

FreshLinker's Interview Cheat Sheet

如何準備面試



What to Wear to Your Interview?

面試準備：四大行業的面試服裝搭配技巧

When you're dressing for an interview, you'd always want to be 'Nicer than Normal'. While that can mean a lot of different things to many different people, there are few golden rules to bear in mind: no wrinkles, nothing see-through, nothing strained, and definitely nothing too short or low-cut. Also, it simply doesn't mean a 'suit' is the best solution for every interview. You'll need to consider the culture of dress at different industries/roles. The way you dress will be an indicator to your interviewer of how well you'll fit into the company's culture. We have put together a handy dress kit to help you decide what to wear to your interview.

若你有幸獲得面試機會，想必你定會隆重其事，一定不會T恤短褲前往。但如果你認為任何行業都以一套西裝了事就大錯特錯，其實不同行業對著裝都有不同要求，你若能留意箇中細節，學則最適當的著裝，面試時未開口已為你加分不少。

★ Administration 行政

The Administration department is the backbone of an enterprise. You would not want to look too casual (respect the corporate culture!) nor you would want to look too conservative (lack of affinity!). Therefore, it is important for you to have well-balanced attire to your interview.

行政是企業中重要的的中堅力量，穿著太隨便會給企業文化帶來不良的影響，但如果穿得太嚴謹，又會顯得古板，缺乏親和力。因此應該懂得如何在各種行業交往中取得平衡。

Interviewing in a corporate environment calls for a suit, as it can make the person wearing it looks clean, tidy and competent. It draws positive attention for the person and boosts self-confidence. For women, whether you choose to wear a professional dress, a skirt or a pair of pants doesn't matter as long as they fit well. For men, a dark, well-fitted tailcoat suit and shined shoes is your best choice.

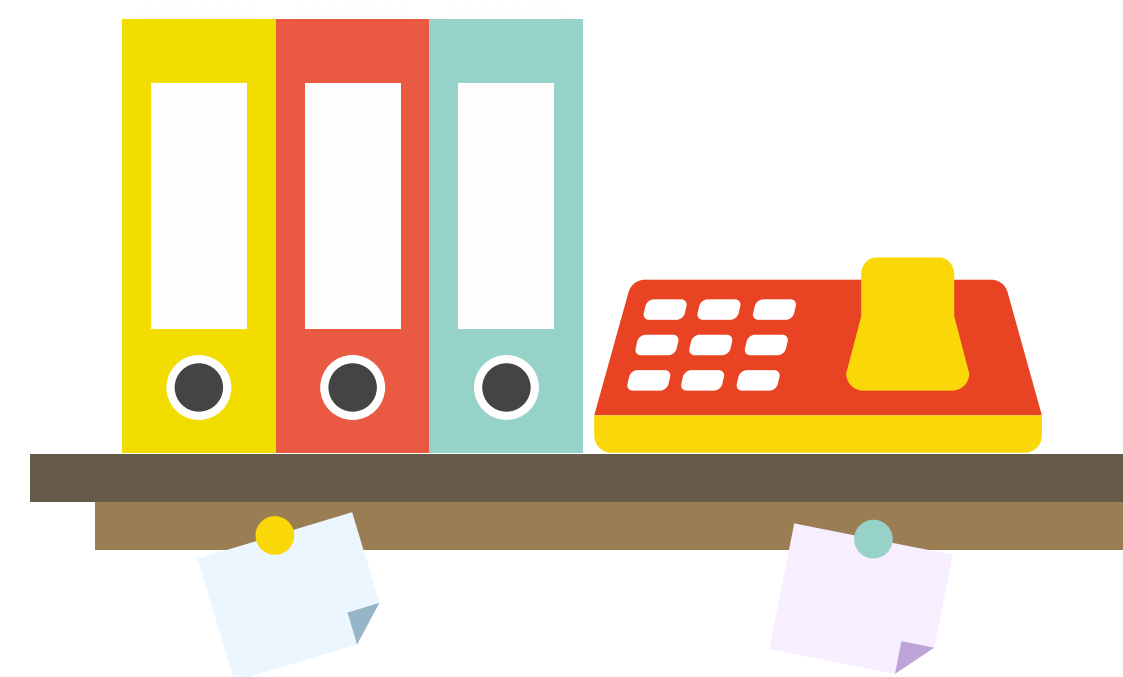
套裝是辦公室行政女職員的必選之物，因為它可以使穿著的人顯得乾淨俐落，幹練堅決。而男性最好以深色優雅合體的西裝為最佳選擇。

Try to steer clear of bright colors; white, black, brown, navy and gray are your safest choice. For women, you can also add a nice silk scarf with a nice blouse to your suit; this adds personality to your attire whilst remains looking professional and competent.

服裝的顏色，應以白、黑、褐、海藍、灰色等基本色為主。而女性搭配一條絲巾，或在套裝內穿件亮眼的上衣，既可避免色彩單調帶來的沉悶感，又會給人留下幹練、充滿親和力與感染力的印象。

For women, if you do choose to wear a professional dress or a skirt, a good of thumb is to make sure you're not wearing anything too short; the hem should be relatively close to your knees.

不影響工作效率的前提下，職業女性可以通過合身的連衣裙，適當地展現女性的氣質與風度。



Few golden rules to bear in mind: no wrinkles, nothing see-through and nothing strained. Anything made of silk, cotton and linen are good choices.

為了適應行政族工作的特點，在面料的選擇上應當儘量選用那些不易起皺的絲、棉、麻以及水洗絲等面料，從而保持衣服形態的整潔。

★ Creative Industries 創意行業

In sharp contrast to the corporate environment, creative types steer clear of anything that even hints at a uniform. People in this field pride themselves on thinking outside the box and having their fingers on the pulse of what's new and hip, so your colleagues will expect you to dress in a way that showcases your personality. However, this doesn't mean that you should show up totally wild or trend-driven. Clothes shouldn't be a distraction to your interview.

創意行業追求的就是天馬行空的想法，一個解放思維的工作，在著裝上當然也不會對你束手束腳，甚至希望你穿出自己的個性與時尚。但需要謹記，放寬要求，並不等於沒有要求，穿得有個性也不表示要奇裝異服。

This is an industry that champions free thinking— you can dress to showcase your unique personality. However, keep clothes simple and instead make accessories the focal point. Have stylish shoes, a sharp bag and modern jewelry displaying your great taste.

創意人的主觀意識較強，可以選擇彰顯個人風格的穿著，並適當佩戴具設計感的首飾，但不宜太標新立異，超出常人接受範圍。



Although there aren't many clothing restrictions in the creative industries, you'd still want to look smart and responsible along with your personality and originality. First impressions count, so the minute you walked into the room you don't want to blow your chances due to something you're wearing.

雖然創意行業對著裝沒有過多限制，但面試時仍不宜過於張揚，既顯示出自己的品味，讓僱主感覺到你的創意能力，又要適當得體，讓他感受到你對這份工作的重視。

★ Banking / Finance 金融業

In finance, not much has changed. Don't push the envelope and appear conservative and professional. Appropriate attire supports your image as a person who takes the interview process seriously and understands the nature of the industry. A great first impression is a critical step in acing your interview.

金融相關企業銀行、投行、證券及理財公司對著裝有著嚴格的要求，如果不考慮服裝搭配就去草草面試，就算你專業知識過人也難獲得僱主信心。所以，打造幹練亮眼的第一印象絕對是通過面試的關鍵一步。

For both men and women, a clean and well-ironed two-piece matched suit is always the best and safest choice. Try to steer clear of bright colors, since some corporate offices are more conservative when it comes to anything besides black, navy or gray, and you're better off being safe.

無論男女都要穿精緻考究的西服套裝，顏色應選擇深色系，如黑色、深藍色，讓你看上去更加穩重可信任，不宜上下身不同色。

Shirts should have no wrinkles and well-ironed, and white long-sleeve shirts are by far the safest choice. For men, light blue, pale pink or thin striped shirts are also good choices. For women, you can wear anything from a nice blouse and skirt or slacks to a professional dress. The same rule applies when it comes to that pop of color — try to dress in more gentle tones for your interview. On that note, don't wear colorful, patterned tights or sleeveless tops.

襯衫應選擇質地挺拔、顏色素雅的款式，白色當然最安全不會出錯。淡藍色、淡粉色或黑色的細豎條紋襯衫，對男士們也是不錯的選擇。女士可以選擇略有細節設計的款式，比如胸前壓褶，但一定不能誇張。



For men, good quality silk ties are your best choices. Avoid fashion extremes, like character or floral ties in interviews. Your tie color should be in between your suit and your shirt — lighter than your suit and darker than your shirt.

男士領帶以素雅色彩或者配色大方的斜紋圖案為佳，而且領帶的顏色應是比西裝淺、比襯衫深的中間色系，這樣整體搭配下來，簡潔而不失品味。



The male candidates should wear black or brown colored leather lace-up shoes; they should be well polished. For women, it's usually a good idea to wear small, close-toed heels.

男士皮鞋最好是黑色的系帶款式，表面要乾淨整潔。女士應選擇經典大方的黑色中跟鞋，不露腳趾。

★ Public / Civil Service 公務員

The way you dress significantly impacts your chances at a government or public enterprise interview. You wouldn't want to look too trendy or too old-fashioned. It is vital to be well groomed, as the sector is still rather conservative in nature.

如果想要進入政府機構或者公營企業，面試服裝的得體與否，很大地影響著你獲得這份工作的成功率。雖然如今的公務員已不要求刻板，並在一定程度上允許時尚元素的存在，但著裝的分寸還是需要謹慎把握，千萬不能過度。

For women, a dark, two-piece pants suit or skirt suit are your safest choice. Remember nothing too tight, nothing see-through and definitely nothing too short or low-cut. For men, a good quality 2-piece matched suit is a good choice.

西裝+套裙，這是女士應聘公務員最通用、穩妥的著裝，切忌穿太緊、太透或太暴露的衣服。男士則應選擇質地精良的西服套裝。



Try to steer clear of bright colors like pink or green. Beige, gray, black, navy are decent choices.

服裝色彩應避開粉紅、嫩綠等看上去略顯輕浮的顏色，米色、灰色、黑色、深藍色，都是可以嘗試的優雅而穩重的色彩。

For women, don't wear colorful or patterned tights. On that note, your skirt/dress should not be anything too short; the hem should be relatively close to your knees.

無論你的腿有多漂亮，也應該在穿裙裝的時候配上肉色絲襪，而且裙擺要長及膝蓋附近。

The male candidates should wear black or brown colored leather shined shoes, whilst the female candidates should wear small, closed toed heels. Remember, no super-high heels.

鞋子應與服裝搭配協調，男士可選擇黑色、深咖啡色的正裝皮鞋，女士則要穿設計簡潔大方的包頭中跟鞋，既穩重又能體現職業女性的氣質。

Shiny fabric and accessories is a big no-no for a government or public enterprise interview.

閃亮的服裝面料或裝飾，是面試公務員的著裝禁忌。

The Interview Cheat Sheet: 16 common interview questions

面試技巧：16個經典面試問題回答思路

We have decided to share our strategies for the 16 common interview questions you'll have to face during your job search. There's no need for you to indulge into the specifics, but it's important for you to answer them in a manner that shows that you are right for the job.

以下是面試中經常出現的一些典型問題及相應的回答思路和參考答案。無需過分關注分析的細節，關鍵是要從中總結出一套屬於自己的思維方式，達到活學活用。

1 So tell me about yourself

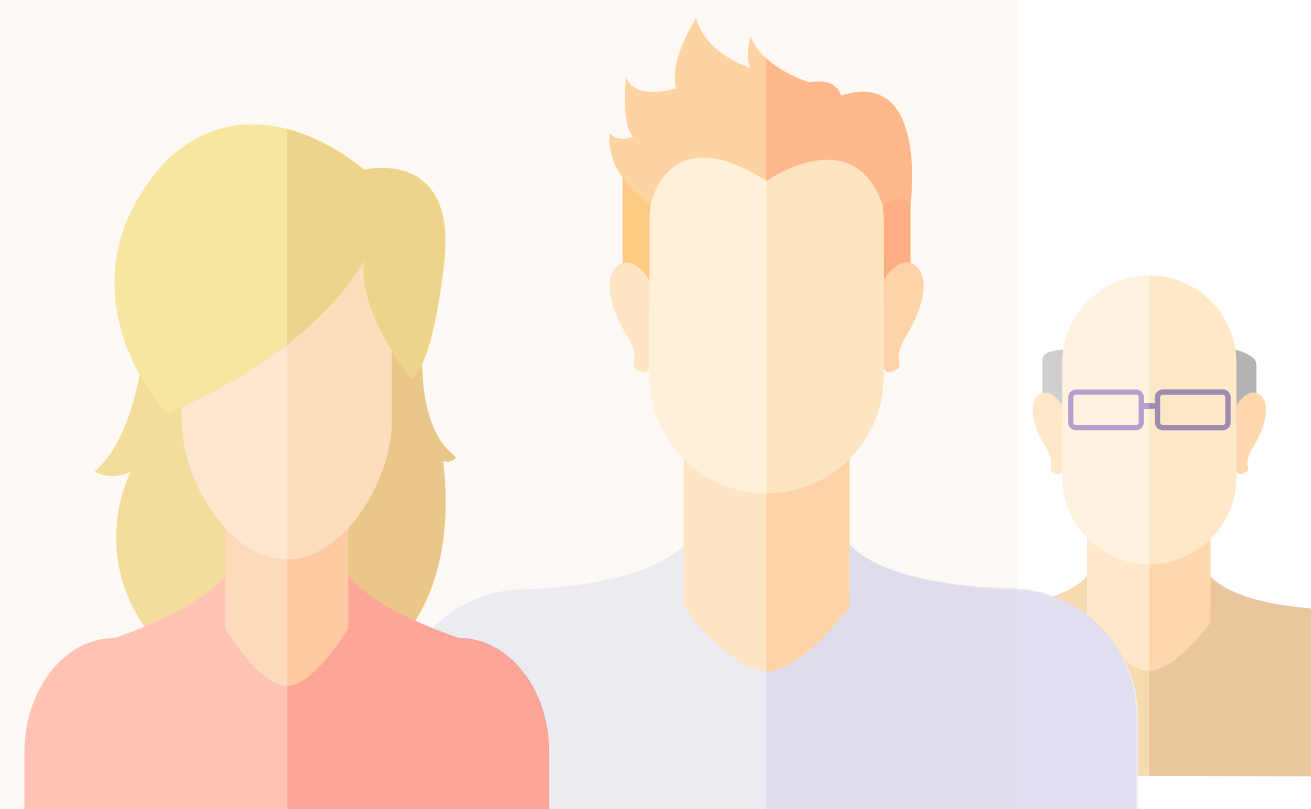
請你自我介紹一下

- This is a must-ask question.
這是面試的必考題目。
- What you say should reflect on what you wrote on your CV.
介紹內容要與簡歷表一致。
- Make your answer easy to understand, avoid excessive use of business jargons.
表述方式上儘量口語化。
- Keep it concise. No need for irrelevant content.
要有重點，不談無關、無用的內容。

- Your answer should be well-structured and logical.
條理要清晰，層次要分明。
- A best practice is to write down your answer. Then memorize it before your interview.
事先最好以文字的形式寫好背熟。

2 Tell me about your family 談談你的家庭情況

- By asking such questions, the interviewer intends to understand more about your inner character, values and attitude.
家庭狀況對於了解你的性格、觀念、心態等有一定的作用，這是僱主問該問題的主要原因。
- Briefly introduce your family members.
簡單地羅列家庭成員。
- Good to emphasize how your parents value your education greatly.
宜強調父母對自己教育的重視。
- Good to emphasize how your family support your career.
宜強調家庭成員對自己工作的支持。
- Good to emphasize how you're ready to shoulder responsibilities.
宜強調自己對家庭的責任感



3 What are your hobbies? 你有什麼業餘愛好？

- By asking such questions, the interviewer intends to understand more about your inner character, values and attitude.
業餘愛好能在一定程度上反映你的性格、觀念、心態，這是僱主問該問題的主要原因。
- Avoid saying you have no hobbies.
不宜說沒有業餘愛好。

- Avoid mentioning hobbies that might make your interviewers feel uncomfortable.
不宜提及庸俗的、令人感覺不好的愛好。
- Don't limit yourself to reading, listening music and surfing the Internet. Your interviewer would want to assess your teamwork and communication skills.
不宜說自己僅限于讀書、聽音樂、上網，否則可能令僱主質疑你的團隊合作和溝通能力。
- 最好能有一些戶外的業餘愛好來“點綴”你的形象。

4 Who is your role model? 你最崇拜誰？

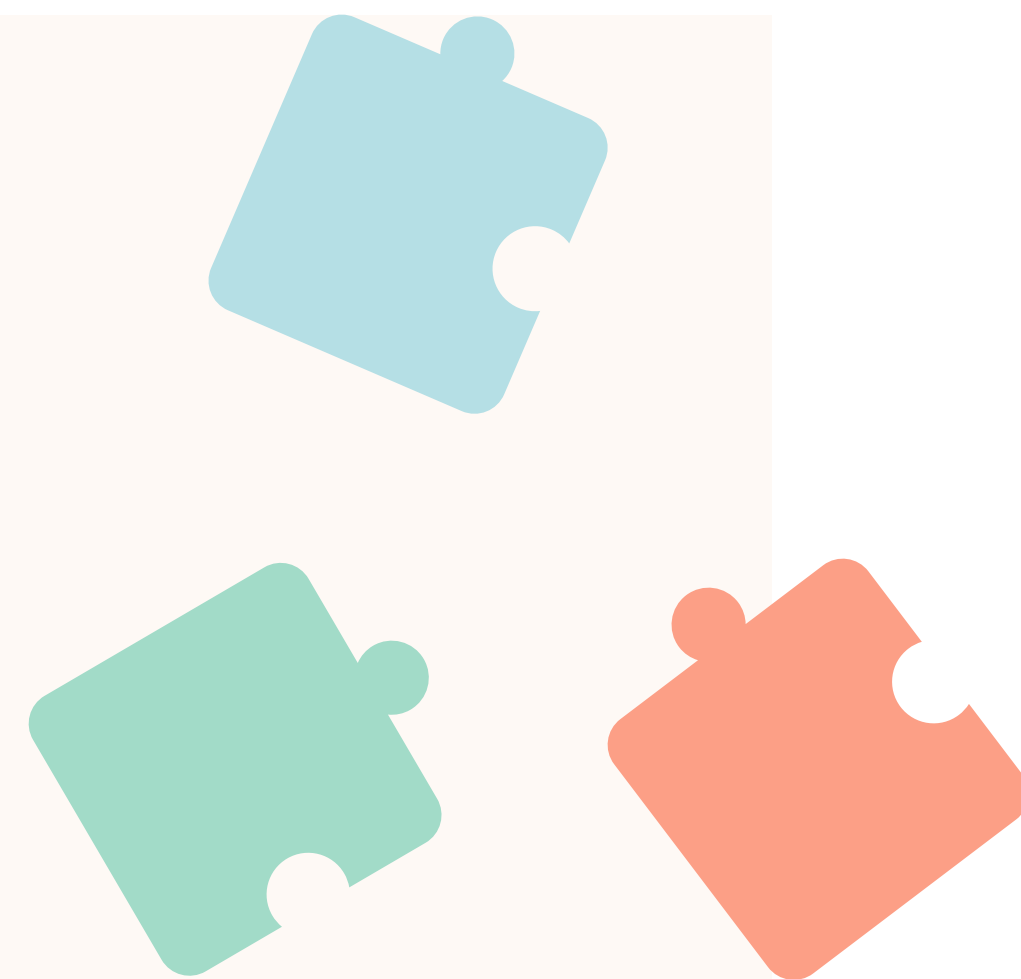
- By asking such questions, the interviewer intends to understand more about your inner character, values and attitude.
最崇拜的人能在一定程度上反映你的性格、觀念、心態，這是僱主問該問題的主要原因。
- Avoid saying you have no role model.
不宜說自己沒有崇拜的人。
- Avoid saying your role model is yourself.
不宜說崇拜自己。
- Your role model shouldn't be a fictional character.
不宜說崇拜一個虛幻的人。
- Avoid saying your role model is someone who has a bad or controversial reputation.
不宜說崇拜一個明顯具有負面形象的人。
- It'd be great if your role model is somehow related to the job you're interviewing for.
所崇拜的人最好與自己所應聘的工作能搭上關係。
- Be sure you'd be able to talk about the qualities that you most admire about your role model and how he/she has influenced you, either directly or indirectly.
最好說出自己所崇拜的人的哪些特質或想法對你產生正面積極的影響。
- Avoid saying a motto that is too long.
不宜說太長的座右銘。
- 座右銘最好能反映出自己某種優秀特質。

5 What is your motto? 你的座右銘是什麼？

- By asking such questions, the interviewer intends to understand more about your inner character, values and attitude.
座右銘能在一定程度上反映你的性格、觀念、心態，這是僱主問這個問題的主要原因。
- Avoid saying a motto that might make your interviewers feel uncomfortable.
不宜說會引起負面聯想的座右銘。
- Avoid saying a motto that is too abstract.
不宜說太抽象的座右銘。

6 What is your weakness? 談談你的缺點

- Avoid saying you have no weaknesses.
不宜說自己沒缺點。
- Avoid saying an obvious strength as your weakness.
不宜把明顯的優點說成缺點。
- Avoid saying a weakness that would seriously upset a workplace.
不宜說出嚴重影響所應聘工作的缺點。
- Avoid saying a weakness that might make your interviewers feel uncomfortable.
不宜說出令人不放心、不舒服的缺點。
- Your weakness should be presented in such a manner that it doesn't seem to be your weakness in the work place.
可以說出一些對於所應聘工作“無關緊要”的缺點，甚至是一些表面上看是缺點，從工作的角度看卻是優點的缺點。



- Everyone has failed at some point in their life.
不宜說自己沒有失敗的經歷。
- Avoid saying an obvious success as your failure.
不宜把明顯的成功說成是失敗。
- Employers want to determine how well you bounce back from your mistakes.
所談經歷的結果應是失敗的。
- Start with a real mistake you made.
不宜說出嚴重影響所應聘工作的失敗經歷。
- Talk about what you learned.
宜說明失敗之前自己曾信心百倍、盡心盡力。
- 說明僅僅是由於外在客觀原因導致失敗
- Outline the steps you took to make it right.
失敗後自己很快振作起來並總結原因吸取教訓，以後不會犯同樣的錯誤。

- Your interviewer is listening closely to your answer: no business wants to end up with a candidate whose sole motive is to cast a wide net, hoping to land a job anywhere.
僱主試圖從中了解你求職的動機、願望以及對此項工作的態度。
- Talk about the industry, the company and the role you're interviewing for.
建議從行業、企業和職位這三個角度來回答。
- Research. Research. Research. What's the one unique thing about the company unlike anything you've come across in your job search? How would you fit into the company's culture?
通過回答該問題可表現你為該次面試所準備的功課，充分了解該企業在所在行業的優勢，並體現你如何適合該職位。

9 What you think are the greatest challenges for this role?

對這個職位，你有哪些可預見的困難？

- Pinpoint and explain clearly the key challenges involved. Your interviewer wants to see your thought-process, rather than your actual solutions.
不宜直接說出具體的困難，否則可能令對方懷疑你是否能勝任。
- Explain how challenges are inevitable; the real goal is to impress your interviewer with your ability to get to the heart of the problem quickly and with purpose.
說出你認為工作中出現困難是難免的，但是只要有良好的合作精神以及事前週密而充分的準備，困難是可以克服。

10 If you were hired, how would you start your job?

如果我聘用你，你將如何開展工作

- Your interviewer wants to assess your understanding on the duties and responsibilities of the job you're interviewing for.
僱主試圖從中了解你是否熟悉該職位的運作及工作經驗。
- Stick with what you know; don't try to make things up if you have little clue on the duties and responsibilities of the role.
如果你對於該職位缺乏足夠的了解，不宜直接說出自己開展工作的具體辦法。
- It's always safe to say things like *“communicate with your managers & colleagues first before starting...”* though it's best for you to have a thorough understanding of the duties and responsibilities involved.
可以嘗試採用迂迴戰術來回答，如聽取上司要求並配合同事工作等，但提前了解職位運作為佳。

11 Do you have an example of a time when you disagreed with your supervisor?

與上司意見不一時，你將怎樣處理？

- You should seem easy to work with and not at all stubborn.
僱主試圖從中了解你的批判思維及團隊協商能力。
- Emphasize compromise with your supervisor as well as your ability to calmly communicate your ideas and feelings.
一般可以這樣回答“我會和上司保持良好溝通，體現必要的解釋和建議，在上司理解意見下聽從上司安排。”

12 Why should we hire you? 我們為什麼要聘用你？

- Connect the dots for your interviewer by highlighting the top qualifications you have that would make you successful in the position.
要站在僱主的角度來回答，體現聘用你對僱主的好處。
- Most interviewers are looking for these 3 qualities in a candidate: competence, enthusiasm and confidence. You ought to be likable too!
僱主一般會聘用這樣的求職者：符合基本要求、對這份工作有熱誠、有足夠的自信。
- Don't be too modest. This is your time to sell your skills. Keep your points concise and practice using examples to illustrate what you'll bring to the table!
如“我符合貴公司的招聘條件，憑我目前掌握的技能、高度的責任感和良好的適應能力及學習能力，完全能勝任這份工作。如果貴公司給我這個機會，我一定會竭誠為貴公司服務！”

13 What can you do for us that no one else can? 你能為我們做什麼？

- There is no right or wrong answer.
基本原則上“投其所好”。
- The interviewer wants to see what you believe are your greatest strengths and that you can differentiate yourself from everyone else.
宜提前做好功課，了解僱主期待這個職位所能發揮的作用。
- This is a time to talk about your job skills, training, and project experiences that make you better than every one else, and how these qualities related to the role you're interviewing for.
你可以根據自己的了解，結合自己在專業領域的優勢來回答這個問題。

14 You're a fresh graduate with no working experience. What makes you competent for the job?

你是應屆畢業生，缺乏經驗，如何能勝任這項工作？

- By asking such questions, your interviewer intends to assess your ability to think on your feet and how you'd answer such questions. Your 'working experience' is not their biggest concern.
如果僱主提出這個問題，說明僱主並不真正在乎“經驗”，關鍵看你如何回答。
- Your interviewer wants to know that you have the skills that go beyond those of the traditional classroom, such as leadership, teamwork and communication skills.
宜結合以往組織學生活動或兼職實習的經驗描述你所具備的軟實力，如領導才能、團隊協作能力及溝通技巧等。
- Talk about any internships, part-time, student societies or volunteering work that you have done.
體現你誠懇、機智、果敢及敬業的態度。

15 What kind of supervisor do you work best for?

你希望與什麼樣的上司共事？

- Your interviewer uses this question to find out if an applicant has a problem with authority and your style match with the potential new boss.
通過你對上司的期望可以判斷出你對自我的要求，這既一個陷阱，又一次機會。
- Don't be specific and don't be negative. You probably don't know much about your potential supervisor's management style, so try hard to keep it neutral and generic.
不宜對上司提出具體的期望，多談對自己的要求，及希望能如何配合上司。
- A good answer might sound like this: ***"I would expect a supervisor to be adaptable to different employee's work styles and communication styles, and be willing to help employees develop additional skills to be more successful."***
如“做為剛步入社會新人，我應該多要求自己儘快熟悉環境、適應環境，而不應該對環境提出什麼要求，只要能發揮我的專長就可以了。”

- Did you leave for a good reason? If you left on an impulse or for an odd reason, the interviewer will wonder if they can trust you to be responsible, loyal and trustworthy.
最重要的是，你要使找僱主相信，你在過往的公司的離職原因在此家裏不存在。
- The rule of thumb here is that you should always be leaving to move toward a better opportunity. Avoid being too specific, subjective and negative.
避免把離職原因說得太詳細、太具體。
- The ideal answer is based on your interviewer's perspective: You are only thinking about leaving because this opportunity is so irresistible. Emphasize the positive and what you like about the new position.
不宜摻雜主觀的負面感受，如太辛苦、人際關係複雜、管理太混亂、公司不重視人才、公司排斥我等。
- 不宜涉及自己負面的人格特徵，如不誠實、懶惰、缺乏責任感、不隨和等。
- A good answer might be: *“I have been at my company for three years now and have learned a lot from working with some amazing people. Unfortunately, the recent economic downturn has caused the company to end. I am proud of the work that I did there and this position really appeals to me because it would allow me to demonstrate strengths again.”*
如“我離職是因為這家公司倒閉。我在公司工作了三年多，有較深的感情。從去年始，由於市場形勢突變，公司的局面急轉直下。到眼下這一步我覺得很遺憾，但還要面對顯示，重新尋找能發揮我能力的平台。”

Remember, there are no ‘model’ answers for each question or interviewer. The key is you grasp a good idea of the nature of the questions and answer them in a manner that shows YOU, specifically, are right for the job.

同一個面試問題並非只有一個答案，而同一個答案並不是在任何面試場合都有效，關鍵在於你掌握規律後，在面試過程中有意識地揣摩僱主提出問題的心理背景，然後投其所好。

We work hard to help you start your career planning as early as possible, so you can get a head start over your peers. If you would like to get access to our latest Ebooks and career guides, remember to register on FreshLinker, so we can keep you updated!

我們認為早於畢業前為你的未來職業規劃開始鋪路，定必能比其他人先起步、先成功。如果想第一時間入手我們以後推出的eBook，請註冊成為FreshLinker會員，緊貼第一手求職資訊。

About FreshLinker

關於FreshLinker

FreshLinker is Hong Kong’s fastest growing career planning and recruiting platform. With a growing database of the latest career information and jobs, FreshLinker is dedicated in helping young talent with their career planning and job seeking. Not only young talent can catch up on the latest content, internships, part–time or full–time opportunities through www.freshlinker.com or our Facebook page; they can also attend a variety of seminars, workshops or events co–hosted by us and our partnering companies and universities. Our vision is to “Motivate and cultivate the leaders of tomorrow.”

FreshLinker是香港首個為大專生打造的職業規劃及求職平台，集合最新的職場資訊、培訓課程及職位空缺，一條龍為大專生提供從入學開始的職業規劃到畢業後的求職及自我增值提供服務。瀏覽FreshLinker的Facebook專頁及網站 www.freshlinker.com，可緊貼最新職業規劃資訊及專為大專生而設的實習、兼職以致全職職位空缺；而通過參加FreshLinker在各大院校及公司企業舉辦的講座、工作坊以及活動，能夠親身體驗真實職場，快人一步打開職場世界的大門。我們的宗旨是「讓有志成為未來行業領袖的年輕人夢想成真」。

FreshLinker is used by growing companies to recruit the Generation-Y talent they need to innovate and succeed – smarter and faster.

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