INTERVIEW GUIDEBOOK

A guide to help you prepare for your interview with Greenpeace
**First things first**, you are interviewing for a role at Greenpeace Australia Pacific, so congratulations are in order!

We look forward to getting to know you! Interviews are an excellent way for us to do this by enabling an open discussion about what skills and capabilities you can add to the team. They also provide the chance to learn more about working for Greenpeace, and to have any of your own questions answered. We take interviews very seriously and understand that the process can be daunting. So, to help you make the most of it, we have crafted this guide.

**What else to consider?**

The interview(s) may not be the only form of assessment during your application process. We are well aware that nerves can interfere with efficient performance in high pressure situations like these. For this reason, other competency-based criteria may be incorporated into the process depending on the role requirements. These could include evaluations of your previous work samples, cross-checking your capability based on the references that you have provided, and aptitude assessments or tasks relevant to the position. You will, of course, be informed of any other required stages.
**WHO ARE WE?**

Greenpeace is an independent global campaigning network that acts to change attitudes and behaviour, to protect and conserve the environment and to promote peace. It comprises 26 independent national / regional Greenpeace organisations with presence in over 55 countries across Europe, Africa, the Americas, Asia and the Pacific, as well as a coordinating and supporting organisation, Greenpeace International. Greenpeace International is also an equal opportunity employer with a commitment of providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole network, and we thrive in an environment that encourages respect and trust.

**What do we stand for?**

Please familiarise yourself with our values and principles; they guide whatever we do, wherever we do it. While we work toward our goal of ensuring the ability of the earth to cultivate life in all its diversity. Alongside these values, we commit to achieving an internal culture that promotes justice, belonging, diversity, and inclusion by incorporating these attitudes in our practices and procedures. We believe this is fundamental to the success of Greenpeace - not only for delivering effective campaigns worldwide - but to ensure that everyone who wants to be involved in the movement towards a sustainable and peaceful planet has the opportunity to do so. We strive to build and support a workforce that more accurately reflects the diversity of the global community Greenpeace serves, as well as the values that we endorse. With this in mind, if you have any accessibility requirements for your interview or any other stage of the recruitment process, please let us know as soon as possible so that we can make sure the interview and process is comfortable for you.

**What do we do?**

*No matter* what position you are interviewing for, it is always a good idea to get to know our global strategy, and read about our global campaigns!

**How do we do it?**

*In order to* achieve our mission, Greenpeace undertakes non-violent direct action and civil disobedience; using people power to shape the narrative and draw public attention towards the issues that matter. Take time to reflect on how you feel about this, particularly if the role you are applying for is likely to be actively engaging in them.

By hiring great people for Greenpeace we will deliver even more effective campaigns. We aspire to become a leader in building and supporting a workforce that more accurately reflects the diversity of the global community Greenpeace serves as well as the values the organisation advocates.
WHAT WILL BE EXPECTED OF YOU?

*Like any other organisation,* we have a Code of Conduct at Greenpeace Australia Pacific. It sounds intimidating, but it helps all of us be clear on the behaviour we expect from one another. Greenpeace’s integrity and reputation depends on the ability of our people to uphold and promote the highest standards of ethical and professional conduct. Please take some time to read over these standards to ensure you are able and happy to follow them.
PREPARING FOR YOUR INTERVIEW: OUR TIPS & TRICKS

Step 1. Learn about us

Visit the website of the office you applied to:

Read the ‘About us’ section and familiarise yourself with the ongoing mission and values. Learn about what we do and how we stand out from our competitors.

Google Greenpeace initiatives:

Find out what Greenpeace is currently doing and what we have done in the past.

Make use of YouTube:

There are great short, yet informative, videos about all sorts of Greenpeace activities that would be useful to know about.

Step 2: Review the role description

Read and re-read the ad posted:

TIP: Save the job/role description to your computer so that you always have access to it in case it is removed once the application process is closed.

- Summarise in your own words what exactly the position entails.
- Use the information provided to think about what skills and qualities will be useful and vital to fulfil the role requirements. Look for links to your own experiences, and write down any examples that might support your application in the interview.

TRICK: These examples do not need to be directly contextually relevant - it is more about transferable skills

- e.g. If you are asked how you have dealt with negative feedback from a manager, but you have never experienced this, you could discuss how you have dealt with criticism from an authority figure.
**Step 3. Practice**

Write down potential interview questions and draft the basis of your answers

(we have provided some examples at the end of this document):
- Questions should range from basic interview questions (e.g. your strengths and weaknesses), all the way through to the role-based questions.
- **TRICK**: Bullet point draft your answers - DON'T write them out in full sentences. This will make you want to stick to a script and it will be harder for you to improvise and answer naturally.

**Practice answering your questions**

(using the STARRR technique if applicable - find out what this is on page 8).
- First do this using your notes, but practice enough that you know roughly what you are going to say or what valuable experiences you can draw on.
- **TIP**: Spend extra time on questions that you are more unsure or nervous about.

**Have a friend or family member interview you:**

- Give them your list of questions and ask them to randomly select a few to ask you.
- **TRICK**: Ask them to come up with their own questions to ask you so you have a chance to practice quick, improvised answers e.g. 'If you could only save one climate change disaster, what would it be and why?'

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**Step 4: Think about what questions you have for Greenpeace**

Use this opportunity to find out what you want to know about our organisation, the position or anything else you think is important:

Write at least five questions down that you have for Greenpeace, but we suggest selecting and asking only the three that are most relevant for you.

**A few examples of potential questions you may be curious to know the answer to:**

- What would a typical day at work look like for me?
- What differentiates successful candidates from unsuccessful ones?
- What is the salary range and benefits for the location of the role?
- How can I get the most out of working for Greenpeace in this role?
We want to hire you

- A vacancy means that there is a need for someone to fill a role and perform a function within Greenpeace - your interviewer is hoping that you are the solution!
- We are not looking for ways to catch you out, but instead for ways to envision you working alongside us in the team.

Perfect does not exist

- Flawless interviews are a myth and striving to tick all the boxes is unrealistic. As long as you answer questions clearly, and adequately convey a sense of who you are and what you can bring to Greenpeace, do not sweat it.

We already think you have high potential

- You may experience a sense of imposter syndrome - but do not worry - if you have reached the interview stage, that means we think you are qualified enough to be up for an equal chance to be hired.

You are A LOT more aware of your nerves than anyone else

- If you feel yourself shaking or your heart racing, remind yourself that these symptoms are not nearly as visible to others.

Diversity is an asset

- If you feel that you are not the ‘kind of person’ that Greenpeace ‘usually’ hires, please do not worry! We celebrate individual differences, whether they are big or small, and view them as boundless strengths that present valuable opportunities.
- We are constantly looking for new mentalities and individuals with diverse backgrounds to add and bring fresh perspectives to our culture.
- So, if you have the competencies required for the role, anything else you bring on top of that is a bonus!

Power play

- The interviewer does not hold all of the power - remind yourself that you may not want this position after all, and that you also have the power to turn down the job offer if this is not the role for you.
- Without turning the table completely, remember that the interview is a collaborative conversation and can be reciprocal.
- TRICK: Ask your interviewer ambitious questions too.

Plan ahead

- **TIP**: If your interview is in person, make sure you allow yourself plenty of time to find the location, and account for possible delays.
- If you are interviewing remotely, familiarise yourself with the software in advance:
- use a headset for optimal sound quality, find a quiet place with good lighting, and ensure a stable internet connection (where possible), to conduct your interview from.

Interviews can be a nerve wracking experience for most people, and while your interview panel will do their best to make you feel comfortable, we hope the information below will also help you feel more confident:
Choose what you are planning to wear the day before your interview - something suitable, but also that you feel confident in. In general, we have a casual style at Greenpeace.

Try to get plenty of sleep the night before.

On the day of your interview, do what you know will make you feel positive and prepared, e.g. do some exercise, have a healthy breakfast, a cup of tea or coffee, or take some quiet time for yourself.

Try to block out at least an hour before your interview to get in the zone, go over your notes, and tell yourself you are going to do a great job.
Interview structure

At Greenpeace, we use competency-based interviewing, in which we ask candidates to share stories about their professional experience and any other applicable experiences, such as academic achievements and/or volunteering roles. This style of interviewing helps us gauge how you might perform in future situations relevant to the role you have applied for, by utilising the examples you share of your past behaviour.

THE STARR TECHNIQUE

When responding to interview questions, we encourage you to use the STARR method, where possible. It stands for Situation, Task, Action, Results and Reflection. STARR responses relate what you have done in previous roles to the job that you are currently applying for, and are based on the following structure:

1. Situation

Briefly set up the situation by describing the context of your example (e.g., if the question asks you to describe a situation where you had to deal with a difficult person, tell the panel how you came to meet that person and how they were being difficult.)

2. Task

Explain the task you had to complete, or the problem you had to tackle.

3. Action

Describe the actions you took to complete the task or solve the problem, including what you did, and how and why you did it.

4. Results

What was the outcome, and how did your actions impact you, the team, and the organisation?

5. Reflection

What did you learn from the experience, and did it change anything about how you deal with similar situations now? What would you do differently next time?

Here is a short YouTube video that explains how to use the STARR technique: https://www.youtube.com/watch?v=ojM2ktJEyQ
The following questions are examples of the types of interview questions you could be asked. Each role and national regional office has its own interview questions, so please keep in mind that the list below is only indicative.

Questions...

"Tell me about a time when you managed a team in a high risk environment. How did you keep everyone calm and safe?"

"Describe a time when you made a significant mistake at work. How did you handle the situation?"

"How important is diversity to you and what value does having a diverse team bring to an organisation?"

"Can you give an example of a goal you reached and how you achieved it?"

"Give me an example of an issue or problem that needed to be resolved within your team. How did you deal with it?"

We will probably also ask you why you would like this role, why you want to work for Greenpeace, and how you feel about working for an organisation that undertakes non-violent direct action to further our mission.
Thank you so much for applying for a role with Greenpeace! Regardless of the outcome of your interview, we are grateful that you took the time to speak with us, and wish you the best going forward.