

# Application Guide

July 2024

Thank you for your interest in working at Opportunity Green! We know applications and interviews can be daunting, especially for applicants from marginalised communities. [Men apply for a job](#) when they meet only 60% of the qualifications, but women often apply only if they meet 100% of them. Companies are [more than twice as likely](#) to call minority applicants for interviews if they submit whitened resumes than candidates who reveal their race. Similarly, [young people from disadvantaged backgrounds](#) enjoy lower employment outcomes even if their educational achievements are the same as those from better-off families. That's why in addition to anonymising our applications, we want to make our process as accessible as possible, to allow every applicant to showcase their potential through our application process regardless of gender, racial or ethnic identity or socioeconomic background. We've split the guidance into two:

1. Applications – we want to know about your skills, experience and suitability for the role.
2. Interviews – a chance for us to get to know you as a person and for you to get to know OG!

## Applications

We currently use [Applied software](#) to manage our application process to minimise unconscious bias as much as possible. An application will have around 3 questions, usually based on your skills and experience, how you'd fit in at OG and perhaps a job specific question. You will also be required to upload your CV. We recommend the following:

### CVs

- Please remove any photos on your CV, and do not put your name or age in your CV or application questions. Please note that if you do not follow these instructions to adequately anonymise your CV and application, we reserve the right to remove your application from our recruitment process.
- Please ensure that your CV is not too long (as a rough rule of thumb, 2 pages for junior roles and 2–3 pages for more senior roles should usually suffice), is clearly laid out, and outlines key points of your experience rather than long narratives.

### Questions

- Please read the application questions carefully. This may sound simple, but we've found in previous hiring rounds that some people don't do this. If you need any help with how to interpret a question, please reach out to us at [recruitment@opportunitygreen.org](mailto:recruitment@opportunitygreen.org)
- Use examples and case studies where relevant to demonstrate how you fulfil the competencies outlined in the job description. This is your chance to show us your accomplishments and why you're the right fit for the role. We

are more interested in what have achieved as an individual, and/or what you have the potential to do, than what was achieved by a team/collective more generally.

- If you don't have direct experience of a requirement of the job, please give us a concrete example of how you might approach it or what you would do in that situation. You don't have to meet every single criterion from the job description, but make sure to demonstrate your strengths with detailed examples. A great approach to use is the [STAR method](#).
- Mentioning how you attended prestigious universities or other educational institutions won't gain you points. We're more interested in your skills, experience and achievements.
- Please stick to the word count, and don't waffle. Remember, we often have a lot of applications to read and so keeping it short and specific actually helps us to ensure we give every application the attention it deserves. Try re-reading each sentence in your application and asking yourself what value it adds.
- Lastly, please do not use an AI tool to write your answers for you. In many cases we can tell immediately! We reserve the right to remove any application where we suspect the use of AI from our hiring process.

## Interviews

Our interviews currently are two rounds:

1. The first is a peer interview online on Zoom
2. The second is typically in-person and usually with different interviewers, usually including the hiring manager and more senior colleagues. If you are not available to come to the office, please let us know as soon as possible and we may be able to consider other options.

Generally, we share 2–3 interview questions three days in advance of the 1<sup>st</sup> interview round to allow applicants some time to reflect on them and remove some of the anxiety and pressure that comes with interviews for some candidates. Sharing questions in advance for 2<sup>nd</sup> round interviews is decided on role-by-role basis. We do not expect you to prepare any written response to the questions shared, the aim is to allow you to reflect and give you an opportunity to think through some of the interview questions outside of the 'on the spot' interview setting. If you require any reasonable adjustments to enable you to fully participate in interviews, please let us know.

We will reimburse travel costs for the second interview for applicants travelling from outside of London. For some roles, there may also be a short written task between the two rounds. We will provide you with more information if this applies to your recruitment process.

Interviews are a chance for us to get to know each other on a more personal level. Our tips include:

- Try and think in advance about what kinds of questions you might be asked based on the skills we're looking for, and what concrete examples you can use from previous experiences to demonstrate that you fulfil that requirement.
- Practice with a friend before. Rehearsing answers in your head is very different to saying them out loud in front of another person.
- Interviewers appreciate that job applications are stressful. They will understand if you show some nerves, and in fact it is almost to be expected! We will not be trying to trip you up on purpose by asking confusing or overly difficult questions so, as much as possible, try to relax and treat the interview as a conversation.
- Equally, interviews are understandably daunting – if you need a few seconds to think through your response don't be afraid to say so, it will not harm your application.
- Use the interviews as a chance to show us why you're the best fit for the role. Don't feel afraid to add something that you think is important if you've not had a chance to tell us about it in the course of the interview.
- Usually, your in-person interviewers will be different to those you met on Zoom, and they will often use similar questions. Don't be afraid to repeat or expand upon answers that you gave in the first round.
- Let your personality shine through – not just your professional or academic achievements. Characteristics like approachability, having a can-do attitude or being a fast learner can be very valuable attributes in a candidate.
- Make sure you explain why you're passionate about climate change and joining the OG team- what is it about our work that interests you?

- Ask us questions! It's just as important for you to come away knowing whether OG is the right fit for you. The interviewers will be more than happy to answer any questions you may have to determine this, and asking questions also shows engagement with our organisation and an ability to think critically.

Sometimes we will ask applicants to prepare a written exercise as part of the recruitment process, such as a short presentation for 2<sup>nd</sup> interview.

## Reasonable adjustments

If you require any reasonable adjustments to apply or participate in the recruitment process, please contact us on [recruitment@opportunitygreen.org](mailto:recruitment@opportunitygreen.org) explaining what adjustments you are seeking and why. We will endeavour to make any reasonable adjustments to support you. In the past we have for example:

- Shared all interview questions in advance
- Allowed for remote interview participation
- Provided extra time

**Please reach out to [recruitment@opportunitygreen.org](mailto:recruitment@opportunitygreen.org) if you have any questions at all.**