

U N A F R I C A T E

UNITE THE WORLD WITH AFRICA FOUNDATION, INC.



PREPARING FOR JOB INTERVIEWS



UNITESCHOLARSPROGRAM.ORG



GROUP TASK

Make a list of several professions that you know and write them in your exercise books.

1. Lawyer

2. Doctor

3. Engineer

4. _____

5. _____

6. _____

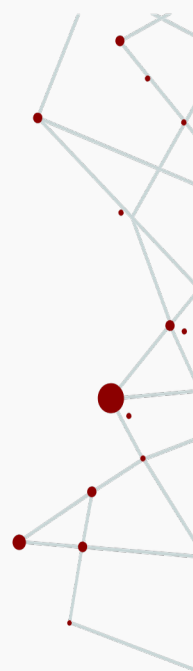
7. _____

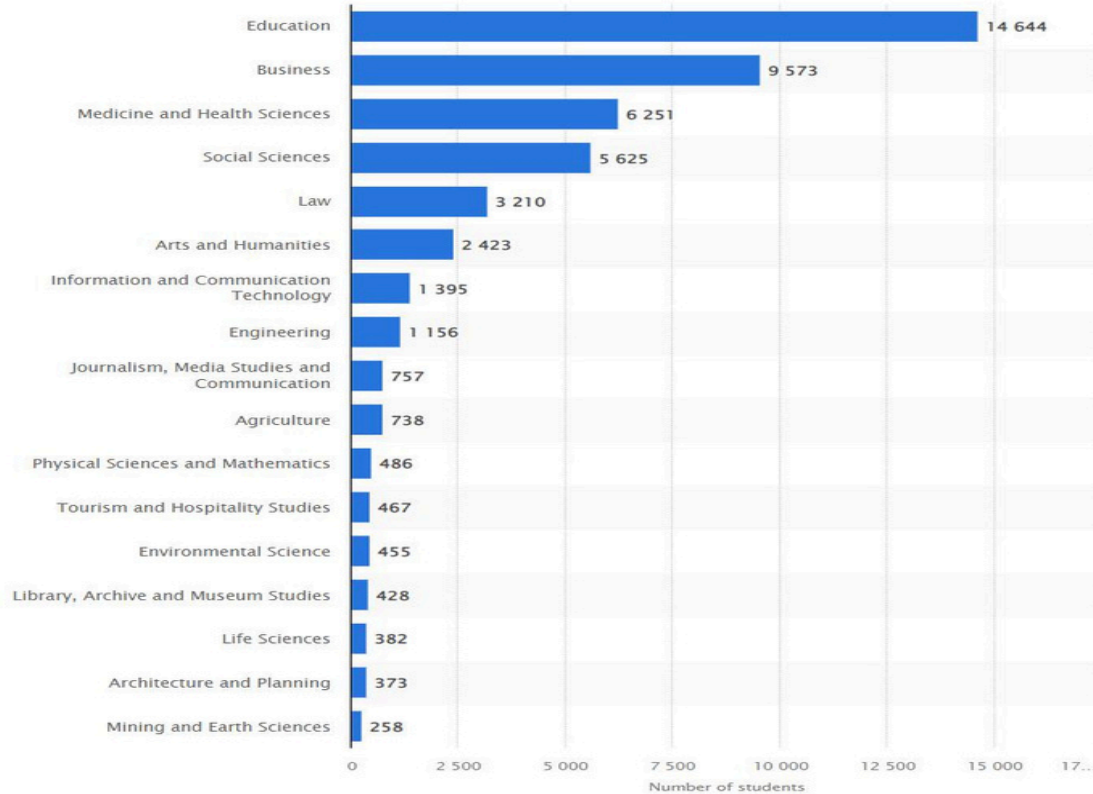
8. _____

9. _____

10. _____

Who would you like to become when you grow up and why?






More than 50,000
University students
in Tanzania graduate
each year in different
fields
including education,
business, social
sciences, and arts.

Thousands of students graduate each year, and there are not enough jobs to accommodate everyone. What do you need to do or have to be able standout and beat the rest?





WHAT IS A JOB INTERVIEW?

- A job interview is a procedure designed to obtain information from a person through oral responses to oral inquiries.
 - According to Gary Dessler, “An interview is a selection procedure designed to predict future job performance based on applicants’ oral responses to oral inquiries.”
 - It serves as the primary means to collect additional information on an applicant in order to decide if an individual should be interviewed further, hired, or eliminated from consideration.
 - Job interviews are considered as an important part of the selection and hiring process. The suitability of the applicant can be clearly assessed through this process.
- 

TYPES OF JOB INTERVIEWS

Telephone Interview	A call from an employer to eliminate candidates based on essential criteria. An employer may call you without an appointment.
In-Person Interview	Used instead of a telephone screening interview. Provides an initial impression of your attitude, interest, and professional style.
Selection Interview	In-depth questions to evaluate your qualifications for the position and your ability to fit in. There may be more than one interview at this stage.
Behavioural Interview	The interviewer may ask questions that require you to describe how you have handled work-related situations. This provides more information about your behavior, personality, and character.
Video Conference Interview	Uses technology for a “person-to-person” interview by video. Allows people from different locations to interview you without traveling.




BEFORE AN INTERVIEW

BE A DETECTIVE

Find out everything you can about the company and its background before attending the interview. Understand key information about the company you're interviewing with to help you go into your interview with confidence. Thoroughly review the job description and use the company's website, social media posts, and recent press releases to learn more about the company's goals and how you and your background are a great fit.

PRACTICE, PRACTICE, PRACTICE

Think beforehand about how you can best demonstrate your skills and experiences during the interview. Prepare your answer to the common questions: "Tell me about yourself." And "Why are you interested in this role with our company?" Find someone you trust or who has experience with interviewing and conduct a mock interview. At the end of your mock interviews, request feedback about how to improve your performance.






BEFORE AN INTERVIEW

PLAN YOUR JOURNEY

Spend time prior to the interview working out how you'll get there. Look up public transport routes and timetables, or find out where you can park. Plan how long the journey will take. Do a practice run, if necessary. Aim to arrive about 15 minutes early. Arriving too early can confuse the employer and create an awkward situation. On the other hand, arriving late creates a bad first impression and may doom your chances right off the bat.

PREPARE STORIES TO TELL

Part of a successful job interview is your ability to market your experiences and skills as they relate to the job described, and a great way to do just that is by telling stories to illustrate your experiences and successes with those skills. Stories make you engaging, allow you to show off your personality and demonstrate good communication skills too. The job description combined with your research, should tell you which particular skills the employer values most

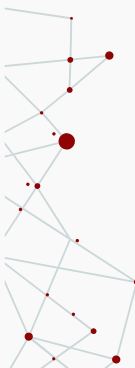




BEFORE AN INTERVIEW


DECIDE WHAT TO WEAR

Interviewers are inclined to first impressions, and one of the first things an interviewer will see of you is how you're dressed. Because you want to make sure your first impression is a good one, outfit should be relatively formal, so don't wear jeans, T-shirts, or sneakers. Make sure your clothes fit well, are not visibly worn out, and are comfortable to sit down in. If possible wear dark or neutral colours and keep accessories to a minimum. Avoid tight clothes.



DECIDE WHAT TO BRING

After you've decided what to wear, think about what you should bring along with you to the interview. It is best to assemble the items you are bringing along in a briefcase or similar professional-looking organizer. Remember, your first impression should be as a neat, organized, and prepared individual. Prepare an interview checklist



Interview outfits

DO

Business casual

This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.



Business professional

This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



DON'T



Meet the experts

Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."



Quast

"Suits in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."



Warborg

THE MEN'S INTERVIEW DRESS GUIDE

TECHNOLOGY / START UP



CREATIVE / DESIGNER



SALES



GOVERNMENT



HEALTHCARE / DOCTOR



FINANCE



BOWS-N-TIES

INTERVIEW OUTFITS FOR MEN






BEFORE AN INTERVIEW

PREPARE PRINTOUTS

Even though they have your resume on file, many interviewers prefer seeing a physical copy during the interview. Print several copies out before your interview in preparation for them to ask. Additionally, if they ask any questions directly related to your resume, you can immediately reference it to address their questions or concerns. You may print any other supporting information, like references or a portfolio. Be prepared to leave printouts if asked to do so.

PREPARE QUESTIONS

Interviews are a two-way street. Employers expect you to ask questions: they want to know that you're thinking seriously about what it would be like to work there. Try to think of less obvious but interesting questions that will set you apart from other candidates. Some of these questions may include; Can you explain some of the day-to-day responsibilities this job entails?, What are the characteristics of someone who would succeed in this role?

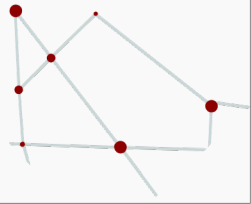




QUESTIONS FOR THE INTERVIEWER

- Can you explain some of the day-to-day responsibilities this job entails?
- How would you describe the characteristics of someone who would succeed in this role?
- If I were in this position, how would my performance be measured?
- How often? What departments does this teamwork with regularly?
- How do these departments typically collaborate?
- What does that process look like?
- What are the challenges you're currently facing in your role?

(The group can think of more questions and add them to the list).



DURING THE INTERVIEW

BE ON TIME

On time means five to ten minutes early. If need be, drive to the interview location ahead of time so you know exactly where you are going and how long it will take to get there. Take into account the time of your interview so you can adjust for local traffic patterns at that time. Give yourself a few extra minutes to visit the restroom, check your outfit, and calm your nerves.

TRY TO STAY CALM

Try to relax and stay as calm as possible. Remember that your body language says as much about you as your answers to the questions. Proper preparation will allow you to exude confidence: As you answer questions, maintain eye contact with the interviewer. Be sure to pay attention to the question so that you don't forget it, and listen to the entire question before you answer. Avoid cutting off the interviewer at all costs, especially when he or she is asking questions. If you need to take a moment to think about your answer, that's totally fine.

DURING THE INTERVIEW

- **Score a success in the first five minutes:** Studies indicate that interviewers make up their minds about candidates in the first five minutes of the interview. Make the most of “Tell me about yourself” query.
- **Start off with a positive comment about the company.** Perhaps say something like, "I've really been looking forward to this meeting.
- **Be assertive and take responsibility for the interview.** Don't make the mistake of just sitting there waiting for the interviewer to ask you more questions to find out your potential. It's your responsibility to make sure the interviewer walks away knowing your key selling points.
- **Make your selling points clear.** Don't bury your selling points in long-winded stories. Instead, tell the interviewer what your selling point is first, then give the example.
- **Close on a positive note.** Tell the interviewer that you'd really, really like the job. Tell him or her that you have been excited before the interview and are even more excited now, and that you're convinced you'd like to work there.
- **Say thank you.** Remember to thank the interviewer for their time and establish a rapport.



Maintain eye contact and have a positive and friendly attitude



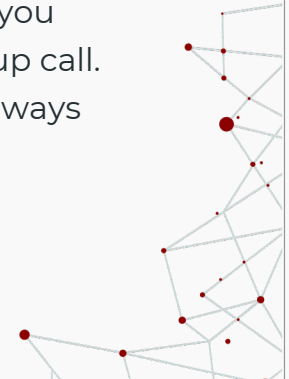
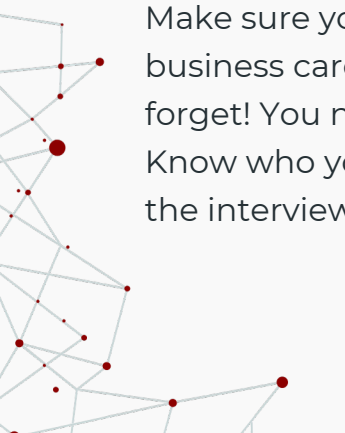
DURING THE INTERVIEW

FIND OUT WHAT HAPPENS NEXT

When closing the interview ask for information about the next stage in the hiring process. Ask when you can contact the company to find out the status of your application. By asking when you can make the call rather than when you can expect to hear from them gives you an element of control over the follow up process. It also demonstrates a proactive, professional approach.

GET ALL THE NECESSARY CONTACT INFORMATION

Make sure you have the full name and title of the interviewer plus his/her contact details. Ask for a business card or get it from reception. Find out from Human Resources after the interview if you forget! You need this information for your interview thank you letter and to make the follow up call. Know who you should contact to find out about your application after the interview (it isn't always the interviewer).





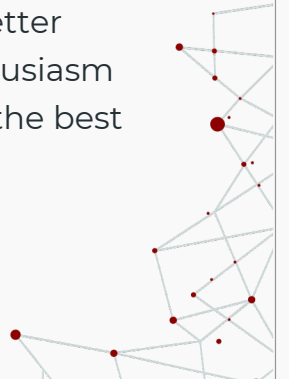
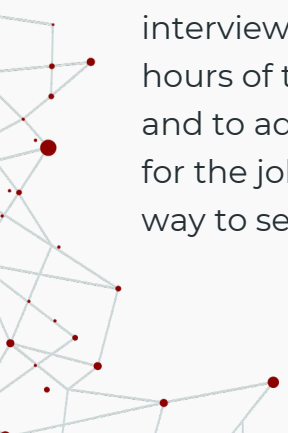
AFTER THE INTERVIEW

REVISIT THE INTERVIEW

Assess what happened in the job interview and jot down notes. What were positive areas that you can reinforce and what areas need to be addressed further or improved? Use these details to write a thank you letter that is well considered and relevant to the specific job interview.

WRITE AND SEND A THANK YOU NOTE

The reality is that a large percentage of job interview candidates neglect this vital step in the interview follow up process. Send a professionally written and relevant thank you letter within 24 hours of the interview. Use your notes to reinforce your suitability in the interview thank you letter and to address any concerns that may have come up during the interview. Express your enthusiasm for the job and company. Make sure you have addressed the recipient correctly and find out the best way to send the interview thank you note - by email, post, or by hand.






AFTER THE INTERVIEW

CONTACT YOUR JOB REFERENCES

The company will probably contact one of your job references to do a telephonic reference check. Alert your references and give them some details about the job and the company so they are well prepared to provide the best references possible for you. Follow up with an email to find out how the reference check went and thank them for providing the reference.

CONNECT ON SOCIAL MEDIA BUSINESS SITES (LinkedIn)

If you're on any business networking social sites, see if you can connect with your interviewer after the interview. If they accept your request, it could be an indicator they are interested in learning more about you. This is an essential part of growing your personal network. Even if you end up in a different position with a different company, growing your network is beneficial and helps you stay poised for future opportunities.







AFTER THE INTERVIEW

SEND ANY SUPPORTING DOCUMENTS

If there are any supporting documents required, send those post-interview. This could be a page of references, a written assessment or maybe even consent forms to run various checks as part of the pre-screening process. Getting these back in a timely fashion should be a top priority.

MAKE THE FOLLOW-UP CALL

It is advisable to follow up with a call or email after a couple of days. If you have been given a specific time frame work within that. Do not wait for the company to contact you. There is nothing desperate about making a professional follow up call after the interview to ask about the status of your application - rather it demonstrates enthusiasm and tenacity.



HOW TO ANSWER INTERVIEW QUESTIONS

- One of the most important parts of interview preparation is being ready to respond effectively to the questions that employers typically ask.
- Most of these interview questions are so common thus, hiring managers will expect you to be able to answer them smoothly and without hesitation.
- In this next section, you will find some of the most frequently asked interview questions and sample answers. Prepare your responses based on your experience, skills, and interests. Remember that it's less about providing the “right” answers and more about demonstrating that you're the best candidate for the job.



TIP: You don't need to memorize your answers, but you should think about what you're going to say so you're not caught off guard.

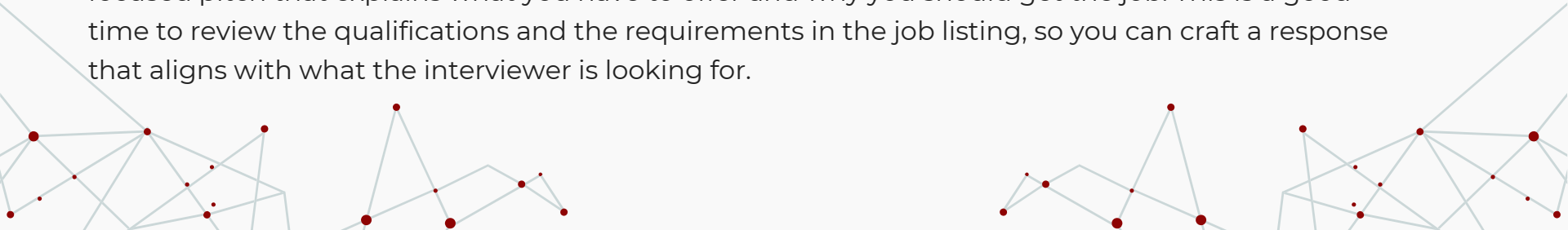
COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

CAN YOU TELL ME/US ABOUT YOURSELF?

This is one of the first questions you are likely to be asked. Be prepared to talk about yourself, and why you're an excellent fit for the position. Answer questions about yourself without giving too much, or too little, personal information. You can share some of your personal interests and experiences, a favorite hobby or a brief account of where you grew up, your education, and what motivates you.

WHY SHOULD WE HIRE YOU/WHY ARE YOU THE BEST CANDIDATE FOR THE JOB?

The hiring manager wants to know whether you have all the required qualifications. Be prepared to explain why you're the applicant who should be hired. Make your response a confident, concise, focused pitch that explains what you have to offer and why you should get the job. This is a good time to review the qualifications and the requirements in the job listing, so you can craft a response that aligns with what the interviewer is looking for.



REFERENCE VIDEOS



[CLICK HERE TO WATCH THIS VIDEO](#)



[CLICK HERE TO WATCH THIS VIDEO](#)

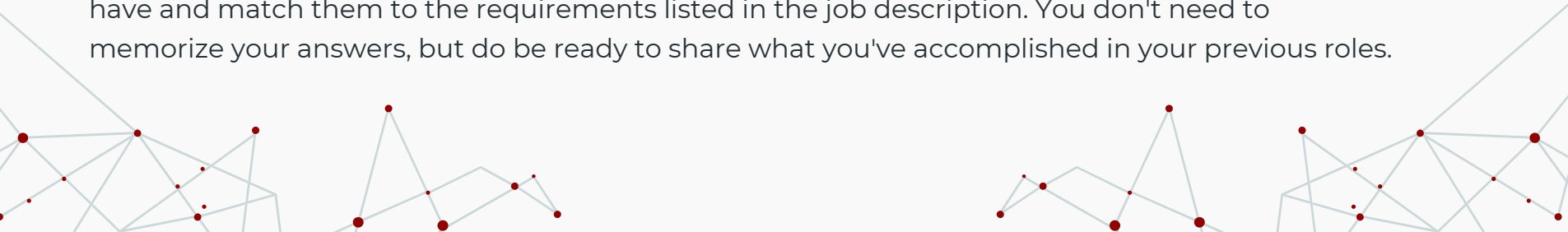
COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

WHY DO YOU WANT THIS JOB?

What would you accomplish if you were hired? This interview question gives you an opportunity to show the interviewer what you know about the job and the company, so take time beforehand to thoroughly research the company, its products, services, mission and culture. Be specific about what makes you a good fit for this role, and mention aspects of the company and position that appeal to you most.

HOW HAS YOUR EXPERIENCE PREPARED YOU FOR THIS ROLE?

Hiring managers use this question to learn how your previous work experience and educational background fit the job. To prepare to respond, make a list of the most relevant qualifications you have and match them to the requirements listed in the job description. You don't need to memorize your answers, but do be ready to share what you've accomplished in your previous roles.



REFERENCE VIDEOS



[CLICK HERE TO WATCH THIS VIDEO](#)



[CLICK HERE TO WATCH THIS VIDEO](#)

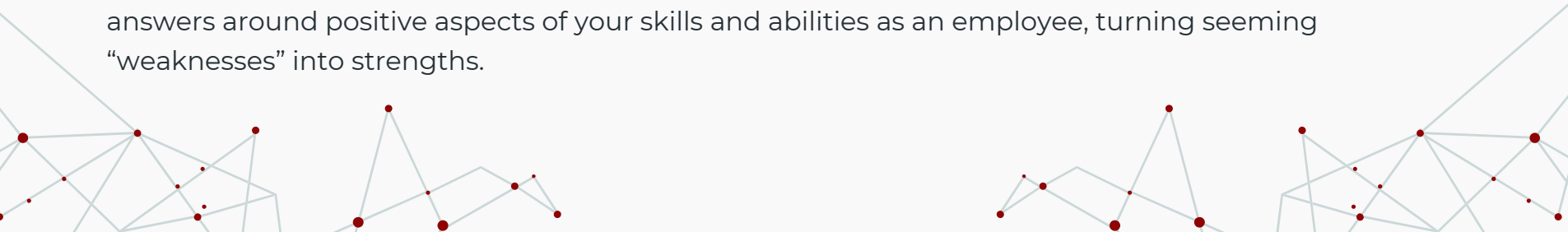
COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

WHAT ARE YOUR GREATEST STRENGTHS?

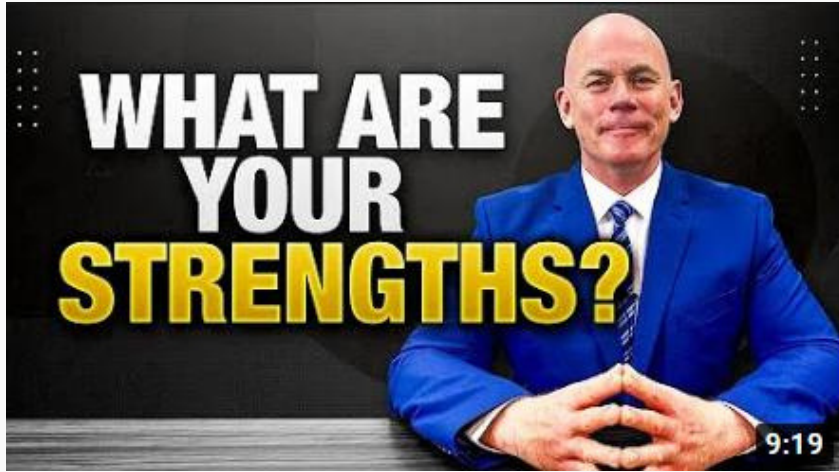
When you are asked about your greatest strengths, it's important to discuss the attributes that qualify you for that specific job, and that will set you apart from other candidates. When you're answering this question, remember to “show” rather than “tell.” For example, rather than stating that you are an excellent problem solver, tell a story of a previous situation that demonstrates your strength.

WHAT ARE YOUR GREATEST WEAKNESSES?

This question is also another opportunity to show the hiring manager that you're well qualified for the job. In addition to learning whether you've got the right credentials, the hiring manager wants to know whether you can take on challenges and learn new tasks. Do your best to frame your answers around positive aspects of your skills and abilities as an employee, turning seeming “weaknesses” into strengths.



REFERENCE VIDEOS



[CLICK HERE TO WATCH THIS VIDEO](#)



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EXERCISE/DELIVERABLES

- Club members should prepare themselves for a role-play on job interviews for the next session on any industry and any position.
- Choose various companies of your own and various positions of your own choices.
- The club coordinator or club leader should select few members to act as interviewers and few members to act as interviewees.
- Act out the role play before other club members and assess what was done right and what was done wrong.
- This task will prepare club members and will help build confidence for future interviews.



“DO WHAT YOU CAN, WITH WHAT
YOU HAVE, WHERE YOU ARE.”

– THEODORE ROOSEVELT





SCENARIOS



SCENARIO #1



John, a recent graduate, had been eagerly anticipating his first job interview. However, as the day approached, his excitement quickly turned into overwhelming anxiety. He had spent countless hours preparing, but the fear of the unknown kept him awake at night. On the morning of the interview, John's hands trembled as he dressed in his best suit. He arrived at the office building early, but as he waited in the lobby, his heart raced, and his mind went blank. When the interviewer finally called his name, John stumbled to his feet, fell down..... as everyone else was looking at him, he woke up and ran out of the building and didn't attend his interview, thus losing the opportunity to get the job.





DISCUSSION QUESTIONS



- ④ How do you typically manage stress and anxiety in high-pressure situations?
- ④ Can you describe a time when you faced a challenge that required you to step out of your comfort zone? How did you handle it?
- ④ What strategies do you use to stay focused and composed when you're feeling nervous?
- ④ How would you rate your communication skills, and what steps have you taken to improve them?
- ④ What motivates you to succeed, and how do you maintain that motivation in the face of setbacks or challenges?

SCENARIO #2



The Overconfident Candidate

Lisa had always been a high achiever, and she knew it. With a degree from a prestigious university and a string of impressive internships under her belt, she felt confident that she could handle any her interview. As she entered the office building, she noticed the other candidates, all of whom she deemed less qualified than herself. When the interview began, Lisa answered the questions with a dismissive tone, often interrupting the interviewer to showcase her knowledge. She spoke at length about her accomplishments, leaving little room for the interviewer to ask follow-up questions. As the interview progressed, Lisa's overconfidence began to work against her, and she failed to connect with the interviewer on a personal level.





DISCUSSION QUESTIONS



- ④ How do you typically approach working with team members who may have different skill sets or opinions than your own?
- ④ Can you describe a time when you made a mistake or received negative feedback? How did you handle it, and what did you learn from the experience?
- ④ What is your understanding of the role and how it fits into the company's overall mission and goals?
- ④ How do you define success, and what steps do you take to ensure that you are continuously growing and improving in your career?
- ④ What do you consider to be your greatest strengths and weaknesses, and how do they impact your performance in a professional setting?

SCENARIO #3



The Unprepared Candidate

Mark had been unemployed for several months, and he was desperate to find a job. When he saw an opening at a company he had never heard of, he decided to apply on a whim. To his surprise, he was called in for an interview, and he eagerly accepted the opportunity. However, as Mark sat in the lobby waiting for his interview, he realized that he knew very little about the company or the position he was applying for. When the interviewer greeted him, Mark stumbled over his words and struggled to answer even the most basic questions. He failed to make a connection between his skills and the job requirements, and he left the interview feeling defeated and embarrassed.





DISCUSSION QUESTIONS

- ④ What do you know about the company and the position you are applying for?
- ④ How do your skills and experiences align with the requirements of this role?
- ④ Can you describe a time when you had to learn a new skill or technology quickly? How did you approach the learning process?
- ④ What motivates you to work in this industry, and how do you stay up to date with the latest trends and developments?
- ④ How do you prioritize tasks and manage your time when faced with competing deadlines or multiple projects?



SCENARIO #4

The Candidate with a Gap in Employment

Emily had taken a two-year break from her career to care for her ailing mother. Now that her mother was doing better, Emily was ready to re-enter the workforce. However, she was unsure of how to address the gap in her resume during the interview process. As Emily sat across from the interviewer, she felt a sense of unease. She knew that the gap in her employment would likely come up, and she wasn't sure how to frame it in a positive light. When the interviewer asked about the gap, Emily hesitated before explaining the situation. She emphasized that the experience had taught her valuable lessons about resilience, empathy, and the importance of work-life balance.

DISCUSSION QUESTIONS

- Can you explain any gap in your employment history and how you have stayed current in your field during this time?
- How do you think Emily's experiences caring for her mother prepared her for this role and for working in a professional setting?
- What steps have might Emily have taken to maintain her skills and knowledge during her break from work?
- How can employees plan to balance personal and professional responsibilities?
- What are Emily's long-term career goals, and how do does this position fit into her plan?



SCENARIO #5

The Candidate Facing a Stressful Interview

Tom had heard rumors about the company's reputation for conducting high-stress interviews, but he didn't let that deter him from applying for the position. He knew that his skills and experience made him a strong candidate, and he was determined to showcase his ability to handle pressure. As the interview began, Tom noticed that the interviewer's tone was more aggressive than usual. She fired questions at him, often interrupting him before he could finish his answers. Tom remained calm and focused, taking a few seconds to gather his thoughts before responding. He used the opportunity to demonstrate his problem-solving skills and ability to think on his feet.



I

DISCUSSION QUESTIONS

- How do you typically handle high-pressure situations and tight deadlines?
- Can you describe a time when you had to make a difficult decision under pressure? What was the outcome, and what did you learn from the experience?
- What strategies do you use to stay focused and composed when faced with multiple tasks or competing priorities?
- How do you typically respond when a colleague or supervisor challenges your ideas or approaches?
- What do you consider to be your greatest strengths in terms of handling stress and pressure in a professional setting?



THANK YOU



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