

Genuine Prospect of Work (GPoW) Interview Question Set

Question 1

Have you been offered a job due to start in the future?

No – Proceed to Q2

Yes

- When is it due to start?
- Is it permanent or temporary or fixed term?
- If temporary, how long will the job last?
- What are the contracted hours?
- What amount will you be paid and how often?
- What are the employer's name and contact details?
- Why are you unable to take up the offer of employment before xx/xx/xxx?

NB – Proof is required to support the information given, note what evidence has been provided in the additional information box and attach a copy of evidence

Question 2

Have you made arrangements to start up your own business and be self-employed?

No – Proceed to Q3

Yes

- What sort of business are you starting?
- Have you registered the business with HMRC or Companies House?
- What licences have you acquired to run your business?
- Have you developed a business plan?
- Have you opened a business bank account?
- Are you a member of any professional bodies relating to your new business?

- What evidence do you have that you have invested in the business start-up costs?
- How many clients or customers have you got signed up?
- When will your business commence trading?
- What income do you anticipate and at what frequency?
- What evidence do you have to support your income predictions?
- Why will your business not commence trading before xx/xx/xxxx?

NB – Note what evidence has been provided in the additional information box and attach a copy of the evidence

Question 3

Is there anything you have done to increase your prospects of being offered a job imminently that you would like us to consider?

No

- Proceed to Q4

Yes

If claimant presents evidence of having undertaken vocational qualifications:

- What qualifications have you been awarded?
- When were they awarded?
- Are you awaiting the outcome of any job interviews that you have had as a result of these qualifications?
- How many confirmed interviews are you about to attend as a result of your new qualification(s)?
- How do the job interviews you have arranged specifically relate to the qualification you have achieved?

NB – Check LMS for information (qualifications information may be recorded), note what evidence has been provided in the additional information box and attach a copy of the evidence

If any other reason cited (such as moved address to improve chances)

- When did you do this?
- Why did you decide this would improve your prospects of getting a job?

- What evidence do you have that this has led to you having a better chance of getting a job soon?

NB – Check LMS for change of address information and note what evidence has been provided in the additional information box and attach a copy of the evidence including any local labour market information to help the DM.

Question 4

Is there anything else that you would like us to consider?

No – interview ends

Yes

- What would you like us to consider?

If claimant presents information that their job seeking has been interrupted, for example sickness or domestic violence. You must check LMS conversations to see if any Actively Seeking Employment (ASE) conditionality easements have been recorded and note the additional information box.

NB – Note what evidence has been provided in the additional information box and attach a copy of the evidence

Additional Information Box (record all evidence provided and relevant LMS / Local Labour Market information)