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**PB**

**HKIE Seminars**

**Interview techniques for job hunting  
26 February 2008**

# To know yourself

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- **Set your career goal**
- **Strengths**
- **Interests**

# To know the company

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- **Attend career talks**
- **Research and study on companies**
- **Professional networks**
- **Ask questions**

# Resume

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- **Brochure/Specification about yourself**

(tips: education, summer intern work exp., and final year project)

- **Language proficiency**

(tips: IELTS score or other certificates)

- **Contact information**

(tips: home & mobile contact number and personal email)

- **Referees or Testimonials**

# Use the right word

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- I had taken an active role in extra-curricular activities in the secondary school. I was the **Heat Prefect** and the chairman of the Student Union Monitoring council in my secondary school.

# Interview Process

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## Stage 1 Job Application

- Identify the target companies
- Tidy up your resume
- Follow application procedures

# Interview Process

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## Stage 2 Interview invitation

- Receive a phone call  
(tips: sounds energetic, proper telephone manner)
- Pencil in the date, time and address of the company
- Note the caller's number and email
- Repeat the message and confirm your interview verbally
- Find out how to get there
- Thanks the person and send a follow up email

# Interview Process

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## Stage 3 Preparation

- Study the company website, culture, projects and core values etc
- Visualize a successful interview (practice makes perfect)
- Prepare the suit or dress to wear on the day
- Have a proper rest

# Interview Process

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## Stage 4 Arriving at the venue

- Arrive in good time and shape
- Go to the reception and look for Mr So and So
- Be seated proper and do not wondering around at the reception area  
(Tips: maintained a positive self image)
- If you are late or you have changed your mind, call them as a matter of courtesy
- Fill in an application form (Tips: Neat handwriting)

# Interview Process

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## Stage 5 Assessment

- Written Test in English
- Translation test from English to Chinese
- Debates in Putonghua and English

# Interview Process

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## Stage 6 During an interview

### ▪ Meeting with a hiring manager

tips 1: smile, good eye contact, firm handshake

2: be energetic

3: stay focus

4: maintain a good sitting posture

5: listen, clarify and answer to the point

6: speak clearly, discuss your career interest & strengths

7: no chewing gum

# Interview Process

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## Stage 7 Typical Questions

- **Tell me about yourself?**

tips: tell them about why you want to study this engineering course, summer intern work experience and final year project work experience

- **How much do you know about the company?**

tips: study the company website

- **Do you have any questions?**

tips: career development, training program, company culture

# Interview Process

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## Stage 8 At the end of the interview

- Thank the interviewers
- Finish the interview with a firm handshake

# Why are you hired?

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- **Good academic result**
- **Has potential to be developed**
- **Languages – spoken and written**
- **Good EQ and Communication skills**
- **Positive attitude**
- **Fast learner**

# Take home message

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- **Never give up**
- **Be positive and prepared**
- **Work towards your career goal**

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**THANK YOU**

