

Preparing for your interview

Do your research

- research potential employer's website
- find out when they were formed
- find out how they evolved
- research what they do
- find out how they do it
- research current projects or campaigns
- look at Charity Commission website - size of organisation, number of employees, income and expenditure last year
- think about why you want to work for the organisation; this displays understanding of their cause
- If you want to go the extra mile, think about wider issues such as legislation

Know the job spec

- go through each point and write down 2 examples for each point
- make your points specific; use numbers, budgets, costs, people, years - this will make you more credible
- avoid making up answers on the spot; this could make you look like your lying
- have your achievements and successes worked out in advance

A little bit of common sense

- avoid coffee etc. night before
- get a good nights sleep
- take a bottle of water and mints

- make sure your suit is nicely pressed
- have a shave and hair cut and make sure your shoes are polished
- have relevant questions for the end of the interview but don't go overboard