

a) **Company A:**

- **1st stage - First Test:**

This was an online test. And it was just a simple test to check one's skill in verbal reasoning, quantitative reasoning, basic chemical engineering knowledge and basic chemistry knowledge. It had 30-40 questions (I think), for 40 minutes, and each was 4 marks.

- **2nd stage – A Physical Assessment Centre:**

People that passed the first stage were then invited for the 2nd stage.

This stage had 4 sub-stages.

i) **A group presentation:** People were placed in a room with some of the company's staff around. Then a group activity was presented to the group and it was a group discussion. *Summary: a plane mistakenly crash-landed and on searching the wreckage the pilot found 17 items. As a team, decide the 7 most important items the pilot should take to survive, with justifications.* Now, while the group discussion is going on, everyone can speak and say their mind, but everyone is being awarded marks by the company's staff in the room. Lastly, after the team has chosen the 7 most important items for survival, with justifications, one person now represents the group and presents to everyone in the room why each item was chosen.

ii) **A one-on-one presentation:** People were placed in a room with some of the company's staff around. Then laptops were placed in front of everyone and everyone was told to prepare a power point, with 5 slides (including the header) on what can help company XYZ improve in production. *Summary: company XYZ doesn't have much factory space, and isn't meeting up with the market demand of their produce Q. And some of the staff of company XYZ are complaining that they would leave because they are not being paid well. The power point is to explain what you can do to improve the company's production if employed as an Operations Manager.* Lastly, after preparing the power point, you have a one-on-one presentation with a staff of the company in a room.

iii) **A task on being an account officer:** People were placed in a room with some of the company's staff around. Sheets of paper (2 pages) were passed to each person with 7 tasks. *Summary: Mr X was the account officer, but is not around for the next 1 month, and you are to take his place. And you are presented with 7 tasks that are to be done, but you are to rank the 7 tasks on how important they are, using: Low, Medium and High. All the tasks are account/financial based and you are to rank the tasks based on priority and write your justification - why you placed each task as Low, Medium or High.*

iv) **A final one-on-one interview:** People were interviewed one at a time by one staff of the company. So we have 4 staff that interviewed 12 people. Meaning, one staff interviewed 3 people one at a time. *The interview had normal interview questions: tell me about yourself, describe a challenging period you have had with a past boss, explain why you want to work for us? what do we produce? And tell me about a time you held a leadership position.*

NB: This 4 sub-stages lasted 4 hours in 1 day.

- **3rd stage – Executive chat:** People that passed the second stage were then invited for the 3rd stage. This was a chat with a few of the executives in the company. Normal interview questions were asked. After the interview, you are to ask the executives a question. If you need help, you can go through these links:

i) **<https://www.higheredjobs.com/Articles/articleDisplay.cfm?ID=1966>**

Please this would help to prepare for an executive level interview.

ii) **<https://youtu.be/5v-wyR5emRw>**

Please this would help to prepare for the question: Tell Me about yourself

iii) **<https://www.careereducation.columbia.edu/resources/things-do-during-and-after-your-interview>**

Please this would help to know the things to do before, during and after your interview.

b) Company B:

- **1st stage – Application:** This was a Google form that you fill, showing interest in the job and then you submit.
- **2nd stage – First Test:** This was an online test. And it was just a simple test to check one's skill in verbal reasoning, and quantitative reasoning. It had 10 questions.
- **3rd stage – A Physical Interview:** This stage was called a physical interview, yet it was tricky. This stage had 2 sub-stages.
 - i) **An online Test (done physically at the venue):** This test lasted 1 hour 30 minutes and it was divided into 5 sections. A) Verbal reasoning, B) quantitative reasoning, C) critical thinking, and a section that tested one's knowledge of simple interest – D) calculation of simple interest ($I = PRT/100$), and E) calculation of principal ($P = 100I/(RT)$).
 - ii) **A handwritten essay (done physically at the venue):** The topic of the essay was "Why should this slot be given to you?" – 400 words.
- **4th stage – A group presentation and a one-on-one Interview with the hiring team:** This stage had 2 sub-stages.
 - i) **A group presentation:** 4-5 people were in a group and were to present to the hiring team. Topic is: *How to help company B maintain its market presence.* Everyone is to present or say something.
 - ii) **A one-on-one interview with the hiring team:** People were interviewed one at a time by 2 people on the hiring team. The interview had normal interview questions. After the interview, you are to ask them a question.
- **5th stage – Executive chat:** This interview would test *executive presence*: how one can relate among seniors and juniors in company B. This stage had 2 sub-stages.
 - i) **An individual presentation:** Each person was asked to present anything on general knowledge for 3 minutes.
 - ii) **A case study:** Each person was given a case study and told to explain leadership, work culture and ethics from it.

c) Practical ways to prepare for an interview:

- Iron your clothes down.
- Polish your brown/black shoes.
- Get ready for interviews by watching interview videos.
- Get ready for interviews by reading interview books.
- Regularly check your email for replies from companies. Also, check your spam folder.
- Leave your phone on during the day, in case of calls/text messages from the company.
- Pick calls e.g. landline calls, or other calls, you never know who is calling you and it might be from the company.
- Go through your CV regularly and update it (if necessary).
- Ensure your LinkedIn profile is up-to-date with your CV.
- If you missed an email with a deadline attached to it – probably an online test, reply back and ask if you can still take the test, though the deadline has passed.
- If you have an online test, and you try to access the test, and you can't access it, quickly message the company and let them know.
- If you are already late for an interview, at least, 15 minutes late, quickly send a message or call, letting them know you would soon get there. But try to go there early.

All the best.