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EBOOK

Ace Your Job Interview

Prepare, answer tough questions with confidence and get the offer

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For Nigerian small businesses

Ace Your Job Interview

Prepare, answer tough questions with confidence and get the offer

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Why preparation wins

Interviews are not just about qualifications. Many candidates with similar CVs get invited; the one who gets the offer is usually the one who **prepared best** — who understands the company, tells clear stories about their experience, and shows they can solve the employer's problems.

This guide gives you a simple preparation system, strong answers to the questions you're most likely to face, and the small details that make a big difference.

> 💡 **TIP**
> Spend at least **three hours preparing** for every interview: one hour researching, one hour preparing your stories, and one hour practising out loud.

CHAPTER 1

Before the interview

Research the company

- What do they sell or do? Who are their customers?
- Recent news, projects, awards or challenges (check their website, LinkedIn and news).
- Their values and culture — what words do they use about themselves?
- The job description: underline every skill and responsibility. These are the topics you'll be asked about.

Match yourself to the job

Make a two-column list: on the left, the requirements in the job description; on the right, your evidence for each one — a project, a result, a course, a responsibility.

Prepare the practical details

- Confirm the time, address or video link, and the name of the interviewer.

- Plan your route and leave early — Lagos traffic doesn't care about your interview. Aim to arrive 15 minutes early.
- Print 2–3 copies of your CV; bring your certificates if requested, a pen and a notebook.
- Choose a neat, professional outfit that fits the company's style. When in doubt, dress a little more formally.

✍️ **YOUR TASK**

Create your requirements-and-evidence list for your next interview.

CHAPTER 2

The STAR method

Most interview questions are really asking: *"Show me you've done this before."* The STAR method helps you answer clearly:

- **S — Situation:** set the scene briefly.
- **T — Task:** what you had to achieve.
- **A — Action:** what *you* did (say "I", not just "we").
- **R — Result:** what happened — use numbers where you can.

📘 **EXAMPLE**

Question: "Tell me about a time you dealt with a difficult customer."

STAR answer: "At my last job in a retail store, a customer was angry because a delivery was three days late (S). I needed to calm her down and keep her business (T). I listened without interrupting, apologised, tracked the order while she waited, and offered free delivery on her next purchase (A). She left satisfied, the item arrived the next day, and she became a regular — she even referred two friends (R)."

Prepare **6–8 STAR stories** covering: a success, a challenge or failure, teamwork, leadership, conflict, a deadline under pressure, a mistake you fixed, and learning something quickly. Most questions can be answered with one of these stories.

End of the free sample

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