

## How to prepare yourself for an interview

Well done for getting shortlisted and being invited for interview; this is a great achievement! We thought you might like some advice, based on our extensive recruitment experience in the INGO sector, on how to make the best of the opportunity you've been given.

### **In advance**

#### **Know yourself**

The Person Specification outlines key criteria and to have been shortlisted you will have already demonstrated that you meet many of these. However, other candidates may have similar abilities, employment and academic background to you. So think about how you might distinguish yourself. It is possible to highlight all of your strengths without sounding over-confident or aggressive (see our practise interview questions). You can do this by being balanced and fair. The interview explores your experience, skills, knowledge and attitudes in relation to key criteria needed for success in the role. Work out which aspects of the role inspire you and play to your strengths.

#### **Understand the job**

Get to know everything you can about the job on offer including the job description and person specification. Using the organisation's website, try to find an organisation chart or information about the structure of the team (see our practise interview questions).

#### **Research the organisation**

Research the organisation carefully as employers will expect that you will have at least researched their website, their recruitment information and their annual report(s). Make sure you are familiar with the values and mission of the organisation. If the role involves re-locating to another country, research the location so that you know issues which may arise. Find out more when given the opportunity. Be prepared to talk about what motivates you to want to be part of the organisation. You should also find out who your interviewer(s) will be and their roles within the organisation. You can look these up on the organisation's website, or try finding them on LinkedIn.

#### **Current issues in sector**

Expect to be questioned about current issues in the relief and development sector and think about how they may impact upon the organisation's future. You could use websites such as Reliefweb ([www.reliefweb.int](http://www.reliefweb.int)) or look on LinkedIn for suitable groups relating to the international development sector.

### **Psychological preparation**

The interviewer wants every candidate to be a good candidate, so ensure that you are able to present the best version of yourself. Remember these key points:

- get a good night's sleep the night before
- eat properly and drink plenty of water on the day
- practise breathing deeply
- think positive thoughts
- remember, if properly harnessed, nerves can sharpen your performance

### **On the day**

Ensure that you check the location, date and time of your interview. Leave enough time to get there and telephone them if you get delayed.

### **What to take with you**

- a copy of the interview invitation letter
- a copy of your CV and cover letter
- a copy of your completed application form
- a copy of the Job Description and Person Specification
- contact details of your interviewer
- notes of the key points you want to make and the questions you want to ask during the interview

For more tailored support and advice, contact the recruitment team by emailing [financestaff@mango.org.uk](mailto:financestaff@mango.org.uk).