

**The UK non—profit
sector's graduate
scheme**

**charity
works** ●●●●●
careers that make a difference

Help to apply



Application
form or CV

Interview

Know what's being assessed.

Check out our website at www.charity-works.co.uk

Look specifically for our stated competencies and get a sense of our values as an organisation

Be aware of what we're looking for, but make sure your answers are authentic, and a good reflection of you.

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Answer the question!

Answer the question in full, being particularly wary if it has multiple parts to answer them all.

You can only be marked against the criteria if you address the question being asked.

However excellent your answer, if it doesn't address the question specifically, it won't score well.

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Try to follow a strong writing technique

Make sure to draw on examples using the STARE approach. A poor answer only uses the yellow parts, a good answer uses the greens too, and the best use all the parts, including the blue.

Situation, Task, Action, Result, Evaluation

The best answers shine when wrapping up with a strong Evaluation statement that shows learning, particularly where you have actioned this learning. Good answers include context setting by outlining the Situation, and give a Result that allows scope for reflective learning. All answers should include the task and the action that YOU took.

Bring the answer back to the relevance of the role you're applying for.

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Depth not breadth in individual questions

Choose only one, or perhaps two examples **per question**, but be broad in drawing from different experiences in terms of using different examples across questions. Don't ream off a list, as you're far more likely to limit maximising your marks if you keep starting with a new Situation or Task.

Go into detail about what you've learned or developed.

Never undervalue your experience - Write with confidence!

Choose your examples carefully! We'd rather see a well-crafted answer from a solid example than strain to find marks in an example you think might impress!

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Why us?

Think carefully about what in particular about the role, or programme interests you?

Why is this role right for you now? Build into your narrative as an applicant, why this is the right opportunity for you at this point in your career. Show how your experience & knowledge make it right for you now.

How will you use the experience of being on the programme going forward. Think about your goals in 2 or 5 years time.

Online tests

- **Relax before you sit these tests.**
- **In the Verbal Reasoning test, we're asking you to understand written information and draw reasoned conclusions.**
- **See the Situational Judgement test as an opportunity to answer honestly, what course of action you would take in a given situation.**
- **Don't be discouraged. These tests help us determine how likely you are to make the most of the programme - equally it's a good opportunity to get a feeling for whether the programme is a good fit for you too.**

Assessment Centres

General tips

- **Be yourself - employers notice authenticity and are quick to see if you're 'playing a role'**
- **Be aware that assessment is likely to go on all day and that anything you do could be seen by an assessor.**
- **Be mindful of your overdone strengths - if you're naturally confident, counter tendencies to be overpowering, if you're less confident, find moments to intervene in discussion such as to help keep the team on task.**
- **Contribute quality over quantity**

Assessment Centres

General tips

- **Stay relevant in assessment exercises.** If group activities are not your strength, take on a role as task manager, time keeper etc. which will let you contribute usefully.
- **Use the day to network.** Get to know your fellow candidates, you could be working with them soon. They may also have insights and advice they can share and it should help you to relax.
- **Prepare!** Think about things that you want to ask assessors and other candidates. Doing this outside the centre will reduce the pressure you feel to produce good questions and responses.

Assessment Centres

General tips

- **Always think about how you're conveying your fit for the programme you're applying for - in this case "Charityworks Graduate Trainee" (as you won't know the specifics of a role before the placement matching process)**
- **It's not about showing how good you are in general, it's about showing how good you are for the Charityworks programme.**

Apply

Apply now at www.charity-works.co.uk

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Contact

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