



## ORBITAL AFRICA LTD.

### SELECTION OF ACCOUNTANT INTERN

#### A. Introduction

Orbital Africa would like to thank all the candidates who participated in the recently concluded interviews at our offices in Karen. We had a major challenge of selecting the best candidate since all the candidates reached the threshold of the job requirement. Nonetheless, we had to select ONLY one candidate!

#### B. Selected Candidate

The interview exercise was free and fair without any discrimination whatsoever. The ranking was done based on how the candidate responded to the 10 questions. The following candidate therefore emerged the best and has been selected to join Orbital Africa as Accountant Intern.

##### 1. Mr. Richard Mutiso

#### C. Areas of Improvement

- *Curriculum Vitae:* The CVs from most of the candidates were poorly formatted. Since job market is very competitive, candidates are urged to work on their CVs especially on CV structure, grammar and general presentation etc.
- *Accounting Software:* The job required the candidate to be proficient in Accounting software such as QuickBooks, Sage etc. and Electronic Document Management System (EMDS). Most of the candidates lacked these skills especially on defining what EDMS entail.
- *Academic Qualifications:* Some candidates haven't enrolled in CPA exams. There is no any accounting job that does not require CPA (K) certificate!
- *Answering Questions:* Some candidates were answering their own questions as opposed to the ones that were asked to respond to. Always answer the questions as asked. Be brief and precise.
- *Who is Mr./Miss XY?* This question is simply "Tell us/me about yourself". When asked this question, you need to respond starting with your name, academic background, work experience and why you should be hired.
- *Why Should we Hire You?* Most of candidates did not give satisfactory answer! Here the candidate needs to mention his/her strengths which are unique in line with the job he/she is applying.

Orbital Africa Ltd.

18<sup>th</sup> December 2018