



Application Guide

June 2026

Thank you for your interest in working at Opportunity Green!

We know applications and interviews can be daunting for everyone, especially for applicants from marginalised communities. The data tells us that [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](#) experience 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 parts.

1. Applications – we want to know about your skills, experience and suitability for the role, the key work here being 'YOU'. We are not interested in what ChatGPT has to say about OG but are really keen to hear what you think about the organisation and why you'd like to join us.
2. Interviews – a chance for us to get to know you as a person, for you to get to know OG and discuss your skills and experience in more detail.

A general note for all applicants

Every job at Opportunity Green is highly competitive and we need to be upfront about that. We usually get over a hundred and sometimes hundreds of applications for each role (the current record being 437). We appreciate it is difficult in the current job market, especially for younger applicants who are just starting out and are often applying to hundreds of roles. However, an application that doesn't follow the guidance below is extremely unlikely to be shortlisted. Therefore, if you don't have the time to really consider your answers to the questions and time to work on your CV to the best of your ability, we suggest that you instead wait to apply for a role where you can take this time.

We recognise that AI tools can create greater confidence for those who, for example, struggle with grammar and spelling, rely on the use of speech to text software or for whom English is a second language. They are great enablers and equalisers in that respect. Our ask is that if candidates feel they need to use AI tools to reflect the best of their experience, they use AI cautiously, prioritising their individual voice and using AI only as a corrective measure rather than a creative one. We are interested in **your** ideas, opinions and experiences, not a general AI summary of XYZ.

We continually keep our recruitment process under review to ensure it is as fair as possible while remaining practical for us to manage. Our usual practice is for a team of three colleagues to review applications for each role (Applied's recommended process), which makes it time intensive for our team. As such, we reserve the right to use various measures to ascertain candidate suitability for a role. This could include reviewing just CVs or just answers to questions to select a smaller number of applications where we will review both. For roles with hundreds of applications, we may use Applied's AI scorer tool to narrow down the candidate pool. It reviews specific technical or scenario-based questions using a detailed review guide written by us and a sample of 20-30 scores from answers reviewed by the team.

While we would love to review every CV and every question answer, it is simply not always possible. We appreciate the effort every candidate makes in their application and want to be transparent about how we use the information you have provided to guide our decision making.

Applications

We currently use [Applied software](#) to manage our application process to minimise unconscious bias. An application will usually have three questions based on job specific skills and experience and how your interest and motivation for working OG. You will also be required to upload your CV. All questions and CVs are rated by three OG staff (with the caveat above about pre-selection) and rated from one to five stars. The overall scores are looked at to see who we should consider inviting to interview. To give yourself the best chance of getting selected for interview, 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. If you realise you forgot to do this, or accidentally uploaded the wrong document, please get in touch with us. We can update this for you before reviews begin.
- Please ensure that your CV is not too long (as a rough rule of thumb, 1-2 pages for junior roles and 2-3 pages for more senior roles should suffice), is clearly laid out, and outlines key points of your experience rather than long narratives.

- Tailoring your CV to the role you are applying for will usually assist you in standing out. This is especially true if you are applying to a role that is quite different from roles you've had in the past. Take a moment to ask yourself, if I was hiring for this role, and I saw my CV, would I think it showed I could be good in the role? If not, see if there are particular skills you can highlight or a summary at the top of a CV of who you are/your skills can be really useful to help the reviewers understand why you would be great in the role.

Questions

The questions will ask about your opinion, past experience or solving a problem. They will relate to the job we are hiring for. Ensuring that your answers (as appropriate) address the specific question, display a knowledge of Opportunity Green and what we do will help you to stand out.

- 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. We are looking for an answer to the question asked, not other, however role-relevant, information you might want to share about your experience or skills. If you need any help with interpreting a question, please reach out to us at recruitment@opportunitygreen.org.
- Use examples and case studies where relevant to demonstrate how you fulfil the competencies outlined in the job description, when writing your response. 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 you have achieved as an individual, and/or what you have the potential to do, than what was achieved by a team/collective more generally. Focus on what your role was if talking about a larger project.
- If you don't have direct experience to draw on, 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](#), though it is not by any means the only one, and we do not require you to follow it!
- Be really intentional about your answer. While you don't have to use the full word count, we have found that the best responses almost always use at least two-thirds of it. This is because the questions are usually asking you what you think about a particular topic or how you would approach a particular problem. Really think about what you want to put in your answers. Try re-reading each sentence in your application and asking yourself what value it adds.
- Ensure that there are as few spelling or grammar mistakes as possible. It's a great chance for you to show off your attention to detail.
- Lastly, while you are welcome to use AI to assist you, please do not use an AI tool to write your answers in entirety. In many cases we can tell immediately! We reserve the right to remove any application where we suspect the application has not been written by a human. It is extremely unlikely that you will stand out enough to be shortlisted for interview if you use AI to write your all answers for you. Many people will have done the same.

Interviews

Our interviews are usually done two rounds:

1. The first interview is done online on MS Teams, usually with peers from across the team.
2. The second is typically in-person and usually with different interviewers 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.

Sometimes we will ask applicants to prepare a written exercise as part of the recruitment process, such as a short presentation for 2nd interview, or written task in between the two interview stages. We may also share a longer scenario-based interview question in advance of your interview to give you time to think about your response and prepare it ahead of your interview.

Generally, we share 2-3 interview questions three days in advance of the 1st 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. Though we also acknowledge that for some candidates receiving interview questions in advance creates additional pressure, thus we are trying to strike a balance. Sharing questions in advance for 2nd round interviews is decided on role-by-role basis. We do not expect you to prepare any written response to the questions shared in advance, 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 additional reasonable adjustments to enable you to fully participate in interviews, please let us know in your application / by email when invited to interview.

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 or family member beforehand. Rehearsing answers in your head is very different to saying them out loud in front of another person.
- Interviewers appreciate that interviews can be stressful for candidates. 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.
- If you need a few seconds to think through your response don't be afraid to say so.
- 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 Teams, 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 in particular?
- Ask us questions! It's just as important for you to come away knowing whether this job and OG are 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.
- Please dress appropriately for the interviews, we might be an environmental NGO but the work we do is serious and we expect you to present to the interview as if you were representing OG already.

Reasonable adjustments

We actively encourage applicants to reach out if there are any reasonable adjustments we can make to help them demonstrate their full potential in the hiring process. Please get in touch at recruitment@opportunitygreen.org and we can discuss how to best make the recruitment process as accessible and comfortable for you as possible.

In the past, for example, we have:

- Shared all, rather than some, interview questions in advance
- Allowed for remote interview participation
- Shared interview questions in the chat during online interviews
- Provided extra time during interview / task

Reimbursement of travel costs

We will reimburse travel costs for the second in person interview for applicants travelling from outside of London (within the UK), and for those based in Belgium travelling to London where applicable. We will provide you with more information if this applies to your recruitment process.

Please reach out to recruitment@opportunitygreen.org if you have any questions at all.