

Registration interview guide

If your skills and experience match the current demand for temporary workers and the TSS have received your references and online test results you may be invited to attend a registration interview.

The registration interview is an important stage in the recruitment process and will need to take place before you are able to fully register with the service and join our pool of administrative and clerical workers.

What should I bring with me?

Eligibility to work documents: You will be asked to provide documents that prove your identity and confirm that you are eligible to work in the UK. This will generally be in the form of either a passport or full UK birth certificate plus proof of National Insurance.

The TSS cannot offer visa sponsorship, so all applicants must demonstrate that they have an existing right to work in the UK.

Do I need to prepare anything?

The interview is fairly informal and we do not expect you to do any specific preparation in advance, other than being clear on your upcoming availability.

What will happen during the registration interview?

The registration interview will enable the TSS to learn more about your skills, experience and availability. Once we have more information on what you are looking for, this will help us find you future assignments at the University.

The interview itself will last for around 30 minutes and you will meet with Laura Gibson (TSS Manager) or Harriet Hanson (TSS Adviser) who will be able to explain how the TSS works. We will spend some time talking to you about your availability and previous work experience. We will also ask you a few competency based questions about previous situations you have dealt with.

What will happen after the registration interview?

If you are successful in your interview, you will be invited to join the TSS and we will issue your contract/T&Cs. We will also aim to complete your induction, training and initial performance review on the same day.

How long will the whole process take?

The full process will take up to two hours so please make sure you have enough time before confirming your attendance. If you are invited to attend an interview the TSS team will send an email confirming all the details so please read this information carefully and if you have any questions contact us at tss-mail@bristol.ac.uk.