



# **FNF Foundation & Affiliated Companies Job Interview Guidebook**

## **FNF Foundation HQ**

Our HQ is situated in East Orange, NJ  
15-minute drive to New York City

## **FNF Affiliates Websites**

[globalprojectconsultinggroup.com](http://globalprojectconsultinggroup.com)  
[africamarketplace.com](http://africamarketplace.com)  
[Projectmanagementsolutionuniversity.com](http://Projectmanagementsolutionuniversity.com)  
[fnffoundation.org](http://fnffoundation.org)  
[fofananyi.com](http://fofananyi.com)

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## OVERVIEW

To continue to maximize the return of our client capital, be competitive in a hypercompetitive environment worldwide, and sustainably achieve our business aim, we recruit or encourage people to join us to achieve two goals: The first is to know and apply our ten leadership principles. The second is that we search not just the right people for jobs; instead, we are recruiting people who enjoy doing the job and want to stay and grow with us.



We hire talented people from a broader spectrum of local and cosmopolitan areas dedicated and guided by our ten leadership principles. We have recruited 70% of our entire staff from local communities across the globe. FNFF and its affiliated companies are family owned.

And drawing on the philanthropy and magnanimity of our parents and grandparents, we give back over 30% of the profits we earn to charities, communities, and individuals with less or no access to education and the necessities of life.

We also help our own, those who work for us every day, by giving them financial aid when they can't afford to pay their child's school tuition or medical bills when they fall sick. We want to continue to provide more, but to achieve that, we need a high-performance and talented team to help us make more equally.

This Job Interview Guide is simple to understand. It explains everything we expect from you and when, how, or why we will hire you.

# TEN LEADERSHIP PRINCIPLES

## **Defined Purpose**

We decide what we want, find out how to get it, and take daily action to achieve it; whatever is conceivable is achievable.

## **Mastermind**

We create alliances with people with whom we work harmoniously to achieve our purpose.

## **Applied Faith**

When we firmly believe, we receive.

## **Positive Attitude**

We balance our life and business achievement with a positive mental attitude.

## **Pleasing Personality**

We develop likable and agreeable qualities through personal care, the habit of eating healthy food and exercising.

## **Self-discipline**

The emotion of sex, greed for money & power, and material gain do not sway us off balance.

## **Enthusiasm**

Being enthusiastic and energetic helps us to build confidence and the effectiveness of action.

## **Creative Vision**

The passion for new things invokes in us our creative vision.

## **Accurate Thinking**

We separate facts from opinions.

## **Sound Health**

We inhabit both physical and mental well-being.

# 6-STEP JOB INTERVIEW PROCESS

## Step 1 (Browse)

Browse FNF Foundation website pages and learn about our business services, mission, passion, and goals. Navigate our online careers page and read the description and skills of jobs.

## Step 2 (Update your resume)

Search our job bank for a position that interests you. Read the job description, qualifications, and skill requirements. Update your resume as a direct response to the job requirement and qualifications. If, for example, the employer is searching for someone who has knowledge and experience in Microsoft Office 365, write in your resume that you are Microsoft 365 certified and have an x number of years of experience in that technology.

## Step 3 (Apply/Submit your resume)

When you have updated your resume and checked for typos and other errors, upload or email it. You can also go to our business site and copy and paste it. We will call you to arrange a remote or phone interview if your qualification and experience match the job requirements.

## Step 4 (First Interview)

In the phone interview, we will ask questions about your background and the good things you said about yourself in your resume, including experience and leadership skills. The calls will last for a little over 30 minutes.

## Step 5 (Onsite Interview)

It's a good omen when we invite you for a second interview onsite. You will undoubtedly meet a local manager or the team you join when we finally hire you. An onsite interview is also an opportunity to ask questions and learn more about the FNF Foundation and its affiliates.

### Step 6 (Debrief & Outcome)

After the onsite or second interview, we will debrief and coordinate all the details of our decision to give you the outcome. If you meet the job requirement, skills, and qualifications, you will receive job offers from the CEO or the Area Manager. We will let you know the next step. This may take five business days.

## BEHAVIOR-BASED INTERVIEW QUESTIONS



Certain positions requiring college graduates and a high-performance category of responsibility, such as business account managers, area managers, project managers, and procurement managers, will be asked behavior-based questions during the interview. In these interview scenarios,

candidates will respond to or product examples of work they have done and the experience they have gained as leaders, team members or managers, customer service representatives, or planning managers they made in previous years.

The best way to pass behavior questions is to discuss the problem's specific situation, task, action, and result. At the **beginning** of your response, describe the case; in the **middle**, talk about the steps you took, and at **the end**, show an example of the outcome or result.

Most of our behavior-based questions will comprise questions relating to our ten leadership principles.

## ASK QUESTIONS DURING THE INTERVIEW

Make sure you ask questions during your interview session.

Example: Give me an example of a time when you set a goal and were able to meet or achieve it.

## SAMPLE INTERVIEW Q & A

Question #1: Please describe yourself and your background briefly. How would you describe yourself?

Example: "I am passionate about my work. Because I love what I do, I have a steady source of motivation that drives me to do my best. In my last job, this passion led me to challenge myself daily and learn new skills that helped me to do better work. For example, I taught myself how to use Photoshop to improve the quality of our photos and graphics. I soon became the go-to person for any design needs."

**What was the most significant or most challenging project you managed?**

The most challenging project I was involved in was Golden Gate Bridge Construction Program. I was managing the project of construction of the towers that will carry the bridge. My team had three architects, six civil engineers, and 47 construction workers. In total, I managed 56 project team members during this project. The most challenging part of the project was meeting the deadlines. Because several other projects were dependent on my project. Any delay in my project was causing delays in the rest of the project. For instance, a one-day delay in my project was causing 200 hundred construction workers to wait for our work to be completed. And the cost of a one-day delay was around \$80,000. This was causing significant pressure on the company's executive management, which was a big challenge for me.

**Do you have budget management experience?**

I have managed the project budgets in my projects as well. I managed up to a 35-million-dollar project budget. I oversaw approving expenses and procurements in my projects. I contacted the vendors directly during procurement and communicated with the company's finance department. In case additional funding is needed, I organized a meeting with the project sponsor to express the reasons for additional financing. I was responsible for finding additional funding for the project when required.

### **What specifically appeals to you about web design?**

Employers want to know why web design interests them. They are looking for someone with passion and enthusiasm for the job, regardless of when or how they began learning design.

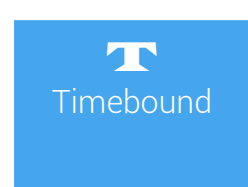
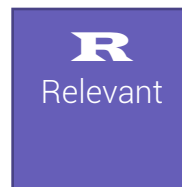
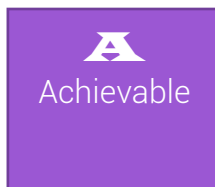
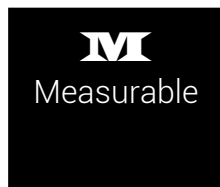
Example: "My favorite part is the ability to help brands figure out who they are through design. I love how colors and font can completely transform a website into something beautiful and inspiring. Vivid imagery and a fresh layout can help a brand tell its story more effectively."

### **Tell me about a time you received harsh criticism from a client. How did you respond to it?**

Employers ask this question because they want to know how you solve problems and respond to feedback.

Example: "Last year, I did a new web design for a client in the restaurant business. They were upset and felt the design was too plain. They wanted more patterns, colors, images, and text. I knew too much would clutter the webpage and make it less appealing and user-friendly, but I was happy to adjust some design elements. I explained why I felt simple would work well, and we devised a compromise that paired simplicity with the extra flair they wanted."

## **HOW TO SET A DEFINITE PLAN**





Goal: Over the next three months, I want to lose six pounds by going to Zumba class for one hour, three times a week, so I feel confident in my swimsuit this spring when I go on vacation.

**Specific:** I want to lose six pounds over the next three months

**Measurable:** I will do Zumba classes three times a week for one hour, intending to lose two pounds each month.

**Achievable:** If I commit to going to the gym three times a week for one hour, then this goal is attainable

**Relevant:** Zumba is a high-intensity workout where participants burn a significant number of calories, and burning calories leads to weight loss.

**Time-Bound:** I will weigh myself weekly to ensure I am on track to meet my goal in three months. If I am not on target to fulfill my dream, I will increase my workout regimen to four more days a week until I hit my target weight loss each week.

## HOW TO SET AND DEFINE A PURPOSE

Purpose + Values + Passions + Beliefs = Vision statement

Example: "There was an Idea... to bring together a group of remarkable people. To make them work together when we needed them to, to fight the battles that... we never could."—Nick Fury, The Avengers.

1. Purpose—Bring together a group of remarkable people
2. Values—Make them work together when we need them to
3. Passion and Belief—Fight the battles that... we never could

## CONTACT INFORMATION



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