



AMNESTY INTERNATIONAL UK

INTERVIEW GUIDANCE

Congratulations on being invited for interview! We would like you to be at your best when we meet and the guidance below is intended to help you prepare.

The Job Description

Reading and understanding the job description will help you prepare for the interview. If anything is unclear do contact us recruitment@amnesty.org.uk.

The job description includes:

1. An overview of the team, role and list of duties. This should help you decide if the role is for you.
2. **What we're looking for.** This section shows you the criteria we use to assess applications and applicants' replies to interview questions. Each role has essential and desirable criteria.
3. **AIUK commitments.** This section shows you what we expect of all our employees. We are looking for people who share our values, so we are likely to ask about this in your interview.

Adjustments to the Recruitment Process

If any aspect of our recruitment process needs adjustment for you to be at your best in the interview, please contact recruitment@amnesty.org.uk. Further information on possible adjustments can be found [here](#).

Interview Tasks

For some roles we may ask you to perform a task as part of the interview process. This is your chance to show you have the skills needed for the role. For example we might ask you to:

- Check data in a spreadsheet and add some formulas
- Spot errors or correct code
- Write a short piece for a campaign
- Prioritise a set of activities
- Prepare a short presentation or present a piece of analysis during interview

If we do ask you to perform a task, we will let you know what it will involve a few days before the interview.





Interview Panels

Most interviews will be conducted by a panel of interviewers: two to four people who will take it in turns to ask you questions from a prepared list.

The panel will try to put you at ease: everyone wants the interview to go smoothly.

You will have received the names and job titles of the interview panel with your invitation to the interview.

Interviews may take place remotely, using Microsoft Teams or other means, or face-to-face.

The interview starts with introductions, followed by questions to you from the panel and a chance for you to ask questions in return.

Interview Questions

The questions are not intended to catch you out. Don't be afraid to ask for a question to be repeated and feel free to take a note of the questions (your panel will allow you time to do this).

We are likely to ask about:

Competency questions eg Tell me about a time when you were required to use your critical thinking to solve a problem

Behavioural questions eg This role will be part of the management team: tell us about how you establish yourself and integrate with the other team members

Technical / knowledge – although we usually assess this through a task, we may ask you to explain something technical or a relevant framework.

Your replies in the interview are measured and scored against the criteria listed under **What we're looking for** or **AIUK Commitments** sections in the job description.





Interview Preparation

To be at your best in an interview, take some time in advance to:

- Prepare notes of interesting projects, challenges or things you've overseen or been a part of that may help you answer questions on different topics. You may want to use the STAR method below.
 - For most interview questions, it is better to refer to one example and include plenty of detail than to use many examples with few details.
 - Focus on the specific role that you played and the impact you had.
 - It is fine to use the same example to answer more than one question, or to use an example you included on your application form.
 - The panel may not remember the specifics in your application form: if an experience is relevant to the question, tell them about it again.
- Rehearse speaking about these: get a friend to ask you some hypothetical questions.
- Research any aspect of Amnesty International UK that is relevant to the role.
- Ensure you have the right link for remote interviews and test your equipment. Set up a quiet, well-lit space and dress as you would for a face-to-face interview.

STAR Method

A useful model for structuring replies to open questions is the STAR method. It can ensure your answers are clear, concise and demonstrate clearly what **your role** was in a specific example.

Situation Explain the context and relevant information

Task What specific activities were you involved in

Action How did the situation evolve and what did you do

Result What was the outcome? What did you learn? What was implemented as a result?

Other Resources

You can find more detailed tips online, maybe try these videos:

[How To Ace Your Job Interview Over Zoom | Forbes](#)

[Top Interview Tips: Common Questions, Nonverbal Communication & More | Indeed](#)



Frequently Asked Questions

What should I wear?

Our colleagues tend to dress between casual and smart casual but wear whatever you feel most comfortable in. (Though perhaps avoid a three-piece suit or your pyjamas!)

Who will interview me?

Usually the manager of the role will be joined by one to three relevant colleagues who would also interact with the role holder in their work. See more information about diverse interview panels [here](#).

Should I ask questions?

Please do! The panel will always try to answer any questions you have.

Should I reach out to the panel before interview?

This is not required. If you already know someone on the panel, please bear in mind that they will need to assess your competency and suitability for the role equally against other candidates.

When will I hear the outcome?

While we try to inform you of the outcome within a couple of days, this is not always possible if interviews are over multiple days, or a panel member becomes unwell. We will always try to keep your waiting to a minimum.

I can't make my interview. What should I do?

You can withdraw from the process in the Applications tab of our careers portal. If you'd like to change the date or time, please contact recruitment@amnesty.org.uk as early as you can, but bear mind that a change may not be possible.

Will I receive feedback on my application?

If you attend an interview, the panel will provide feedback for you.

When should I disclose my disability?

You can disclose a disability, or any support you may need, at any stage of the process. We provide adjustments wherever possible in the recruitment process, and for colleagues starting a role. Details of why our application form asks about disability and some common adjustments are listed [here](#).

I have been offered a role and I want to work flexibly. What should I do?

If you would like to work flexibly, do let us know as soon as possible so that the request can be considered in good time and hopefully put in place for your first day.