

INTERVIEW TIPS

Before the interview:

- ◆ Research the company and its products. It's also good to research the industry and the competition.
- ◆ Prepare your 25 — 30 second personal pitch.
- ◆ List a couple of questions to ask the interviewer.
- ◆ Prepare your interview answers. Do a mock interview
- ◆ List the qualities you possess that fit the job requirements – make sure you have examples of each.
- ◆ Look at the required skills and think of real life situations where you used those particular skills

The day of the interview:

- ◆ Arrive 15 minutes before your interview.
- ◆ Announce yourself to the receptionist in a professional manner.
- ◆ Stand and greet your interviewer with a firm handshake.
- ◆ Remember to smile and maintain eye contact.
- ◆ Learn as much as you can about the company.
- ◆ Try to focus on the points you have prepared without sounding stiff – have a general guideline on practical examples, but do not practice rote answers.
- ◆ Listen to the questions being asked and always try to engage with the interviewer.
- ◆ Ask questions and listen carefully, ask the interviewer to repeat the question if you did not understand.
- ◆ At the end of your interview, thank the interviewer and inquire about the next step.
- ◆ Thank the interviewer and inquire about any information you want to know.
- ◆ Ask for a business card or contact details so you can send a follow-up letter

Things to keep in mind:

- ◆ Be yourself
- ◆ Be confident
- ◆ Every interview is a learning experience
- ◆ The interviewers are just people (**Don't be too nervous to talk to them**)
- ◆ Practice makes perfect
- ◆ Remember to just Breathe and,
- ◆ Relax



JOB INTERVIEW TIPS

Why should we hire you?

- ◆ Share your knowledge
- ◆ Work experience (if any)
- ◆ Skills related to the job
- ◆ Career goals

Simple Example:

I have a strong work ethic, I am a fast learner and very enthusiastic about this company and the job. I believe that my motivation and commitment will ensure that I quickly become productive and a valued member of your team.

Don't

- ◆ Because I am the best candidate.
- ◆ You will regret if you don't hire me.

Do

- ◆ Share your track record
- ◆ Be confident
- ◆ Share your best interest about the job you are being interviewed for.



JOB INTERVIEW TIPS

Tell me/us about yourself?

- ◆ It's okay to start with your name
- ◆ Give your location information
- ◆ Education Background (In short)
- ◆ Job experience (if any)
- ◆ Tell them why are you qualified for the job

Simple Example:

My name is Kandowa and I live in Windhoek. As far as my educational qualification is concerned, I have a Bachelor Degree in Computer Science. In addition to my qualification I also have 5 years working experience in Web Development. I am really energetic and a great communicator.

Don't

- ◆ I was born in...
- ◆ I like long walks on the beach...

Do

- ◆ In 2 minutes or less, focus on telling them "why are you qualified?"



JOB INTERVIEW TIPS

What are your strengths?

- ◆ Hard working
- ◆ Adaptation
- ◆ Optimistic
- ◆ Flexibility
- ◆ Cooperative
- ◆ Self-motivated
- ◆ Fast decision making
- ◆ Honesty
- ◆ Energetic
- ◆ Punctuality

Simple Example:

I am punctual, self motivated and a hard working person towards my career and life.

Don't

- ◆ Don't be humble. This is your chance to "brag and sell yourself"
- ◆ Don't offer strengths that are irrelevant

Do

- ◆ Talk about strengths that align with the role you're being interviewed for.
- ◆ Come up with specific examples demonstrating those strengths.



JOB INTERVIEW TIPS

What are your salary requirement?

- ◆ NEVER share your salary requirements as a Fresher.
- ◆ Experience candidates can share their expected salary.
- ◆ Always say yes as per the company norms for the job.

Simple Example:

I am a fresher, so salary is not first priority for me. This is a big platform to start my career and I also want to improve my knowledge & skills and gain experience so I just expect a considerable salary according to my ability and your company's norms which will fulfill my economical needs.

Don't

- ◆ I'm not sure.
- ◆ How much can you give?

Do

- ◆ In a situation where actual number is expected, provide a fair salary range based on current industry market research

