



TIPS FOR A SUCCESSFUL JOB INTERVIEW

PREPARING FOR THE INTERVIEW



Research the industry the company is in, explore their "About us" page to find out what they do

Analyze the job role, understand the duties required and seeking for in a candidate



Arrive 15mins before the interview timing, no more, no less – arriving more than 15min earlier will give interviewers stress and rush their previous agenda.

If it is at an unfamiliar area, please leave for the interview location earlier than stipulated



Bring along all educational certificates, resume, portfolio (if required), paper and pen (to jot down info if necessary), list of references. Do not bring in your phone, or put your phone on silent mode (no vibration) before the interview



Formal clothes, covered shoes and neat hair

DURING THE INTERVIEW



Prepare questions to ask the interviewer to ensure a give and take in the conversation. This builds a relationship with the interviewer rather than just providing responses to questions



Be friendly, polite, and remember to smile.

AFTER THE INTERVIEW



Thank the interviewer for his/her time.

End off on a good note with a nice and firm handshake.



Follow up with a 'thank you' note/email reiterating your interest in the job.

Restate why you want the job, what your qualifications are, how you might make significant contributions etc.

工作面试的成功秘诀



准备面试



搜寻公司的行业，浏览其“关于我们”页面以了解公司基本资料。

分析工作角色，了解所需的职责。



请带所有教育证书，简历，档案袋（如果需要），纸和笔（必要记下信息），参考文献清单。

不要带手机进面试或将手机置于静音模式（无振动）。



提前至少 15 分钟到达公司。早于 15 分钟到达将为面试官带来困扰，打乱面试官的其他行程。

如果公司是在不熟悉的地方，请比规定的时间早去面试地点，避免迟到。



上衣或领子 T 恤，包鞋和整齐的头发的。

不允许穿拖鞋。

面试中



提前准备想要了解/不明确的/需要更多资料的问题，以确保面试流程顺利进行。

准备充分将让面试官留下深刻印象。



记得保持微笑
态度友善，有礼貌
将给人留下好印象。

面试后



感谢面试官的时间。

最后，与面试官握手，以示尊重 和感激给予面试机会。



给您的顾问打电话，让他/她知道面试的进展情况以及您加入公司的意愿。