

Application Guide

January 2025

Thank You for Your Interest in Joining Efeca!

We understand that applying for jobs and attending interviews can feel daunting, particularly for individuals from marginalised communities. Research shows that men often apply for a role when they meet only 60% of the qualifications, whereas women are more likely to apply only if they meet 100%. Additionally, studies reveal that minority applicants are more than twice as likely to be called for interviews when submitting whitened CVs compared to those who disclose their racial identity. Similarly, young people from disadvantaged backgrounds frequently face poorer employment outcomes despite having the same educational achievements as their peers from more privileged backgrounds.

At Efeca, we want to address these inequities. We anonymise applications and strive to make our recruitment process as accessible as possible. We aim to ensure every applicant has the opportunity to demonstrate their potential, regardless of their gender, racial or ethnic identity, or socioeconomic background.

To guide you through the process, we've divided our advice into two parts:

1. Applications – We want to learn about your skills, experience, and suitability for the role.
2. Interviews – An opportunity for us to get to know you better and for you to learn more about Efeca.

We look forward to receiving your application!

Applications

CVs

Please ensure your CV does not include any photos, your name, or your age. Additionally, avoid including personal details. Whilst your cover letter and email will have your name on, these will be redacted for those reviewing applications in the initial process.

Kindly note that failure to follow these instructions to properly anonymise your CV and application may result in your application being removed from the recruitment process.

When preparing your CV:

- Keep it concise (generally, 2 pages for junior roles and 2–3 pages for senior roles should suffice).
- Ensure it is well-structured and clearly presented.
- Focus on highlighting key aspects of your experience rather than providing lengthy narratives.

CV and cover letter

- **Make sure you write about yourself in the cover letter.** Don't forget a cover letter, and take the opportunity to use it to showcase your accomplishments and explain why you're the right fit for the role. This may sound straightforward, but we've found that some applicants overlook this step.
- **Provide examples and case studies where relevant.** We're particularly interested in what you've achieved as an individual or your potential.
- **Avoid using AI tools to generate your answers.** We can often spot when responses have been AI-generated and reserve the right to exclude applications where we suspect this.

Interviews

Our interview process consists of two rounds:

1. **First round:** A peer interview conducted online via Teams.
2. **Second round:** Typically an in-person interview with different interviewers, including senior colleagues. If you are unable to attend the interview in person, please let us know as soon as possible, and we may be able to arrange alternative options.

To help reduce anxiety and pressure, we usually share **2–3 interview questions three days** before the first interview round. This allows candidates time to reflect on the questions. For second-round interviews, sharing questions in advance is decided on a role-by-role basis. Please note, we do not expect written responses to the shared questions—the aim is simply to give you an opportunity to consider your answers in advance and feel more prepared for the interview.

If you require any reasonable adjustments to fully participate in the interviews, please let us know.

For applicants travelling to the second-round interview from outside of Bournemouth, we can discuss support towards travel costs (in line with our travel policy). Some roles may also involve a short-written task between the two interview rounds. If this applies to your application process, we will provide further details in advance.

Tips

Interviews are an opportunity for us to get to know each other better on a personal level. Here are some tips to help you prepare:

- **Anticipate questions.** Think about the skills we're looking for and consider the kinds of questions we might ask. Prepare concrete examples from your past experiences that demonstrate how you meet those requirements.
- **Practice out loud.** Rehearsing answers with a friend can be much more effective than running through them in your head—it helps you get comfortable articulating your thoughts.
- **Stay relaxed.** We understand that interviews can be stressful, and showing some nerves is completely normal. Rest assured, we're not here to catch you out with



tricky or overly complex questions. Try to approach the interview as a conversation.

- **Take your time.** If you need a moment to think before responding, don't hesitate to say so—it won't negatively impact your application.
- **Highlight your strengths.** Use the interview as an opportunity to showcase why you're the best fit for the role. If there's something important you haven't had a chance to mention, feel free to bring it up.
- **Be prepared to revisit answers.** In-person interviewers are often different from those you meet in the online round, and similar questions may come up. Don't hesitate to repeat or elaborate on your previous responses.
- **Show your personality.** Beyond your professional and academic achievements, qualities like a positive attitude, approachability, and adaptability are highly valued. Let these shine through during the conversation.
- **Share your passion.** Tell us why you're excited about tackling deforestation and climate change and why you're interested in joining the Efeca team. What is it about our work that resonates with you?
- **Ask us questions!** It's just as important for you to leave the interview feeling confident that Efeca is the right fit for you. We are more than happy to answer any questions you may have to help you make that determination. Asking thoughtful questions not only shows your engagement with Efeca but also demonstrates your ability to think critically.

Reasonable adjustments

If you need any reasonable adjustments to apply or participate in the recruitment process, please contact Lucy at info@efeca.com to let us know what adjustments you require and why. We will do our best to accommodate your needs.

Examples of adjustments include:

- Sharing all interview questions in advance
- Allowing remote participation in interviews
- Providing additional time

We are committed to ensuring an inclusive and supportive recruitment process for all candidates.

Please reach out to info@efeca.com if you have any questions at all.

