



AfriMentor Job Interview Tips

How To Make a Great Impression

With a good resume and a relatable cover letter, you will be called in for interviews. Great job so far! However, the next part is very crucial. No matter how good of a resume and cover letter you have, you cannot get job offers until you ace that interview. Mostly you will have a phone screening followed by one to three one-on-one interview sessions. Interviewers are taking time out of their busy schedules to speak with you because they need you. Prove yourself to them, be respectful of their time by preparing for the interview as they are prepared to meet you.

Here are the tips and things to do to ace that interview prepared for you by Afripab www.africg.com.

- ❖ Make a great first impression
- ❖ What to bring to the interview
- ❖ Tips on good manners and body language
- ❖ How to win them over with your authenticity and positivity
- ❖ How to practice your answers to interview questions
- ❖ Prepare your own questions for employers

AfriMentor Job Interview Tips

Phone Interview/Screening

- ❖ Before you are invited in for an interview, you might get interviewed on a phone call first, it's called phone screening. Here are some common phone screening questions you can expect: We also sent you a document highlighting Phone interview preparation. Detailed tips that will help you prepare.
- ❖ What are you looking for in your next job?
- ❖ What are your salary expectations?
- ❖ What are you looking for in terms of company culture and benefits?
- ❖ If you were offered this job, when would you be able to start?
- ❖ What is your availability for an in-person interview in the next few days?
- ❖ If the job is out of state: Are you willing to relocate for this job?
- ❖ Why are you looking to leave your current company or make a career change?



AfriMentor Job Interview Tips

Preparation Before one-on-one Interview

DRESS TO IMPRESS:

Prepare what to wear. Dress to Impress! First Impression matters and cannot be undone. Don't forget the little things. Shine your shoes, make sure your nails are clean and tidy, and check your clothes for holes, stains, pet hair and loose threads.

BE ON TIME:

- ❖ Arrive 30 minutes earlier! Use the few extra minutes to observe work dynamics while waiting to be called in

KNOW WHO THEY ARE:

- ❖ Research about the company and have a solid understanding of the job requirements and how you fit there

KNOW THYSELF/ KNOW WHAT YOU BRING TO THE TABLE

- ❖ “Tell me about yourself, and why are you interested in this role with our company?” Answer with S.E.E.S Something Special about you, Education, Experience and Skills. Begin by introducing yourself, your names, where you were born/grew up, how you ended up in this career path, then flow right into S.E.E.S. Here is a demo Video that can help you ace this question. <https://youtu.be/QpuVj5Axp80>



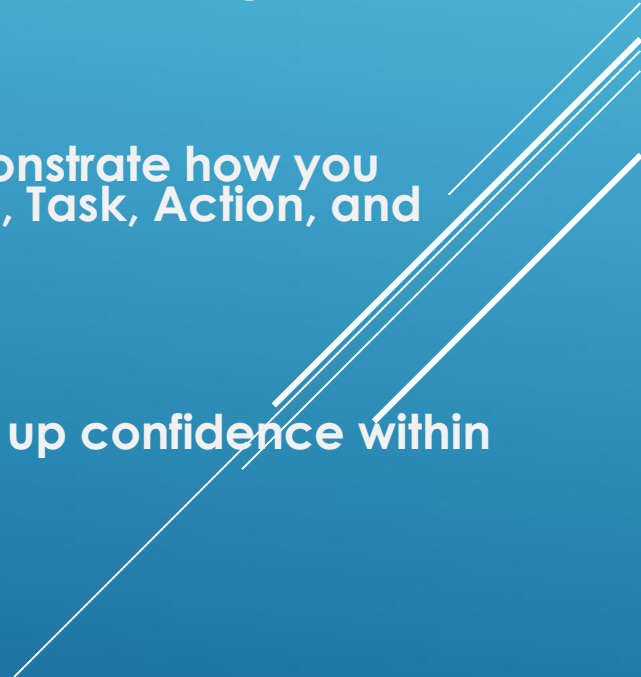
Prepare for Skills and Behavioral Questions

- ❖ Spend time on the job description and highlight the skills the employer is looking for. Come up with examples of how you expressed those skills in your current or past job(s) and align with the skills they are looking for. We sent you an attachment for quick preparation, use that guide.

STAR ANSWER FOR BEHAVIORAL QUESTIONS:

- ❖ Prepare for behavioral questions that require you to give examples or demonstrate how you expressed certain skills. In this type questions, answer with S.T.A.R. Situation, Task, Action, and Result.

PRACTICE AND BUILD CONFIDENCE:

- ❖ Practice your answer if possible, loudly in a mirror or with a friend. This build up confidence within you. Video about building confidence <https://youtu.be/r6y3WbRFdNE>
- 



AfriMentor Job Interview Tips

What to bring to the interview

- ❖ Expect the unexpected.
- ❖ Bring a minimum of 5 copies of your resume, the interviewer might have lost/not printed a copy. Be ready to offer it to them.
- ❖ A notebook and a pen. You have to be ready to take notes when necessary. DO NOT WRITE ON YOUR PHONE. Cell phone symbolizes distractions and lack of concentration.
- ❖ Written questions that you have for the interviewer. Memorize them if you can.
- ❖ A single bag for all your material. For ladies, carry a decent handbag that is corporately accepted at the same time of your personal style. Then a folder/portfolio on the side with the resume copies, notebook, your written/ printed question, and a pen. Men can use one multi-use messenger bag or portfolio

AfriMentor Job Interview Tips

Good Manners/Etiquette & Body Language

Remember that sometimes non-verbal communication matters more than spoken words. Sit and stand tall with your shoulders at the back. Take a quiet deep breath exhaling slowly right before the interview commences (Boosts self-confidence and manages any anxiety related feelings you might have).

- ▶ Treat everyone you encounter with great respect. From the parking lot, in the elevator, to the interview room. Treat everyone as if they are the hiring manager! Sometimes they ask feedback from security desk and other people you encountered.
- ▶ Shake their hand like a pro. The hiring manager should be the one to extend their hand to you, not the other way round. Stand up, look at them in the eyes, and give a firm handshake. Not too firm to crush their fingers but strong enough.
- ▶ Hold your head up and pull your shoulders back when walking into that building. Your posture and stride will help you convey professionalism and confidence. Feel free to practice this if you have to until it feels natural to you.



AfriMentor Job Interview Tips

Be Upbeat, Concise, and Authentic

- ❖ In all questions, tie your answers to your skills, experience, and accomplishments by providing examples of solutions and results you helped achieve

DON'TS:

- ❖ Avoid rambling! You have limited time with each interviewer
 - ❖ Do NOT speak negatively about your previous employers/companies. Companies hire problem solvers, not discouraged people who will whine a lot
- 



AfriMentor Job Interview Tips

Etiquettes

- ❖ If you are sitting when someone approaches you, stand up before you shake their hand. Look them in the eyes and smile. Offer a greeting like, "It's nice to meet you..." and say their name. Shake that hand firmly.
 - ❖ Make eye contact when you're being asked and answering questions. Do not stare.
 - ❖ If you are interviewing over a meal, practice the table manners. Place napkin on your laps, don't dig in if your order arrives before others, wait for their orders to eat together. Bite small chunks at a time, and do not talk with food in the mouth.
- 



AfriMentor Job Interview Tips

Prepare Smart Questions for The Interviewer

Interviewers want to be sure that they are dealing and are about to hire a smart person. Asking them right questions assures them that you are. You should always have questions for the interviewer! Never say you don't have a question. Sample questions include;

SAMPLE QUESTIONS

“What is the day-to-day responsibilities this job entails?”

- ❖ “What would you expect of me within the first 90 days of my employment?”
- ❖ “How would you describe the characteristics of someone who would succeed in this role?”
- ❖ “How will my performance be measured in this role and how often?”
- ❖ “Based on what we have talked, I have no doubt that I will be a great addition to your team. What would be the next step from here?”
- ❖ “In this industry, who would you consider to be your biggest competitor and why?”
- ❖ “What challenges has this company faced in the last few years in this department? What challenges do you anticipate in coming years?”
- ❖ “Do you nurture and encourage talent, growth, and innovation in this company? how?” what changes or innovations in the industry are you most excited about?
- ❖ “I noticed on your social media handles that you've opened several new offices lately. That kind of growth is exciting to me. It made me wonder what lines of the business are part of that expansion?”
- ❖ “I came across an interview your CEO recorded online where she touched on several aspects of the company culture. What elements of the culture here works best?”



AfriMentor Job Interview Tips

Thank Interviewers

After the interview, Remember to send a thank you note to all your interviewers. Ask for business cards from them during the interview and note down something unique about each of them so that you will mention it in the email. Do NOT send a generic email copying everyone. Draft personalized email for each.

We sent you a sample “Thank you Note” to help you draft one with much ease

P.S. You should send a thank you note in less than 24 hours after then interview!

Get more interview tip videos by Gina at https://www.youtube.com/channel/UCuKT63azn94ibtYORT3fmAg?view_as=subscriber Subscribe so you don't miss a video

WE Wish You Success in All Your Interviews. We Absolutely Believe in You!

