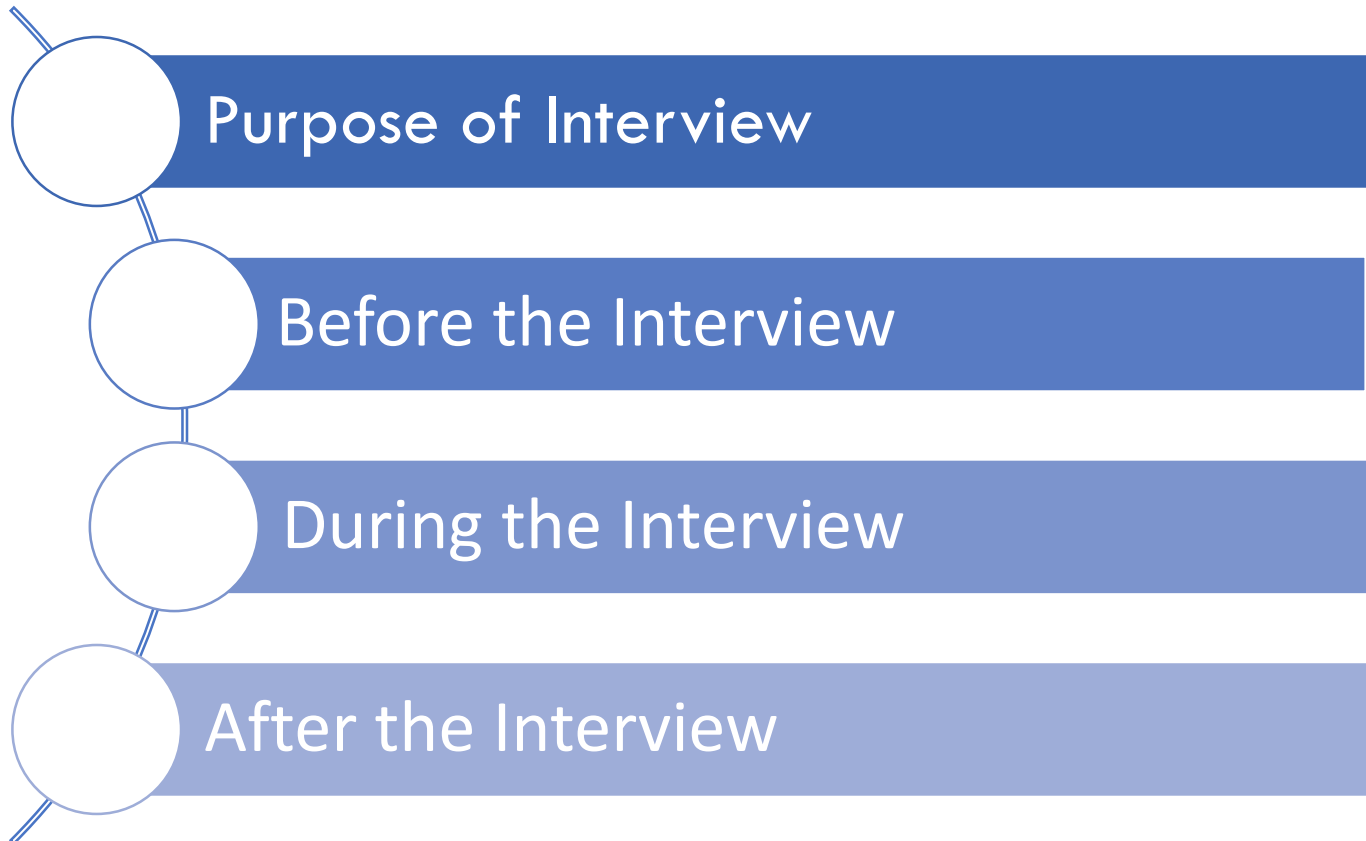


ACE YOUR INTERVIEW

AND GET THAT JOB YOU WANT

Contents



Purpose of an Interview

- Interviews are predictive tools
- It provides the opportunity for the organization and candidate to exchange information and explore if they are a good fit for each other

YOUR OPPORTUNITY TO:

Explain
your CV
further

Demonstrate
that you have
the skills and
the hunger
for the job

Make a
Good
Impression!

BEFORE THE INTERVIEW

Preparation, Preparation & Preparation

Research the Company

- What is the history of the company?
- What service does the company provide and what does it make?
- What does your division do and what are its strengths and weaknesses?
- What is the mission and value of the company?



Research the Interview

- Who are your interviewers and what are their names?
- What is the format and length of the interview?

Research the Position

- What are you meant to do in your position?
- What is the salary scale of the position and what should you ask for?

Preparation, Preparation & Preparation

Dress for Success!

Plan what you want to wear. First impression matters!

MEN

- Slacks (Black, Grey, Navy or any dark tones). A suit if necessary
- Long Sleeve shirt and tie
- MIB Shirt
- Conservative shoes and socks
- Neat Professional Hair Style
- Minimal Jewelry – No Earrings! No Studs

WOMEN

- Slacks (Black, Grey, Navy or any dark tones). A suit if necessary. Skirts at least at knee length
- Formal Blouse
- Baju Kurung
- Conservative shoes
- Tudung or Professional Hair Style
- Light Make up and perfume, if necessary
- Minimal Jewelry – No Studs

BE GENTLE TO THE INTERVIEWER'S NOSE TOO PLEASE!

Preparation, Preparation & Preparation



Know the Venue

- a. Confirm the interview address and travel directions (up to where to park!)
- b. Leave with plenty of time to spare

Others

- a. Prepare response to common interview questions
- b. Print extra CVs. Bring your original documents
- c. Think of what questions you want to ask

DURING THE INTERVIEW

First Impression Counts



YOU ONLY HAVE 1 CHANCE!

- Be on time
- Smile!
- Greet them with respect and professionalism
- Firm hand shake
- Be mindful of your body language
- Make enough eye contact

7 WAYS TO MAKE SEVEN SECONDS COUNT



Dress professionally. A well-groomed appearance and appropriate dress matter.



Command a presence. Shake hands, mind your posture and make eye contact.



Arrive five minutes early and be ready. Remember, your interview starts the second you walk through the door. Every interaction counts.



Attitude, attitude, attitude. Be polite, inquisitive and positive.



Know your elevator pitch. Be able to talk about yourself easily and concisely.



Use your interviewer's name in the first few seconds; people love the sound of their name. This will help illustrate your interest, too.



Bring supplies: a pen, a notebook and a few copies of your error-free resume. But, keep it simple and try not to overwhelm your interviewer with too many print-outs.

REMEMBER

YOU ONLY

HAVE

ONE

CHANCE!

What will they ask?



Personal Questions

Why did you leave your last company?

Why do you wish to work for our company?

Why should we hire you?

Why have you been jobless for such a long time?

Why is the position attractive to you?

What will they ask?

Behavioral Questions



Team Behavioral
Questions



Problem Solving



Leadership



Handling Conflict

Team Behavioral Questions

- Teamwork does not mean the same to every position.
- If your position is managerial, they would ask how you set up teams or how do you deal with team conflict.
- If your position is to work in teams, they would ask what do you usually do in teams and your experience with teamwork.

TIP: BE A HERO



Leadership Questions

- Do you have leadership potential? Most positions require that you do.
- Popular Leadership question: Can you describe a situation where you had to lead? What did you do?
- Popular Leadership question: What is your leadership style? does not mean the same to every position.

TIP: SELL YOURSELF THROUGH AN EXPERIENCE



Handling Conflict Questions

- Favorite amongst interviewers, the nightmare of interviewees.
- Situation/Task/Results: These are the three main components of a conflict resolution question.
- Conflict upsets the company's profit margins and efficiency. That's why its important to the interviewer.

TIP: DON'T BE TOO GENERAL AND DON'T BE THE CAUSE OF CONFLICT



Problem Solving Questions



- Shows your Creativity, Analytical and Critical Thinking.
- Problem-solving questions are based on experience and shows your resourcefulness and quick thinking abilities to solve issues.
- Interviewers will test you on common problems and thus review your expertise.

TIP: YOUR EXAMPLES SHOWS YOU'RE A PROBLEMSOLVER, NOT A PROBLEM GIVER



Most Common Questions

1. What are your strengths? OR List down 3 of your strengths.
2. What are your weaknesses? OR List down 3 of your weaknesses.
3. Why are you interested to work with us?
4. Where do you see yourself in 5 years to come?
5. Why do you want to leave your current company?
6. What can you offer that someone else cannot? Why should we hire you?
7. Tell me about an accomplishment that you are most proud of.
8. Tell me about a time you made a mistake or stressful situation
9. Why are you interested in this role?
10. What is your expected salary?



Answering Questions



TIPS

Listen carefully. If you feel the question is unclear, ask politely for clarification

TIPS

Its okay to pause (but not too long!). Pause before answering to consider all information that may contribute to your answer

Answer the question. Do not deviate

TIPS

Always offer positive information. Try to avoid negativity at all times

TIPS

Be direct and concise. Do not ramble

Exercise

The purpose of this exercise is to practice your answering skills.

Instructions

- Break into Groups
- Your facilitator will assign you with a question
- You have 5 minutes to draft an answer
- Group Discussion. Tips

AFTER THE INTERVIEW

Interview Wrap Up



1. Tell them you want the job (but don't over do it!)
2. If they have not explained the next steps, do ask them politely
3. Ask them on the timeline to which a decision is expected (But don't be too pushy)
4. Declare anything that you feel that needs to be declared for example upcoming travel plans or that you are pregnant
5. Thank them for inviting you for the interview

Thank You Note



1. This usually is in email format
2. Show appreciation for the employer's interest in you
3. Reiterate your interest in the position and the company
4. Provide any information or documents that the employer may have requested from you
5. Demonstrate that you are proactive and has good manners
6. It is also an opportunity to showcase your email etiquette

Dear.....,

Thanks very much for the interview on Tuesday about the HR Officer job in your Organization. I appreciate your comprehensive description of the what the role entails and I am excited to learn more. As mentioned I could foresee that I could contribute positively to this role. Let me know should you need additional information pertaining to my application

I look forward to hearing from you

Thanks again

Warmest Regards

Aminah

Advice from Harvard



HARVARD
Extension School

How to Ace an Interview

Linda Spencer

Assistant Director
and Coordinator
Harvard Extension School
Career Advising

Last Tips

What is your 'Hook'?

**Be Remembered
(in a good way)**

**The best 'Hook' is a strong
story that's work-related.**

**When you can wow an
interviewer with a
memorable story that
shows what a strong
candidate you are, you'll
rise to the top of the list.**

Never Give Up

**If you are not shortlisted
further or offered a job,
do not give up**

**Keep on improving your
story and skills**

**All interviews are
avenues for practice**

Persevere

**Employers
don't give
you the job;
You give
yourself the
job.**

END

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