

TIPS & TRICK

KEYWORD CV DAN INTERVIEW

Sebagai Panduan Kamu Dalam Berkarir!!



DAFTAR ISI

KEYWORD CV

- LEADERSHIP
- Academic and Intellectual
- Community Involvement
- Communication
- Technical
- Research and Analyse
- Writing and Editing
- Leadership and Management
- Communication and Relationship Building
- Teaching and Mentoring
- Leadership and Project Management
- Technical Skills
- Entrepreneurship

DAFTAR ISI

INTERVIEW

- PERBEDAAN ANTAR TIPE INTERVIEW
- 15 PERTANYAAN DAN CARA MENJAWAB
- BONUS TIPS

100+ KEYWORD

buat CV kalian biar makin dilirik HRD

• Leadership

- Administered
- Advocated
- Chaired
- Coached
- Communicated
- Delegated
- Demonstrated
- Directed
- Empowered
- Administered
- Advocated
- Chaired
- Coached
- Communicated
- Delegated
- Demonstrated
- Directed
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- Administered
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- Coached
- Communicated
- Delegated
- Demonstrated
- Directed
- Empowered

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• Academic and Intellectual

- Analyzed
- Conceptualized
- Conducted
- Critiqued
- Debugged
- Deciphered
- Demonstrated
- Designed
- Developed
- Discovered
- Evaluated
- Examined
- Explored
- Formulated
- Innovated
- Investigated
- Modeled
- Persuaded
- Presented
- Programmed
- Proposed
- Published
- Questioned
- Researched
- Solved
- Synthesized
- Tested
- Theorized
- Validated

• Community Involvement

- Advocated
- Assisted
- Collaborated
- Coordinated
- Counseled
- Demonstrated
- Developed
- Educated
- Empowered
- Engaged
- Enlisted
- Facilitated
- Fostered
- Guided
- Helped
- Impacted
- Informed
- Initiated
- Inspired
- Mentored
- Mobilized
- Organized
- Participated
- Raised funds
- Recruited
- Represented
- Resolved
- Served
- Supported
- Taught
- Volunteered

• Communication

- Addressed
- Advertised
- Authored
- Clarified
- Coordinated
- Corresponded
- Demonstrated
- Drafted
- Edited
- Encouraged
- Facilitated
- Informed
- Interpreted
- Liaised
- Negotiated
- Persuaded
- Presented
- Promoted
- Publicized
- Reported
- Spoke
- Transcribed
- Translated
- Wrote

• Technical

- Assembled
- Built
- Calibrated
- Constructed
- Debugged
- Designed
- Developed
- Engineered
- Fabricated
- Implemented
- Inspected
- Installed
- Maintained
- Operated
- Programmed
- Repaired
- Serviced
- Tested
- Troubleshoot
- Upgraded

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• Research and Analyse

- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Consolidated
- Created
- Critiqued
- Debugged
- Deciphered
- Demonstrated
- Designed
- Developed
- Discovered
- Evaluated
- Examined
- Explored
- Formulated
- Gathered
- Identified
- Innovated
- Inspected
- Interpreted
- Investigated
- Measured
- Modeled
- Observed
- Planned
- Predicted
- Programmed
- Proposed
- Published
- Questioned
- Researched
- Reviewed
- Revised
- Simulated
- Solved
- Synthesized
- Tested
- Theorized
- Validated
- Verified

• Writing and Editing

- Authored
- Clarified
- Composed
- Condensed
- Critiqued
- Defined
- Edited
- Formatted
- Illustrated
- Organized
- Outlined
- Proofread
- Revised
- Summarized
- Transcribed
- Translated
- Wrote
- Communication
- Addressed
- Authored
- Briefed
- Clarified
- Collaborated
- Communicated
- Composed
- Consulted
- Coordinated
- Corresponded
- Demonstrated
- Developed
- Directed
- Drafted
- Edited
- Encouraged
- Evaluated
- Facilitated
- Guided
- Illustrated
- Informed
- Interpreted
- Interviewed
- Liaised
- Mediated
- Negotiated
- Presented
- Promoted
- Publicized
- Reconciled
- Reported
- Responded
- Solicited
- Spoke
- Summarized
- Transcribed
- Translated
- Wrote

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• Leadership and Management

- Leadership and Management
- Achieved
- Administered
- Allocated
- Appointed
- Assigned
- Authorized
- Chaired
- Coached
- Communicated
- Delegated
- Directed
- Empowered
- Enforced
- Ensured
- Facilitated
- Fostered
- Guided
- Headed
- Influenced
- Inspired
- Led
- Managed
- Mentored
- Motivated
- Orchestrated
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Recruited
- Regulated
- Supervised
- TaughtTrained
- Strategy and Planning
- Analyzed
- Anticipated
- Appraised
- Audited
- Brainstormed
- Conceptualized
- Conducted
- Crafted
- Created
- Developed
- Directed
- Established
- Evaluated
- Formulated
- Implemented
- Initiated
- Innovated
- Instituted
- Integrated
- Introduced
- Launched
- Managed
- Modeled
- Monitored
- Negotiated
- Oversaw
- Planned
- Prioritized
- Produced
- Programmed
- Projected
- Proposed
- Recommended
- Researched
- Revised
- Strategized
- Structured
- Synthesized
- Updated
- Validated

• Communication and Relationship Building

- Advised
- Advocated
- Arbitrated
- Clarified
- Collaborated
- Communicated
- Consulted
- Conveyed
- Coordinated
- Counseled
- Cultivated
- Dealt
- Educated
- Encouraged
- Established
- Explained
- Facilitated
- Fostered
- Guided
- Influenced
- Interacted
- Interviewed
- Listened
- Mediated
- Negotiated
- Networked
- Persuaded
- Presented
- Promoted
- Publicized
- Recommended
- Represented
- Resolved
- Responded
- Solved
- Strategized
- Strengthened
- Supported
- Synthesized
- Translated

• Teaching and Mentoring

- Advised
- Advocated
- Arbitrated
- Clarified
- Collaborated
- Communicated
- Consulted
- Conveyed
- Coordinated
- Counseled

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• Leadership and Project Management

- Administered
- Allocated
- Analyzed
- Appraised
- Approved
- Assessed
- Assigned
- Authorized
- Budgeted
- Chaired
- Coached
- Communicated
- Controlled
- Coordinated
- Delegated
- Demonstrated
- Directed
- Empowered
- Encouraged
- Enforced
- Evaluated
- Facilitated
- Guided
- Headed
- Implemented
- Influenced
- Initiated
- Inspired
- Led
- Managed
- Mediated
- Monitored
- Negotiated
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Programmed
- Projected
- Proposed
- Purchased
- Recommended
- Recruited
- Regulated
- Reported
- Represented
- Reviewed
- Scheduled
- Staffed
- Supervised
- Tracked
- Updated
- Verified

• Technical Skills

- Analyzed
- Assembled
- Built
- Calculated
- Computed
- Constructed
- Debugged
- Designed
- Developed
- Diagnosed
- Engineered
- Fabricated
- Installed
- Maintained
- Operated
- Programmed
- Repaired
- Researched
- Resolved
- Tested
- Troubleshoot
- Upgraded
- Entrepreneurship
- Brainstormed
- Co-founded
- Created
- Developed
- Established
- Founded
- Implemented
- Innovated
- Invented
- Launched
- Marketed
- Orchestrated
- Pitched
- Promoted
- Started
- Strategized
- Succeeded

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• Entrepreneurship

- Brainstormed
- Co-founded
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- Started
- Strategized
- Succeeded

BOCORAN PERTANYAAN INTERVIEW DAN TIPS

1 TYPE

Perbedaan Antar Tipe Interview

	HR	USER	PANEL
YANG HADIR	Human Resource Staff	Calon manager/director	Gabungan HR & User
YANG DIUJI	Kecocokan dengan persyaratan (administratif)	<ul style="list-style-type: none">• Kecocokan kamu dengan manager• skills• pengalaman	<ul style="list-style-type: none">• Sama dengan user + problem-solving• kemampuan• komunikasi• negosiasi

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2 QUESTION

15 Pertanyaan dan Cara Menjawab

Pertanyaan (batas ideal menjawab = 1 menit 30 detik)

1. Ceritakan tentang diri kamu

Perkenalan singkat, pengalaman (situasi nya apa, terus kamu melakukan apa saja, menggunakan apa, hasil nya berapa)

2. Kenapa kamu apply ke posisi ini

Bisa sebut terlebih dulu kalau kamu tertarik di bidang yang kamu lamar karena apa, ditunjukan oleh pengalaman ataupun pelatihan yang telah kamu jalani

3. Kenapa kamu apply ke posisi ini

Bisa jawab dengan beberapa hal ini:

- Suka budaya perusahaan ini
- Suka pertumbuhan perusahaan
- Suka career development nya

4. Ceritakan tentang kelemahan kamu

Sebut kekurangan kamu yang tidak berlawanan dengan persyaratan, kemudian sebut apa yang kamu lakukan untuk memperbaiki kelemahan itu

5. Ceritakan tentang kelebihan kamu

Sebut kelebihan kamu dalam bentuk 3 poin kemudian buktikan dengan pengalaman dimana kamu menunjukan semua kelebihan tersebut

6. Ceritakan momen saat kamu mengalami kesusahan dan bagaimana menyelesaikannya

- Jelaskan situasinya apa
- Apa yang kamu lakukan
- Melakukan nya bagaimana
- Hasilnya apa

Contoh: pada saat aku diperusahaan A, perusahaan tersebut sedang melemah posisi di pasar, kemudian saya mencetuskan sebuah strategi untuk meningkatkan pendapatan melalui menciptakan produk baru mengenai abc yang beserta dengan kampanye pemasaran yang meluas, sehingga pendapatan perusahaan meningkat 25%

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7. 3/5/10 tahun lagi mau ngapain?

Pastikan jawaban nya menunjukan kalau selama 10 tahun kedepan kamu akan terus berada di perusahaan ini

8. Kenapa kamu resign dari perusahaan sebelumnya

Jangan berkata buruk terkait perusahaan lama. Sebut bahwa kamu mencari perkembangan diri yang lebih

9. Apa kamu sudah menikah?

Tanya dulu relevansi nya apa ke pekerjaan kamu? Kalau alasan nya profesional seperti kamu akan ditempatkan dilokasi yang sama dengan pasangan atau diperlukan untuk menghitung kompensasi maka kamu maka jawab saja tapi kalau tidak profesional kamu boleh tidak menjawab

10. Apa yang kamu ketahui tentang kita?

Sebut dan jelaskan produk perusahaan, kelebihan perusahaan di pasar apa, visi misi apa, dan berita terbaru

11. Kenapa ada jarak kosong di cv kamu?

Bisa sebut ada alasan pribadi seperti merawat keluarga, sabbatical, dan lainnya. Dan selama itu kamu mengikuti pelatihan atau bekerja secara freelance

12. Jelaskan tempat dimana kamu ngerasa paling senang dan nyaman bekerja

Sesuaikan jawaban dengan budaya bekerja pada perusahaan yang kamu lamar

13. Ekspektasi gaji kamu apa?

Sebut bahwa kamu udah melihat standar industri untuk orang seperti kamu apa di Glassdoor.com lalu sebutkan kamu punya pengalaman dan skill spesifik yang bisa ngasih added value. Kamu juga dapat nego kompensasi yang lain seperti waktu cuti, pelatihan, asuransi dan lainnya

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14. Brain-teaser

Contoh: Berapa bola dalam sebuah stadion? Jawab secara terstruktur dan step by step. Luas bola berapa. Luas stadion berapa. Lalu stadion dibagi oleh luas bola untuk mendapatkan jawaban

15. Apakah ada pertanyaan

Saat diberi kesempatan bisa bertanya terkait budaya, career development, akan dikabarin kapan dan lainnya

3 BONUS TIPS

Tips & Tricks

Datang pagi

5-15 menit sebelum

Rapih

Kemeja berkerah/blazer dengan bawahan hitam
Sepatu hak atau pantofel

3S

Senyum, sapa, salam.
Saat ditanya interviewer kabar nya, kamu jawab lalu tanya balik

Be yourself

Jangan terlalu kaku, formal is okay tapi jangan kaya robot, tarik nafas dan senyum

Pede

Jawab semua dengan lantang tapi tenang

No redflag

- Kalian suka pindah2 tempat
- Kalian belum yakin sama pekerjaan ini
- Kalian bohong
- Kalian menjelek jelekan kolega, perusahaan, atau atasan lama

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Kenali Perusahaan

Understand the company

- Products
- Vision and mission
- Berita terbaru

Understand the industry

- Memahami trend pasar dan konsumen

Understand the position

- Level posisi nya
 - Entry
 - Senior
 - Management
- Tau persyaratan nya
 - Pengalaman
 - Skill
- Understand the industry
 - Memahami trend pasar dan konsumen