

# Tips on Preparing for Job Interview

Job interviews come in different styles and formats, ranging from brief conversations to multiple formal discussion/questioning with different interviewers. Being adequately prepared for these interviews is pivotal, empowering you to engage confidently and showcase your enthusiasm and expertise. Here is a detailed guide on how to prepare effectively for a job interview, enabling you to navigate these conversations with confidence and poise;

## Researching the Company and Job Description

Before your interview, invest time in comprehensive research about the organization to boost your confidence:

- Conduct a thorough internet search about the company.
- Relate the job role and your work experience to the specific duties outlined in the job description.
- Investigate recent social media appearances of potential employers.
- Explore recent industry developments affecting the sector and the potential impact on the position you're interviewing for.
- Review the job description, company's social media accounts, and website details.
- If possible, research the hiring manager and interview attendees via LinkedIn.

Researching individuals and the organization helps in understanding:

- The role of the interviewer and their expectations.
- The company culture and alignment with personal values.

- Insight into projects, clients, and common connections.
- The viewpoints of interviewers through blogs or articles.

## **Preparing in Advance**

- Gather previous work achievements showcasing your suitability for the role.
- Practice mock interviews with friends or colleagues.
- Videotape practice sessions to assess body language and verbal presentation.
- Prepare attire, resume, and directions to the interview location in advance.

## **Understanding Interview Questions**

Differentiate between types of interview questions and prepare accordingly:

- Behavioural and competency-based questions explore past behaviours and skills relevant to the role.
- Practice answering questions that start with “Tell me about a time when...” or “Give me an example of a scenario when...”
- Sample situational interview questions assess your approach to hypothetical scenarios.
- Prepare examples showcasing teamwork, problem-solving, analytical skills, etc., from past experiences.

## **Knowing Salary Expectations**

Research salary ranges for similar roles, consider benefits, and align your salary expectations with market standards.

## **During the Interview**

- Make a positive first impression by reviewing key documents and being polite to everyone.

- Arrive early for face-to-face meetings; be ready ahead of time for virtual interviews.
- Maintain eye contact.
- Be mindful of body language, maintain good posture
- Remain attentive.

## **Answering Interview Questions**

- Answer questions honestly, directly, and concisely.
- Practice discussing broader subject areas rather than rehearsing precise answers.
- Prepare for common questions related to background, qualifications, experience, career objectives, and crisis management.

## **Asking Questions**

At the end of the interview, confidently ask thoughtful questions about the role, company, or interviewer's experience.

## **Conclusion of the Interview**

- Smile, express gratitude, and anticipate further communication.
- Request clarification on the next steps or timeframe for decisions.

## **Final Thoughts**

Preparing for a job interview involves understanding the process, researching comprehensively, rehearsing answers, and presenting oneself professionally. Investing effort in interview preparation significantly enhances your chances of success. Embrace these steps to excel in your next job interview and secure your desired role.

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# How to Write a Professional CV/ Resume

In the competitive market of job hunting, a well-drafted CV/resume stands as your first introduction to potential employers. It's not merely a document listing your experiences; it's your professional story, your skills showcased on paper and your passport to unlock new job opportunities. The need to learn how the way of composing a remarkable CV/resume that makes employees want you, cannot be ignored.

## The Purpose of a CV / Resume

A CV/resume is your professional pitch, aiming to present your qualifications, experiences, and skills in a very careful and impactful manner. Its major goal is to persuade employers that you're the perfect fit for the role you applied for.

## Structuring Your CV/Resume:

1. Contact Information: Initiate your CV/resume with essential contact details—your name, professional title, phone number, email address, and LinkedIn profile.
2. Professional Summary/Objective Statement: Draft a brief yet compelling summary highlighting your career goals, key skills, and what you are bringing to the table.
3. Work Experience: Present your work history in a well-structured manner, focusing on achievements, responsibilities, and quantifiable results relevant to the target job.
4. Education: List your educational background, certifications, courses, and any relevant academic

achievements.

5. Skills: Note down both technical and soft skills relevant to the job, aligning them with the job description.
6. Additional Information: Include sections like Projects, Publications, Volunteer Work, Languages, etc., if they add value to your application.

## **Adapting Your CV/Resume for Each Job Application**

An important aspect often overlooked is adapting your CV/resume to each job application. Align it with the job description by emphasising skills and experiences most relevant to the role.

## **Tips for Drafting a Professional CV/Resume**

- Clarity and Brevity: Use clear language and brief sentences. Avoid jargon and over-complex phrases.
- Quantify Achievements: Use numbers and metrics to highlight your accomplishments and contributions.
- Formatting and Layout: Ensure a clean, organised format with consistent fonts and bullet points for readability.
- Proofreading: Eliminate typos, and grammatical errors, and ensure a coherent flow of information.

## **Dos and Don'ts of CV/Resume Writing**

### **Dos:**

- be honest
- use action-oriented verbs customised for each application
- focus on accomplishments.

## **Don'ts:**

- avoid irrelevant and un-useful information
- avoid unprofessional language
- do not exaggerate or falsify experiences

## **Utilising Keywords**

Incorporate relevant keywords from the job description to improve your chances of passing through the Applicants Tracking System – ATS (The Software commonly used by recruiters) and catching the recruiter's eye.

## **Conclusion**

In conclusion, writing a professional CV/resume needs thorough attention. It's not a document but a detailed representation of your career journey.

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# **How to Identify a fake Job Advert in Nigeria**

Fake jobs come in diverse ways and the people behind the evil act are very smart and intelligent. As a job seeker, you need to understand their techniques and how they operate so as not to be a victim.

**Here are five ways you can spot fake jobs in Nigeria;**

## **1. Zero online presence**

Any company sending you recruitment updates or interview messages is expected to have an online presence. Once you get a job interview invite from any company, check about the company on the internet before taking action.

## **2. They demand for fee**

If you are seeking for a job and the company that needs your service asks you to pay a certain fee to employ you, beware they are scammers. The moment they ask you to pay a registration or consultation fee, cut the communication immediately. Job offers should come willingly after convincing recruiters that you're the best for the role through your credentials, skills and the entire recruitment process.

## **3. Getting Unapplied Job Roles**

This is one of their styles. They keep disturbing you with messages on your email saying, based on your application, you are invited for an assessment at XMS company for the position of XYZ on Monday, March 2, 2023. When you get a message like this, don't stress yourself on it.

## **4. Email address is unprofessional**

Legitimate companies make use of their company domain email addresses to send job interviews and employment letters. If you get an interview or employment message from a company that uses a general email address ending like xyz@gmail.com then there is a high chance such interview invitation or employment letter is coming from job scammers. If they don't have a functioning website, then how do you expect them to meet up with all that was stated?

## **5. No / Irrelevant job title**

Companies looking for an employee to fill a vacant position in their establishments must have a job title for the position. When this is not stated in the email or SMS you receive, you've got to be careful.

## **6. No experience required**

Genuine/ Real job posts require experience, but when you see a job that offers lots of juicy packages that ideally fit a senior role, and does not require any experience, then it is a sign that it is not genuine. make your findings well.

## **Conclusion:**

As earlier stated, fake job comes in diverse ways, and it is the responsibility of job candidates to always be careful, and carry out every necessary due diligence stated above, before applying for any job or attending job interviews.

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# **8 Powerful Ways to Look Good and Feel Great**

Do you want to look good, or wanted to look smarter and sharper? here is a powerful infographic that explains things you need to do every day.

**Check it out, read it, practice it and start feeling good.**





# LOOK GOOD TO FEEL GOOD

HOW TO LOOK YOUNGER, FEEL BETTER AND BOOST YOUR CONFIDENCE

## 1 EXERCISE

This is by far the most important, if you don't just desire to look younger but also feel younger. Exercising gives one the opportunity to have a taste of his/her youthful strength for a while.



## 2 LOOSE WEIGHT

Just 10 lbs. and you'll feel like you are 10 years younger. But do not lose too much weight so your face can maintain the fullness from fat to maintain a youthful look.



## 3 INTERMITTENT FASTING

Sounds funny, i guess? This naturally increases your Human Growth Hormone which amps up the production of collagen for younger looking skin. It also induces autophagy, which is where the cells in your body repair themselves to make a much healthier cell to prevent aging



## 4 MORE SEX (COUPLES ONLY)

Having sex at least 3 times per week can make you look up to 10 years younger. It also helps you to naturally release more growth hormones and it's been proven that having more sex can help you live longer.



## 5 USE RETINOID CREAMS

Retinoid creams help your body produce more collagen to make you look younger by getting rid of wrinkles, acne and age spots.



## 6 SLEEP 6-TO-8 HRS AT NIGHT

When you sleep 6-to-8 hours each night, your body produces more growth hormones to keep your skin supple, and elastic prevents your skin from wrinkling prematurely.



## 7 GET MORE MOISTURE

You need to get more water or moisture into your skin to make your skin look more smooth and radiant by simply using a daily moisturizer.



## 8 EAT RIGHT

Avoid bad processed foods like soft drinks and snacks that are full of phosphates that accelerate aging by replacing the calcium in your body. You need calcium in your body. You need calcium to control the thickness and colour of your skin.





## Editor's Pick

[Smart Goal-setting techniques you should know](#)

[Know the Smart Ways to Become a Millionaire](#)

[Ultimate Ways to Sell Real Estate Products Online in 2022](#)

[Best Guide to Negotiation Skills for Business Owners](#)

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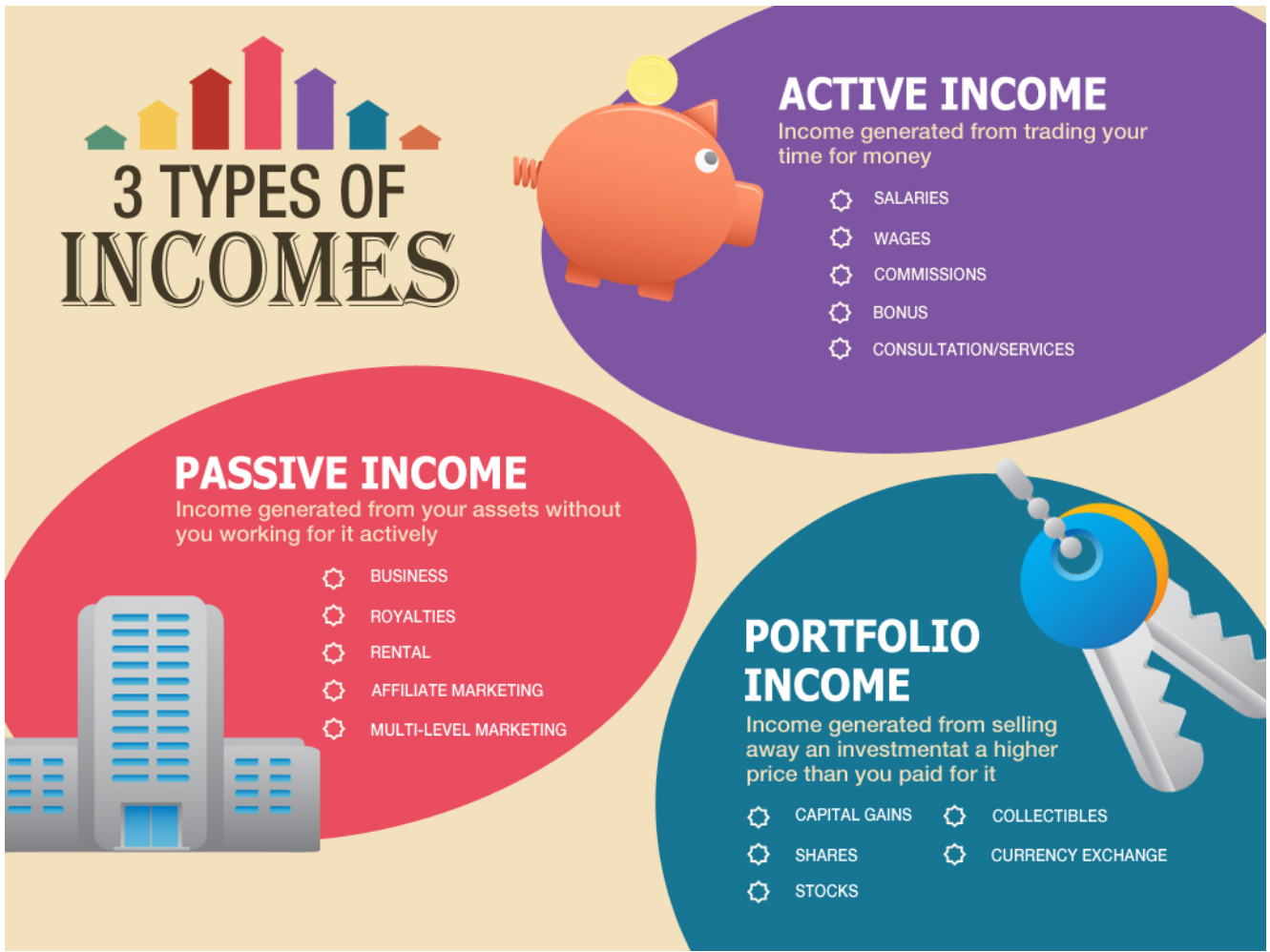
# The 3 Core Types of Income

Know where you belong in the income column, here are the types of Income infographics that explain the 3 main levels of income. The infographics explain and summarize;

1. Active Income
2. Passive Income
3. Portfolio Income.

**Check the Infographics out, it will help you in your life journey!**





## Editor's Pick

[Powerful Facts you should know about Real Estate E-commerce Kit](#)

[The 7 Best Online Platforms to Rent and Sell Properties in Nigeria](#)

[Best Guide to Jiji Marketplace for Real Estate Marketing; doing it the right way](#)

[Ultimate Facebook Marketing for Real Estate: 10 Ways to do it Right](#)

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# Smart P.O.M Model for Business Success

P.O.M Model is common to great businesses, successful businesses are more aggressive where they devote at least 60% of their energy to Marketing, 20% to Product and 20% to Operation. A mediocre business spends 60% of its efforts on a product, 20% on the operation and only leaving 20% on marketing.

**This infographic explains the P.O.M Model, and you can use it to dominate your business operation.**



# What's your Business P-O-M

A mediocre business spends 60% of its efforts on the Product, 20% on the Operations, leaving only 20% more for Marketing.



Successful businesses are more aggressive where they devote at least 60% of their energy to Marketing, 20% on Product (through outsourcing and hiring people) and 20% on Operations (through automation and hiring dedicated support staff).



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# **Smart Goal-setting technique you should know**

Goal-setting technique is a powerful process for shaping your ideal future, it helps motivate you to turn your vision for the future into a reality. By setting clearly defined and wonderful goals, you can measure, see progress and take pride in the achievement of your goals. A goal helps increase your confidence level and also helps acknowledge your creative ability and competence in achieving the goals you have set for yourself.

## **Goal-setting technique Infographic**

# SMART

## Goal Setting Technique

Goal setting is a powerful process for shaping your ideal future and for motivating yourself to turn your vision of this future into reality. By setting clearly defined and sharp goals, you can measure, see progress and take pride in the achievement of these goals. Your confidence level will also increase as you acknowledge your own ability and competence in achieving the goals you have set.

### How to Set S.M.A.R.T Goals

# S

#### SPECIFIC

Be as specific as possible, because a goal with much greater detail has a greater chance of being accomplished than a general goal. When setting a specific goal, you must answer the six "W" questions:

- Who is involved?
- What do I want to accomplish?
- Where will this happen? Identify a location.
- When will this happen? Establish a time frame.
- Which requirements and restraints will be part of the process? Identify them.
- Why am I setting this goal? List down the specific reasons and benefits of accomplishing this goal.

**TIP/EXAMPLE:**  
A general goal would be, "I want to get in shape". A specific goal on the other hand would be, "I will join a fitness club and workout 3 days a week."

# M

#### MEASURABLE

Always keep a standard of measurement for progress tracking towards the attainment of each goal you set. When you measure your goals, you will be pushed to stay on track, hit your target dates, and experience the delight of every achievement to keep you motivated towards your ultimate goal.

**TIP/EXAMPLE:**  
To determine if your goal is measurement, ask questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

# A

#### ATTAINABLE

This means investigating whether the goal is really acceptable to you. This involves weighing the effort, time and other costs your goal will take against the profits, resources and other priorities in your current life.

Almost any goal you set can be attained when you plan your steps wisely and put together a time frame that allows you to carry out those steps. Goals that may seem too far away will eventually move closer to you and become attainable. This is not because your goals diminished but because you grow and expand to match them.

**TIP/EXAMPLE:**  
Set realistic yet challenging goals so that you hit the balance you need. It should not be too hard where you have no hope of achieving or too easy which doesn't give you any sense of achievement.

# R

#### RELEVANT

Goals should be relevant to the direction you want your life and the strengths or interest you possess. By keeping your goals aligned to this, you will develop the focus and motivation you need to stay on track because it fills your heart with passion. On contract, if you set widely scattered and inconsistent goals which are non-relevant to where you want to be in your life, you'll likely drift and lose steam along the way.

**TIP/EXAMPLE:**  
Say if you decide you want to become a major league baseball player, do not do it because the money is good. The chances of you achieving that would be rather slim. But rather do it because you are passionate about the game.

# T

#### TIMELY

A goal should be grounded within a time frame. With no time frame tied to a goal, there is no sense of urgency to achieve it. Make a tentative plan of everything you do. Deadlines are what makes most people switch to action so put them on paper and go after them. However don't be overly stringent with your time, which may end up having a reverse effect of achieving nothing in the end. Instead keep your time flexible and realistic so you can keep your drive high all the way to the end of the road.

**TIP/EXAMPLE:**  
Say you want to lose 10 pounds. "Someday" would not work. On the other hand, if you anchor it by the next 01st May, you've set your unconscious mind to start working on the goal.

Source:

<http://www.successfreaks.com/my-practical-goal-setting-guide/>  
<http://www.mindtools.com/page6.html>