

Doing the job in the interview

The telephone interview

- Interviewer won't be able to read your body language
- Research Charity and Job Description, have your CV ready - will enable you to have examples of work you have done in the past

Competency based interviews

- structured for you to give examples of work you have done in the past
- e.g. give an example of a time when you had to hit an important deadline
- opportunity for you to talk through the process - what **you**, not the team did.
- crucially, you will identify what you have learnt in the process

The panel interview

- 3 or 4 members of team - HR, CEO or members of department
- address each person that asks the question, then address the rest. e.g. if HR ask a question, address them first before turning to the group

The group interview

- several candidates are present
- you are expected to interact with other members of the team
- the key is not to be overly aggressive or too timid.
- could be put into groups to see how you would work as a team - demonstrate your personality and how you work
- speak up and give opinions

The informal interview

- typically at 3rd round when you've nearly secured the job
- remember you are still being assessed so keep topics friendly and clean