

The background of the slide features a dimly lit office scene. Two individuals are seated at a desk, their forms silhouetted against a large window that looks out onto a cityscape at dusk or dawn. The person on the left is holding a tablet, while the person on the right has their hands clasped. A computer monitor and a mug are also visible on the desk. In the top right corner, there is a solid green vertical rectangle.

Interview Skills Workshop

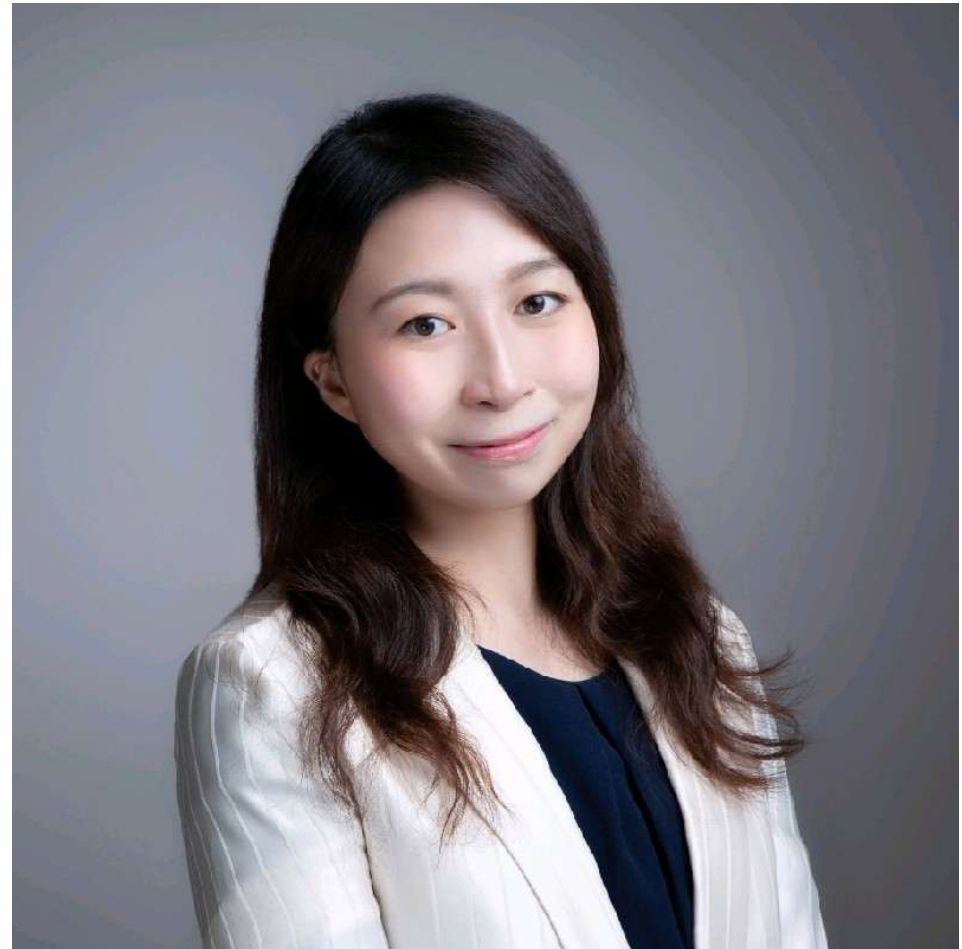
MASTERING YOUR INTERVIEW TECHNIQUES

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Kay Cheng


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- ▶ Regional recruiter at a global organizational consulting firm
- ▶ Focuses on onsite recruitment for a Fortune 500 company
- ▶ Participates in panel interviews with hiring managers



Introduction

Purpose of Workshop:

- ▶ Effective strategies for interview preparation
- ▶ Practical tips for success
- ▶ Key expectations for interviewer
- ▶ Common errors



Be mindful of the
initial call or email
you receive from
the employer.

Pre-Interview Preparation

Arrive Early:

- ▶ Aim to arrive 10 to 15 minutes before the scheduled interview.

Essential Documents:

- ▶ Bring education certificates, HKID, job reference letters, and other requested documents.

Dress Appropriately:

- ▶ Wear professional business attire.

Research:

- ▶ Study the company, role, and industry.

Prepare Questions:

- ▶ Anticipate standard questions and practice your answers.

Pre-Interview Preparation

- ▶ Be aware of the all conversation with the company you applied
- ▶ Review your CV and LinkedIn profile
- ▶ Remember your skills and experiences, so you can answer questions clearly and confidently

Key expectations for interviews

- ▶ Hiring Managers:
 - ▶ Evaluate whether your experience, skills, and educational background align with the requirements of the role
 - ▶ Assess if your personality can integrate well within the team.
 - ▶ Consider the candidate's overall attitude and demeanor.
- ▶ HR
 - ▶ Concerned with your potential stability within the company's culture.
 - ▶ Determine if your salary expectations fall within the organization's budget.

During the F2F Interview - First Impressions

Body Language:

- ▶ Maintain a friendly smile.
- ▶ Eye contact

Honesty is Key:

- ▶ Avoid exaggerating or lying about your experiences.

During the Virtual Interview

- Don't read from a script.
- Keep the background simple.
- Don't use messy backgrounds or logos from competitor companies.
- Make sure your internet connection is strong.
- Avoid any distractions from people or things during the interview.

How to prepare self introduction

- ▶ **Greeting and Name:** Start with a polite greeting followed by your name.
 - ▶ Example: "Good morning/afternoon! My name is [Your Name]". Thank you for inviting me to the interview.
- ▶ **Professional Background:** Briefly describe your current status, such as your education background and professional qualification, your job title, company, and relevant experience.
- ▶ **Key Achievements and Skills:** Highlight a couple of your significant achievements or skills that relate to the job you are applying for.
 - ▶ Example: "In my role, I successfully [specific achievement or project], which resulted in [quantifiable outcome]. I have strong skills in [mention relevant skills], which I believe will be beneficial for this position."

How to prepare self introduction

- ▶ **Industry Relevance:** Mention any experience or knowledge of the industry you are applying to, if applicable.
 - ▶ Example: "I have a background in [Industry/Field] and I understand the challenges and trends in this sector."
- ▶ **Why You're Here:** Express why you are excited about this opportunity and how it aligns with your career goals.
 - ▶ Example: "I am very excited about this opportunity at [Company Name] because [specific reason related to the company or role], and I see it as a great chance to grow and contribute my skills."
- ▶ **Closing Statement:** Wrap up your introduction with a polite closing.
 - ▶ Example: "Thank you for the opportunity to introduce myself, and I look forward to discussing how I can contribute to your team."

Example – Self Introduction

- ▶ Hello, my name is XXX. I have X years of working experience in XXX industry after i obtained a bachelor Degree in XXX [major]. I am currently a XXX [Job Title] at ABC Realty, where I have been working for three years. I successfully managed a portfolio that increased occupancy by 20% and possess strong skills in tenant relations and property maintenance. I have a solid understanding of the property management industry and its trends. I'm excited about the Property Manager position at XYZ Property Management because I aim to enhance tenant satisfaction and streamline property operations. Thank you for the opportunity, and I look forward to our discussion.

Common Interview Questions

- ▶ Reason for Leaving
 - ▶ Avoid to bad mouth your current / Ex employer
 - ▶ Don't emphasize money matter
 - ▶ Related to your personal development
- ▶ Your Strength
 - ▶ How your strength helps your role ?
- ▶ Your Weakness
 - ▶ How do you realize and tackle it?

Common Interview Questions

- ▶ Anticipated Questions:

- Discuss past experience related to the current site.
- Explain handling interactions with tenants / owners

- ▶ Emergency Situations:

- Share a defined story about an emergency issue managed.
- Focus on your role and the outcome.

- ▶ Technical Questions

- Questions specific to the skills required for the job.
- BMO / DMC or other related ordinances

Handling Questions Effectively

Active Listening:

- ▶ Pay close attention to questions.

Structure Your Answers:

- ▶ Use the STAR method (Situation, Task, Action, Result).
- ▶ Must have solid example

After the Interview

Follow-Up:

- ▶ Send a thank-you email, express appreciation, and restate interest.

Tips for Success



Practice Makes Perfect:

- ▶ Role-play interviews to gain confidence.

Stay Calm and Composed:

- ▶ Take deep breaths to ease nerves.

Be Yourself:

- ▶ Authenticity resonates with interviewers.

Common errors

- ▶ Candidates were late
- ▶ Too nervous
- ▶ Dishonesty
- ▶ Foul Language
- ▶ Dress Down
- ▶ Forgot what role / company he applied
- ▶ Oversell
- ▶ Didn't prepare well

Q&A Session

Open Floor:

- ▶ Invite participants to ask questions or share experiences.