



## Hello:

Congratulations on your interview with us here at the Pension Protection Fund (PPF). We're looking forward to meeting you.

We've put together some helpful information about how to prepare for an interview and some links for useful reading.

Interviews here at the PPF are two-way. We want to find out about you and we're keen for you to ask your questions to ensure this role is a suitable fit.

## Preparation:

Preparation is key. Take some time to review both your CV and the job description. Think about how your skills and experiences match. You may want to write a few notes about examples of times that you have demonstrated the skills and experiences that are listed on the job description.

## The Interview:

You will meet the interview panel in the building reception who will take you to the meeting room. Unless you will be required to undertake a test, our interviews always start with us asking what you know about the PPF and your understanding of the role. Make sure that you have done your research as this will set a great tone for the rest of the interview.

We will then be looking to understand your previous work experience, skillsets, as well as what drives and motivates you. To do this we use a competency and values-based style interview as well as asking questions that will help us understand your technical abilities.

In order to prepare for this type of interview, we strongly encourage you to think about recent specific examples from your work (and if applicable, education history) where you have made a positive contribution.

Questions are typically phrased such as: "Tell me about a time when..." or "Give me an example of when you've..." It's important that you are clear, succinct and focused in your answers about the impact that you, and not your team, made.



## The STAR Formula:

One way to answer competency questions is to use the STAR formula. It stands for Situation, Task, Action, Result and it is a good way to structure your responses.

**Situation:** What was the situation you found yourself in? Briefly describe the background to the situation.

**Task:** What was the specific task you had to do? Describe your responsibility. What, how and why

**Action:** What actions did you take? Describe what you actually did.

**Result:** What happened as a result of your action? Don't worry if it wasn't the intended outcome, you can use it to demonstrate what you would do differently next time.

## Values:

Our ICARE values are at the heart of everything we do. During the interview we would love to hear how you have shown these values in your career to-date:

**Integrity** - Doing the right thing

**Collaboration** - Working as one

**Accountability** - Owning our actions and their outcomes

**Respect** - Valuing every voice

**Excellence** - Being our best

Don't forget that we are also keen to answer your questions so do come prepared: you might want to know more about the team, future projects, etc.



## Further Reading:

Further information to help you prepare can be found below:

Main Website: <https://www.ppf.co.uk/careers>

'Why work for us' page: <https://www.ppf.co.uk/why-work-here>

PPF's YouTube channel: <https://www.youtube.com/user/PPFTVCHANNEL>

PPF's Strategic Plan: <https://www.ppf.co.uk/strategic-plan>

Our Members FAQ Booklet: [PPF Members Booklet](#)

(can open in Google Chrome, Mozilla Firefox, etc. May have some problems opening in IE (Internet Explorer))

You can follow us on Twitter, LinkedIn and Facebook for regular updates. We also have a Glassdoor page so you can understand what it's like to work here from an employee's perspective.

Finally, enjoy it! The PPF is a great and dynamic place to work and we're excited to have an opportunity to share our knowledge and to find out about how you could make a contribution to our organisation.

If you have any additional queries, please contact us at: [recruitment@ppf.co.uk](mailto:recruitment@ppf.co.uk)

**Best wishes,  
The PPF Recruitment Team**