, passwords, passport numbers or documents you are not authorised to share. This workbook is independent educational guidance, not individual immigration, employment, legal, regulatory, tax, pension or clinical advice.

A controlled working method

Separate verified facts from assumptions. Date every figure or rule copied from a live source. Keep the exact advert, policy, contract or form on which a decision depends. When circumstances are complex, use the worksheet to prepare questions for an appropriately qualified adviser rather than trying to make the workbook provide the advice.

- Fact: supported by a current document or a named person with authority.
- Assumption: plausible but not yet verified; record the check required.
- Decision: state who owns it, the evidence considered and the review date.
- Action: name the person responsible and a realistic deadline.
- Reflection: keep it proportionate, factual and confidential.

Master action log

ACTION, OWNER, DATE AND OUTCOME
Priority decision or unresolved question
Evidence or source to check
Person responsible and target date
Outcome and next review

Decode the post

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

DECODE THE POST
Title, grade, contract and duration — — —
Sites, rota tier and out-of-hours work — — —
Senior cover, induction and supervision — — —
Study, development and appraisal arrangements — — —

Compare offers

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

COMPARE OFFERS
Essential safety and support requirement
Evidence from advert, document or conversation
Unresolved question and who will answer it
Overall risk or opportunity

Person-specification map

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

PERSON-SPECIFICATION MAP
Criterion and essential/desirable status
Best evidence and date
Outcome, impact or corroboration
Gap and truthful development response

Interview evidence bank

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

INTERVIEW EVIDENCE BANK
Situation and task — — —
My decision and action — — —
Outcome and learning — — —
Question types this example can answer — — —

Panel due diligence

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

PANEL DUE DILIGENCE
Question about scope and expectations
Question about induction and supervision
Question about service priorities
Question about development and progression

Post-interview review

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

POST-INTERVIEW REVIEW
Questions asked — — —
Answer to improve — — —
New information about the post — — —
Feedback requested and action planned — — —

Final review and next conversation

Summarise the decision you are trying to make, the evidence already verified and the few questions that remain. Take this summary-not an uncontrolled collection of personal documents-to the relevant supervisor, employer team, regulator, union, defence organisation or adviser.

ONE-PAGE DECISION SUMMARY
Decision and desired safe outcome — — —
Verified facts and source dates — — —
Main risk or uncertainty — — —
Questions for the appropriate adviser — — —
Next action, owner and review date — — —

Core current sources

GMC registration applications

NHS Employers medical workforce

Health and Care Worker visa

GMC Good medical practice

Reviewed 7 September 2026. Always re-check the live source before a significant decision.