



Cambridge Women's Resources Centre

Preparing for Your Interview

CWRC understands that the interview process can be a daunting process for candidates. Remember we've invited you to the interview because your application stood out and we see potential in you. We've created a short document on what you can expect in your interview with us.

- During the COVID-19 pandemic all interviews will take place online. Ensure you have access to "Teams" as this is the system we use to conduct interviews. We do expect applicants to have their camera turned on throughout the interview.
- Do some research about CWRC, what support we offer and what projects we are currently involved in or have been in the past.
- Interviews typically last 40 minutes. If your interview is shorter or longer please don't worry. Each applicants time in the interview will vary depending on their answers given.
- CWRC operates in partnership with other agencies with their projects. Therefore, on the interview panel there may be professionals from other organisations. Typically, there are usually 2-3 persons who will take it in turns to ask the candidate questions. Each interviewer will introduce themselves and state what their position is and who they work for.

- Prior to your interview read the “Job Description”. The questions we ask will be based around your suitability for the responsibilities involved in the position you’ve applied for.
- If we ask you a question and you cannot initially think of a response. Remember to take your time, it’s not a race. We would prefer candidates to take the time to think of responses relevant to the question we’ve asked. If needed, we can come back to the question later in the interview.
- Remember to relax, be confident, smile, and most importantly be yourself.

We look forward to seeing you and wish you the best of luck.