Candidate Tips

Preparing for your interview with London CIV

At London CIV, we want every candidate to feel prepared and confident throughout the recruitment process. Here are a few tips that we hope will help you.

01 Take time to understand the role

Review the job description carefully and consider how your experience, skills and achievements align with what we are looking for. Think about specific examples that show your strengths and relate them back to the role.

02 Be ready to share real examples

Many of our interview questions ask how you have approached situations in the past. Prepare examples that highlight your achievements, challenges you have overcome, how you work with others and the outcomes you delivered. The STAR technique below can help you structure them.

03 Learn about London CIV

Explore our website, purpose, values and recent news. Understanding who we are, what we do and why it matters will help you decide whether we are the right fit for each other.

04 Ask questions

Interviews should be a two-way conversation. We encourage you to ask about the role, the team, our culture and development opportunities, so you get a clear picture of what it is like to work here.

05 Be yourself

We are interested in your experience, skills and potential, and just as interested in what motivates you and how you work with others. There are no trick questions; we simply want to get to know you.

06 Let us know if you need support

If you need any adjustments at any stage of the recruitment process, please let us know at **recruitment@londonciv.org.uk** We are committed to an inclusive and accessible experience for every candidate.

Using the STAR technique

When we ask you to describe a time you did something, the STAR technique is a simple way to give a clear, structured answer that shows us what you did and the difference it made.

Situation	**T**ask	**A**ction	**R**esult
Set the scene briefly. Where were you, and what was the context?	What were you responsible for, or what needed to be achieved?	What did you do, and why? This is the heart of your answer, so spend most of your time here.	What was the outcome? Share the impact and, where you can, what you learned.

Making the most of your examples

- **Say "I", not just "we":** Talk about your work and how it was a contribution to the team result.
- **Prepare a few in advance:** Recent, relevant examples from work, study or volunteering all count.
- **Keep it focused:** Stick to the detail that matters and use tangible outcomes where you can show impact.
- **Pause if you need to:** It is fine to take a moment to think, or to ask us to repeat a question.
- **Bring notes:** It is okay to bring your notes with you to the interview.

We look forward to meeting you!

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