



Rightfit



Resource Library

Preparing For My Interview

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Preparing For My Interview

Every interview will differ from one hotel to another, although they will generally be composed of two phases: a phase with the recruiter who published the job offer and a phase with their superior or the person in charge of Human Resources.

For each interview, the recruiter will ask all the questions they consider necessary for the position within the bounds of local laws.

BEFORE THE INTERVIEW

- Inform yourself on the company and/or hotel to which you are applying
- Be clear in your own mind why you want this particular job
- Prepare your answer to certain questions that you are likely to be asked: what are your strong and weak points? What are your professional aims? Why did you choose our company? Tell me about your experience, etc.
- Print your résumé, cover letter and any other documents that you feel could help you
- Ensure that your outfit is suitable for the interview. Dress smartly in formal day wear. Ladies, wear light make-up. Men, groom that beard or shave. Above all Do not smoke or drink alcohol before an interview.
- Get as much sleep as possible the night before the interview
- Plan how you are going to travel to the interview venue on the day and leave plenty of time – it's better to arrive early rather than to be late

THE FIRST 10 SECONDS

First impressions count! The first 10 seconds of an interview are fundamental. This is when first impressions are made:

- SMILE
- Maintain eye contact
- Wait until you are invited to sit down
- Have your mobile phone switched off
- Be clean and well presented

DURING THE INTERVIEW

The first part is the main interview. This is when you will:

- Present yourself
- Present your work
- Present your projects
- Present your experience

Remember;

- Be a confident, professional and respectful
- Maintain eye contact with the interviewer
- Listen carefully to the interviewer and think before you answer

During the second part, you will meet the recruiter's superior or the person in charge of Human Resources for the unit to which you have applied. This person will also ask you further questions to ensure that your profile and project correspond to the position.

TESTS AND ASSESSMENTS

You may be asked to undertake an additional test or an assessment depending on the position in question. Don't be surprised or phased by this.

- If the recruiter decides to put you through a test to check your level, here are some guidelines:
- READ OVER YOUR WORK once you have finished
- Correct your SPELLING MISTAKES
- Follow the instructions carefully
- Only reply if you know the answer. It is better to write nothing than to make something up.

AT THE END OF THE INTERVIEW

At the end of the interview, a recruiter will generally ask you if you have any questions. You should prepare at least one question. This shows that you are interested in the position.

Before leaving, don't forget to ask about the next stage of the process and how long before you will hear from them? And of course, thank them for their time.

For more information:

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