

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







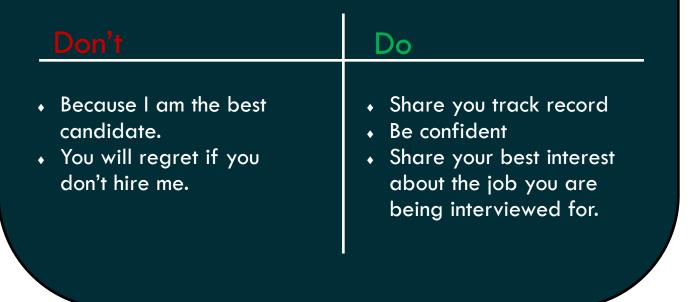


Why should we hire you?

- 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.









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	Do
 I was born in I like long walks on the beach 	 In 2 minutes or less, focus on telling them "why are you qualified?"









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.







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	Do
 I'm not sure. How much can you give? 	 In a situation where actual number is expected, provide a fair salary range based on current industry market re- search



