COMPUTER BASICS · TOPIC 12

Pass Any Interview

Do's and don'ts



LONG VIDEO

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COMPUTER BASICS · TOPIC 12

How to Pass Any Interview: Do's and Don'ts

IN THIS VIDEO

1. PREPARE
2. DO THIS
3. AVOID THIS
4. AFTER THE INTERVIEW

PART 1 · PREPARE



Preparation wins interviews

Do this before the day

Before the Interview



Research the company — What they do, their products



Re-read the job post — Know the skills they want



Practice answers — Say them out loud



Test your setup — Camera, mic, internet (online)

Answer With STAR



STEP 1

Situation

Where and when it happened

STEP 2

Task

What you had to do

STEP 3

Action

What YOU did

STEP 4

Result

What changed because of you



REMEMBER

Prepared people feel confident

NEXT PART

What to do in the interview

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PART 2 · DO THIS



Do these in every interview

Small things, big impact

Do This

Be early	Arrive or join 10 minutes early
Dress neatly	Clean and professional
Smile & eye contact	Show you are confident
Listen fully	Then answer clearly
Ask questions	About the team and the work



REMEMBER

Be early, be calm, be curious

NEXT PART

Mistakes to avoid

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PART 3 · AVOID THIS



Avoid these mistakes

They cost people the job

Avoid This

Being late	Without a message first
Speaking badly	About past bosses or companies
Lying about skills	It will be tested
Distractions	Phone ringing, noisy room

Don't Know an Answer?



Say so honestly, then explain how you would find it. Honesty builds trust.



REMEMBER

Honest and calm beats perfect

NEXT PART

After the interview

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PART 4 · AFTER THE INTERVIEW



The interview isn't over yet

What to do next

After the Interview



STEP 1

Thank-you email

Within 24 hours

STEP 2

Write notes

What went well, what to improve

STEP 3

Follow up

After about a week

STEP 4

Keep applying

Don't wait for one answer

Rejected? Keep Going



Every interview is practice. Ask for feedback, improve, and try again.

REMEMBER

Every interview makes you better



NEXT TOPIC

Topic 13: Free learning resources

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