

INTERVIEWING 101: Navigating through the Process.

Tips and tricks

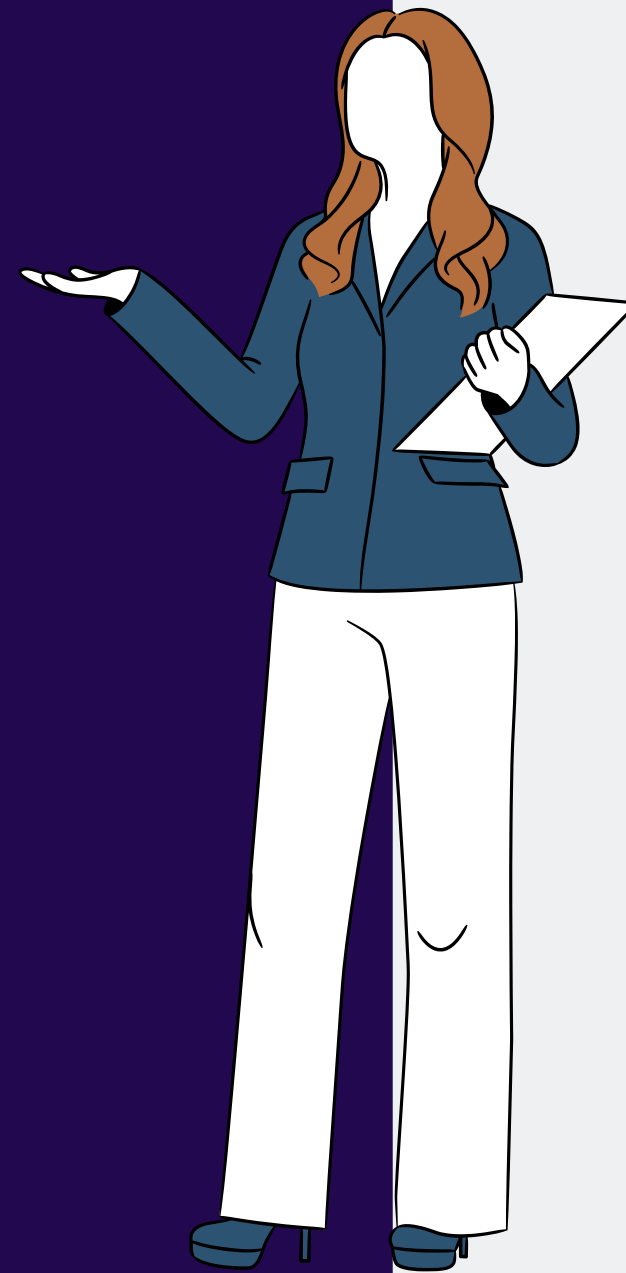




Interviews are the most widely used process for screening job applicants.

Most people consider interviews to be nerve racking! It could be!!

But once you understand the processes, you will pull through.



**A job interview is not a test
of your knowledge,**

But your ability to use it at the
right time.

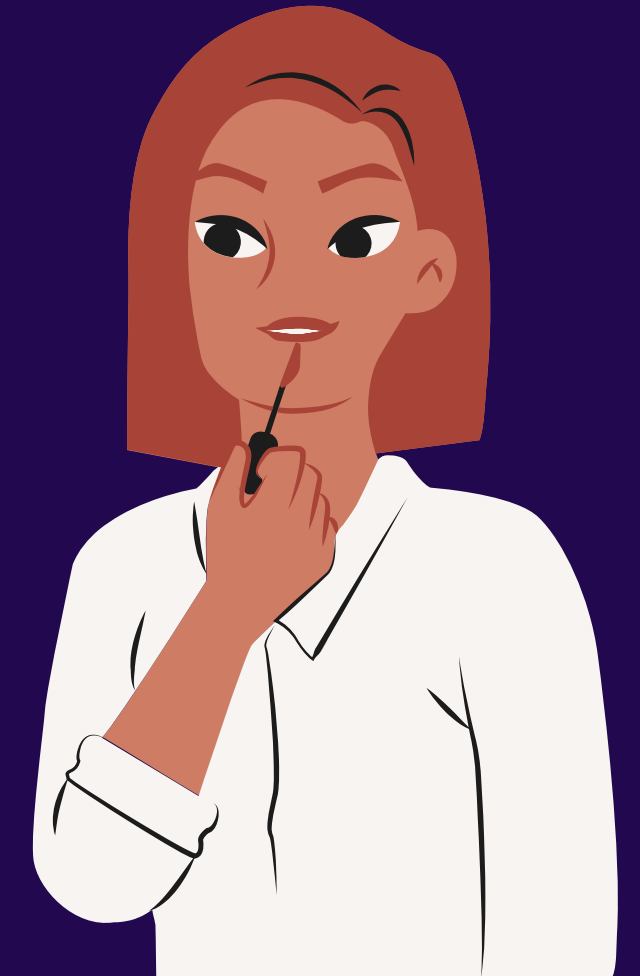
Learning how to be good in job interviews should really have its own class!

01

Every job interviewer wants to see you have done your research. You need to carry out adequate research before going for any interview.

02

Every job interviewer wonders how your knowledge, skills and work ethic connect with the company as a whole.



What makes a great interview?

The key is to be fully prepared both as an interviewer and an interviewee.

We all want to be able to connect with people who feel connected to us, making us feel comfortable and relaxed.



Prepare great questions.



01

Coming up with great questions while properly evaluating a candidate takes a lot of focus and preparation.

02

Learn which questions are able to draw out genuine responses from your interviewees.

03

Put yourself in the position of the applicant to see which of your questions are worth asking and which ones can be eliminated.



What makes a great interview?

As a candidate,

Show up for your interview thoroughly prepared to answer all questions correctly.





How you prepare for interviews,

will either make or break your chances
to get your dream job.



HOW TO PREPARE FOR YOUR INTERVIEWS

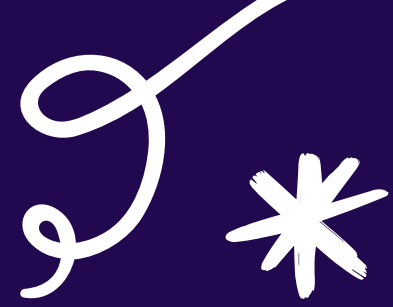
Prepare for your interview using these tips.





Practice & Prepare

Prepare adequately for your interview. Check your job requirements and match them to your experiences. You should provide evidence of your past successes and have a list of your own questions to ask the interviewer. Spend a little time prior to the interview to prepare and you will definitely ace it.



Research the company

Do your homework about the company and plan ahead for questions relating to the company. You might also want to know the interviewer's name prior to the interview. Research about the company's mission, values and objectives and try to bring up what you have learned while answering questions.





Be Punctual

Always be on time for your interview as this counts for a good first impression. It is important for you to show up a few minutes earlier than your interview time. This will send a good signal to your interviewer and also help you feel relaxed.



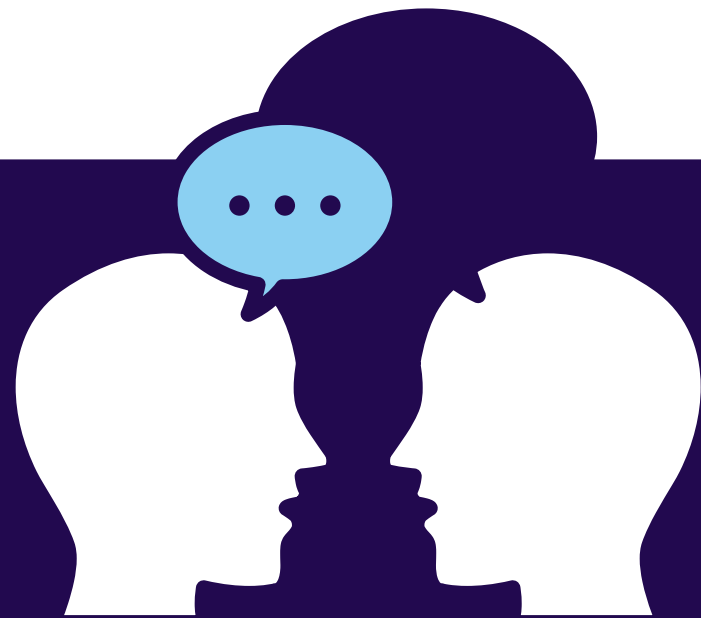


Show your abilities

An interview is the perfect opportunity to show your skills and abilities, do not be modest! Show your interviewer what you know and try to relate to your qualifications to what the company is looking for. Doing this will convince the interviewer that the company can benefit from hiring you.



JOB SKILLS EVERY EMPLOYER WANTS.



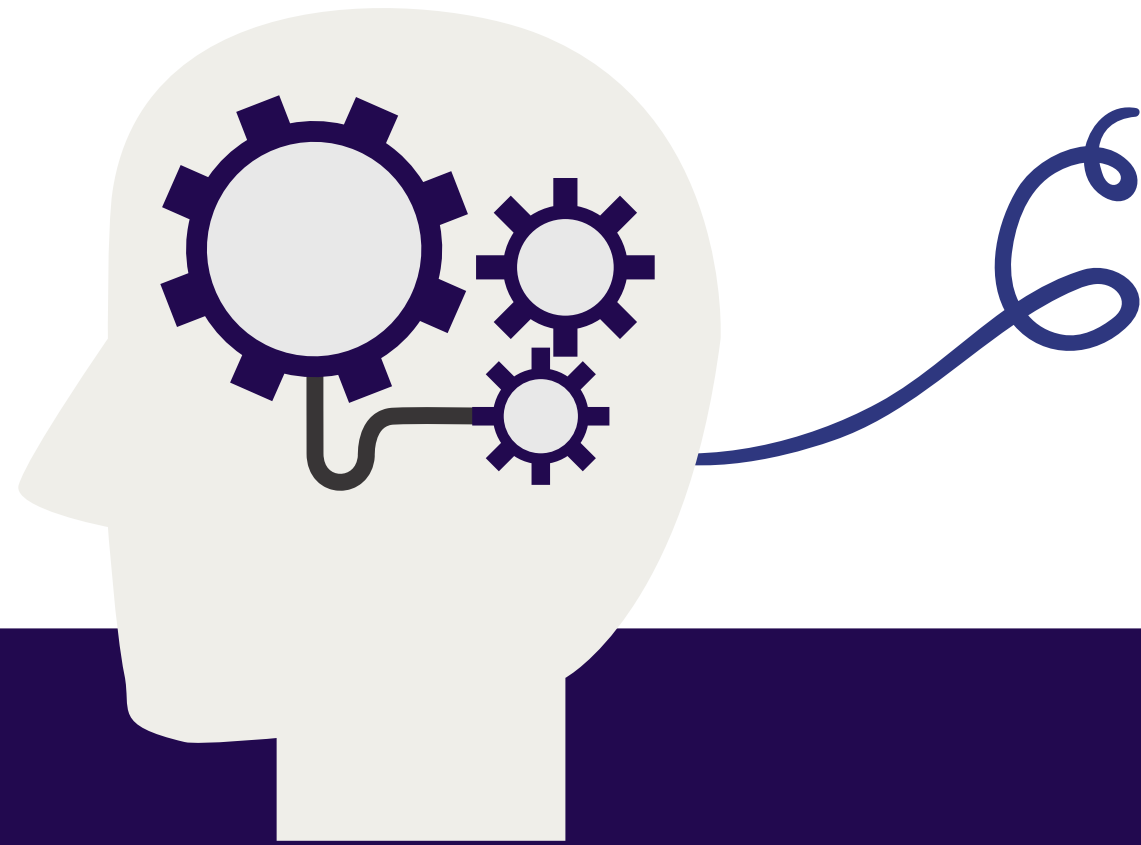
COMMUNICATION

Clear speaking, active listening and engagement are key traits to effective communication.



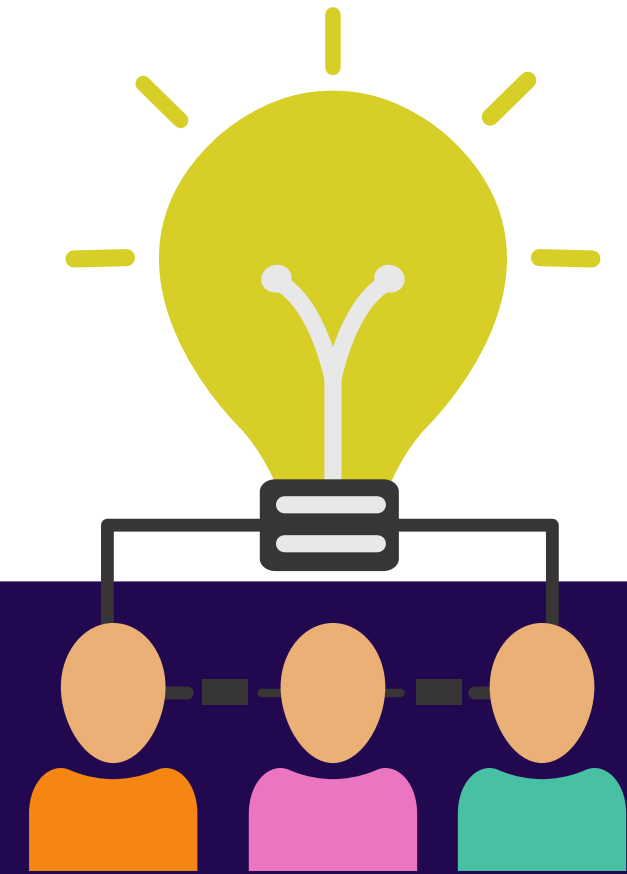
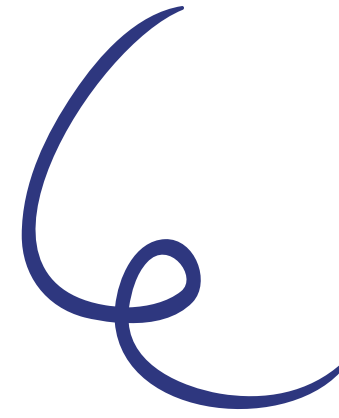
CREATIVITY

Thinking out-of-the box and bringing in solutions encourages innovation.



CRITICAL THINKING

Making judgements that are logical and well-reasoned offers the opportunity to solve problems and overcome challenges which promotes the success of the organisation.



TEAMWORK

Working well with others and managing conflicts promote teamwork which is necessary for growth.



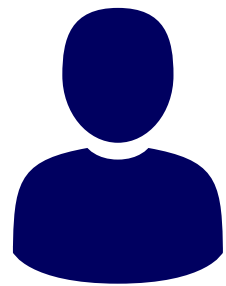
MANAGEMENT

Having a great management and organisational skill improves your efficiency at work.

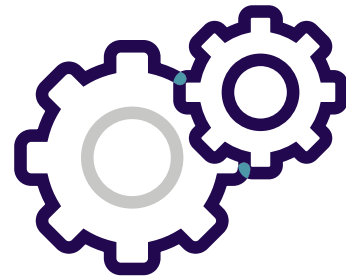
ADAPTABILITY

Adjusting to abrupt changes multitasking and persevering through pressure are attributes all employer wants

TOP INTERVIEW QUESTIONS ASKED



Tell me something about yourself.



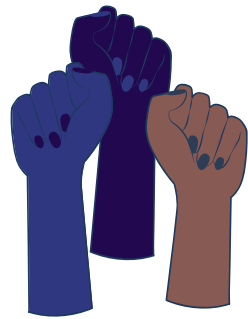
What do you know about our company?



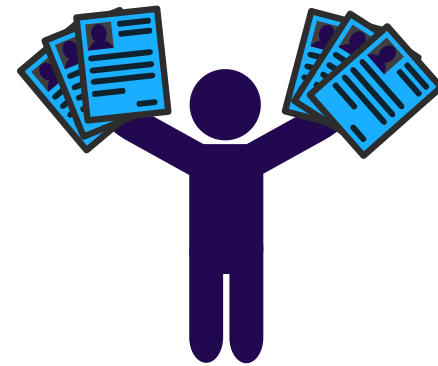
What do you know about the position you are applying for?



TOP INTERVIEW QUESTIONS ASKED



What are your strengths
and weaknesses?



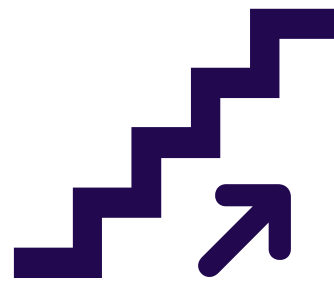
Why should we hire you?



Where do you see
yourself in five years?



QUESTIONS YOU SHOULD ASK



What is the next step in the hiring process?



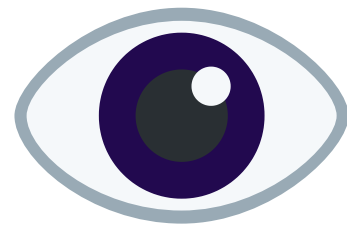
Are there any areas I need to clarify to confirm my suitability for this job?



How do you help your team grow professionally?



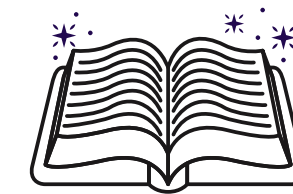
ANSWERING TIPS



Maintain eye contact.



Smile !



Always site examples
from your experiences.



How to answer your questions.



01

Remember that if you're going to be hired, you'll have to prove everything you said in your interview.

02

It's best to be honest about your skills so they have a clear picture of how you can contribute to the company.

How to answer the "Why should we hire you" question.



01

Example

It will be a privilege to work in a reputed company like yours. When I read about your company, I found out that y skills match with your requirements and I would love to contribute to the growth of the company.

How to answer the "Tell us about your strength" question.



01

Example

I believe that my biggest strength is my ability to listen and this is such an important communication skill that is necessary for the growth of any organisation. I am a great communicator and I believe this will greatly benefit your company.

Where do you see yourself in 5 years?



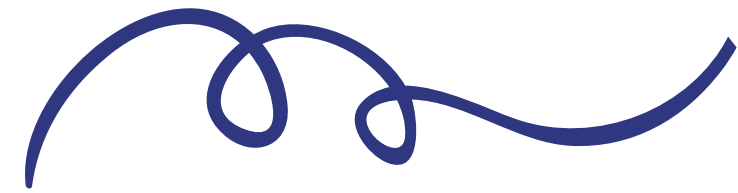
01

Example

I enjoy challenging myself and constantly meeting new goals. My goal is to be best at what I do and handle every responsibility given to me perfectly.

ACE YOUR INTERVIEW!

Use these tips and hacks to get your dream job



GET MORE!

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daily hacks, tips and advice for
your career.

