

## Interview questions for Public Contributors

Role	Skills required	Questions
Personal attributes and knowledge	<ul style="list-style-type: none"> <li>• Constructive attitude</li> <li>• Practical availability (with reasonable adjustments where needed)</li> <li>• Lived experience of mental health issues</li> <li>• Networks and connections</li> <li>• Knowledge of research methods and our organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the relationships you have established with other organisations.</li> <li>• Give examples of ideas you've had which have been taken up by others. How do you respond when your suggestions are set aside?</li> <li>• What prompted you to apply for this role? What interests you about it?</li> <li>• This role is about bringing your personal story into the organisation. How should that be done?</li> <li>• Tell me about at least one significant achievement.</li> <li>• What is your ideal team structure to work within?</li> </ul>
1 Desk evaluation of documents	<ul style="list-style-type: none"> <li>• Literacy</li> <li>• Online and e-competent</li> </ul>	<ul style="list-style-type: none"> <li>• Do you work best alone or on a team?</li> <li>• Tell me about a time when you had to rely on written communication to get your ideas across to others.</li> </ul>
2 Attend conferences and focus groups	<ul style="list-style-type: none"> <li>• Able to speak up in a group</li> </ul>	<ul style="list-style-type: none"> <li>• What skills and knowledge do you hope to develop over the next few years?</li> <li>• How have you involved other people in making a decision?</li> </ul>
3 Give presentations, teach, chair events	<ul style="list-style-type: none"> <li>• Plan and deliver engaging presentations</li> <li>• Welcome the contribution of others</li> </ul>	<ul style="list-style-type: none"> <li>• Describe a successful presentation you have given and why it was a hit.</li> <li>• What are the core skills and qualities make an effective communicator?</li> <li>• What support and training will you need to succeed?</li> </ul>
4 Committee membership	<ul style="list-style-type: none"> <li>• Grasp of strategy</li> <li>• Teamwork</li> <li>• Preparation</li> <li>• Continuity of involvement</li> <li>• Ability to track change over time</li> </ul>	<ul style="list-style-type: none"> <li>• Talk about a time when you had to work closely with someone whose personality was very different from yours.</li> <li>• Did your level of responsibility grow or change while you were involved in previous activities?</li> <li>• Tell me about a team you have been part of?</li> <li>• How do you prepare for meetings?</li> </ul>
5 Interview candidates for a job or course of study	<ul style="list-style-type: none"> <li>• Understand equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• What does the term 'equal opportunities' mean to you?</li> <li>• Tell us about any interviewing you have done in the past.</li> </ul>
6 Conduct research interviews or focus groups	<ul style="list-style-type: none"> <li>• Willing to attend training</li> <li>• Skill and warmth in establishing rapport</li> </ul>	<ul style="list-style-type: none"> <li>• Tell us about any relevant experience you have.</li> </ul>
7 Handle confidential data	<ul style="list-style-type: none"> <li>• Aware of information governance</li> </ul>	<ul style="list-style-type: none"> <li>• What experience have you had with handling confidential information?</li> </ul>
8 Co-applicant	<ul style="list-style-type: none"> <li>• Graduate or otherwise able to understand the purpose of the research</li> <li>• Thinks that the study is worthwhile</li> </ul>	<ul style="list-style-type: none"> <li>• Explain something that you know well but that is complicated.</li> <li>• How do you go about continuing to develop your skills and knowledge?</li> <li>• What is your ideal team structure to work within?</li> <li>• Tell me about a time when you had to give someone difficult feedback.</li> </ul>