

Tips & Advice

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 you're lying
- 🕒 Have your achievements and successes worked out in advance

A little bit of common sense

- 🕒 Avoid coffee etc. night before
- 🕒 Get a good night's sleep
- 🕒 Take a bottle of water and mints
- 🕒 Make sure your suit is nicely pressed
- 🕒 Have a shave and haircut and make sure your shoes are polished
- 🕒 Have relevant questions for the end of the interview but don't go overboard