Landing a Job by Knockout Interviews

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by

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How?

- My Preparation
- Handling challenging situations
- Active Listening
- Social Etiquettes
- Positive Outlook
- Enthusiasm & Values-drive
Jack Ma applied for 30 different jobs and got rejected by all. "I went for a job with the police; they said, 'you're no good,'" Ma told interviewer Charlie Rose "I even went to KFC when it came to my city. Twenty-four people went for the job. Twenty-three were accepted. I was the only guy...". In addition he applied 10 times for Harvard and got rejected.
What are your potential employers doing?
How to nail a job interview so that they want you back?
Types of Interviews

- Screening / Telephone
- Video conferencing
- One-on-one / Face to face
- Group
- Panel
- Behavioral
- Sequential
Tell me about yourself

- Name
- Origin
- Postgraduate study
- Interest about the Company & Position
- Self-interest, career direction/aspiration,
- Personal touch
- Enthusiasm
Your presentation is your personal brand
Work on your *Personal Statement* with these questions:

1. What would you like to learn from the internship programme/job? *(aspiration)*

2. What are your strengths? *(job-fit and development areas)*

3. Which skills do you want to develop? *(expand repertoire)*
Alternative

Write a **Career Objective** Statement:

A committed Engineering Postgraduate equipped with Scrum knowledge and complex problem solving skills. Good communication skills including English, Mandarin and Cantonese proficiency. Modest and willing to learn. Professional interests include Project Management, Customer Services and Resourcing.
Now, put it in practice.

Work on your *Achievement Statements* *(results demonstrating through your job duties)*:

- Led a team of five to test run a client database within two weeks that resulted in good marketing adaptation
- Successfully ran creative programs for children aged 4-6 and taught them expressiveness through painting and storytelling
Now, put it in practice.

STAR Technique

Situation

Task / Obstacles

Action

Results
Why is first impression so important?
Good Grooming vs. Bad Grooming

**Dos**
- No earrings
- Silk necktie with conservative pattern
- Shirt cuffs show only slightly at the wrist
- Conservative 2-piece suit

**Interviewing Attire**

**Don’ts**
- Facial hair should be neat & trimmed
- Avoid distracting or busy patterns
Interviewing Attire

**Dos**

- Jewelry in moderation
- Conservative 2-piece suit
- Skirt: Knee-length
- Hosiery at or near skin color
- Dark Shoes
1. Tell me about yourself
2. What do you know about our company?
3. Why are you interested in our company / this role you applied?
4. What are your greatest strengths? Weaknesses?
5. Describe a difficult situation you were in recently and how you tackled it.
6. Where do you see yourself in 5 years of time?
7. How would you resolve a work conflict?
8. What is your work style?
9. How do you handle stress?
10. Why should we hire you?
11. What is your greatest accomplishment?
12. What is your dream job?
13. How would you work with people different from your age/style?
14. If you encounter your manager or colleague who broke the company policy, what would you do?
15. What salary are you looking for?
16. What questions do you have for me?
Your skills don’t seem to match with what the job requirements.

What is your greatest weakness?

What was the greatest mistake you made?

Do you like challenges?

What would you consider when you need to raise a critical question?

Are you a team leader or a team player?

How many five-dollar coins will it take to build an IFC tower?

What makes you angry?

Who would be the best candidate for this job?

What would your mom/enemy say about you?

Why are you not able to find a job in six months?

What do you think about Donald Trump?

What do you think about Teresa Cheng (Secretary for Justice of Hong Kong) and her scandal on illegal structures?

What does your career rank in your priorities?

Where is the happiest place on earth?

Many Millennials are being criticized by the Baby Boomers or Gen X that they are too individualistic. What do you have to say about that?
Don’t
- be late
- dress up inappropriately
- use your mobile after you step into the door
- ask questions before addressing questions from your potential employer
- negotiate on terms
- lay out your scripts
- be arrogant
- be shy
- slack in your chair
- chew gum or bring your own drinks
- try to be smart

Do
- be 15 minutes early / set up Skype or intercom early
- dress appropriately
- only use your mobile for last minute check
- attend to your calls!
- observe the surroundings and the people
- drink enough water and go to the bathroom before you attend to interviews
- bring your resume/CV
- make a firm handshake
- be enthusiastic but not overly enthusiastic
- be authentic and natural
- be curious
- be business savvy, professional and succinct
- sit straight
- you can drink water or take a deep breadth when you start to get nervous
- Be confident
- Be polite
- Smile often
- Be grateful and thank your interviewer(s)
• Success is a long road. Your first job is just the beginning
• Your presentation is your personal brand
• Don’t be a jerk. Be humble and professional
• Keep your resume 1-2 pages in total
• Keep your messages succinct
• Prepare carefully and thoroughly
• Use common sense
• Be focused, succinct and natural
• Be grateful and hopeful
• Be confident

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