

Essential Tips

courtesy of CEC-JPC

Preparing for the Interview

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#1: GATHER INFORMATION

Visit company website

- review the company mission statement & company history, products and services, management, as well as information about the company culture

Use LinkedIn

- You able to find more about company information, new hires, promotions, jobs posted, related companies, and company statistics

Use social media

- Check Facebook and Twitter; become a Fan of the company on Facebook and follow it on Twitter

Google and Google News

- Search both Google and Google News for the company name

Do your own
research!



#2: UNDERSTAND JOB DESCRIPTION

Read through the job descriptions carefully and understand the tasks & duties

Research

- Extensively research the organization and the role that you want to apply for

Reflection

- Once you have gathered the data, ask yourself – Why do you want to work in that role, organization and industry?

Find the right words

- Look at the 'competency' words in both the job ad and job description (e.g. teamwork, strong communication skill)

3R's :
Research
Reflection
Right words



#3: KNOW YOUR STRENGTH

Be
confident
about your
strength!

- *Talk about your strengths confidently, without being cocky*
 - ✓ try to be confident while still staying humble about your achievements and skills
- *Provide examples when talking about a strength*
 - ✓ e.g. ("I am an excellent communicator. I care about the words that I use, and about avoiding ambiguity when I communicate. I'm not afraid to follow up with someone who's senior to me when I don't understand them")



#4: ANSWER THOSE INTERVIEW QUESTIONS

Write sample interview questions

- Form possible interview questions

Create answers

- Create template based on the questions such as “Situation – Action – Result” with specific details from your work experience.

Answer bravely without any doubts

- Ensure you speak clearly and look out for body language and posture.

**Be sure about
your answers!**



#5: CONFIRM THE NECESSARIES

- *Things to do before interview :*
 - ✓ Try on your outfit
 - ✓ Take a test drive
 - ✓ Bring a copy of resume / original certificate
 - ✓ Cover Letter (Optional)
 - ✓ Switch of cell phone/ turn in on silent mode

“Don’t forget
to bring along
smile !”
😊

Tune in next week for more

courtesy of CEC-JPC

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