

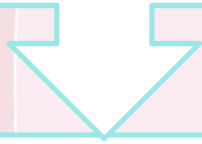


EFFECTIVE INTERVIEWS

优秀的面试

PARTS OF INTERVIEW

PLANNING
计划



PRESENTATION
表达



Every Legend Has a Beginning. 每个转起有起点。

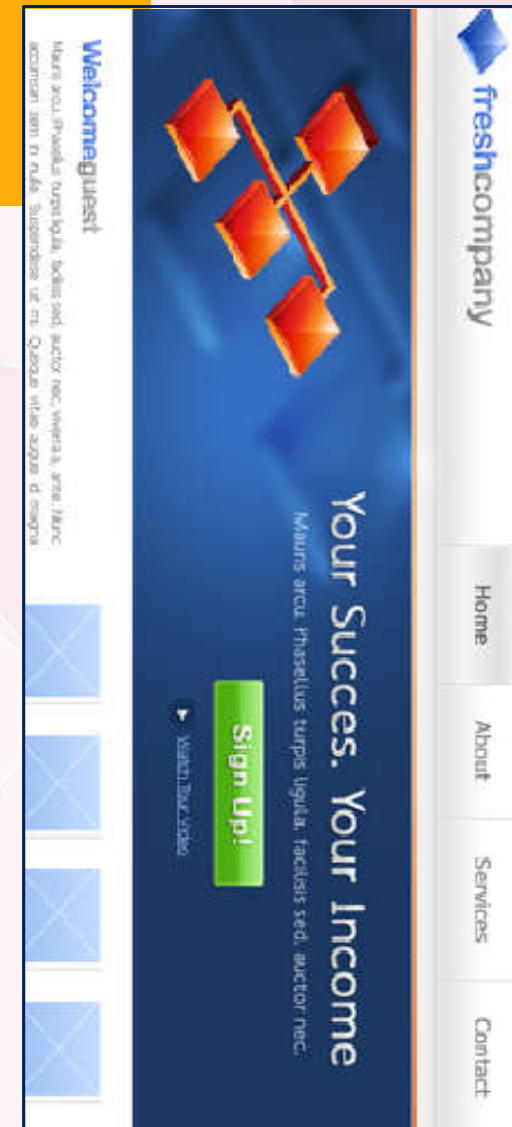
PLANNING计划

Step1: Surf Company Website Time Required: 1~2 hours.

What to search for..

- Get to know company history, clients, work culture.
- Better to print some useful information about company operations. IMPORTANT → Simply means you need to know what company actually does.

Why is it Important?



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Why is it Important to know about company?

Interviewer will ask question such as..

1. What do you know about our organization?
2. Why do you want to work with us?

You need to have good answer in advance.

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Step 2: Search Position and skill set needed for this post. 1~2 Hours

1. Make a list of technologies the job needs.
2. Please see you are good or poor in which technologies. IMP→ During interview they will ask you are good in which platform or technology?
3. IMP:→Focus only on the topic which you are good at. 准备arrange these topics on paper. Search or revise复习 more info about these topics. Keep this paper with you during interview.

skills

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Step 3: Your Work History.

Time required: 30 Minutes

Take another paper..

1. Note down the projects you did in past companies.
2. What was your role in those projects.
3. Who were the clients?
4. Any challenges you face in recent projects?
5. IMP➔ Make point 观点 on paper is important because these are very normal question and candidates are not able to answer these question well during interview.



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PART 2: PRESENTATION 表达



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Before Interview.

1. Print your resume in English and Chinese both.
2. Carry your computer, you will look sincere and professional.
3. Don't force self to relax. Having stress is OKAY. If you allow yourself to accept stress, 终于 you will start feeling relax and normal.
4. Take blank paper, pen and notes you prepare or print during planning stage计划阶段.

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During Interview

Ques 1: Tell me about yourself..

Ans: It is not imp question. Don't be nervous to answer it. Give short reply..

Hi my name is 陈薪羽, 英文名字: Katrina.
我来自张家港, 苏州市。我在2012年毕业了从南京铁道。我的专业是计算机工程师。
然后我在同程工作了一年, 在张家港3年在XYZ公司, 2年再次同程。
我的爱好听歌与玩羽毛球。谢谢你。



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During Interview

Ques 1: Why did you left previous job..

Ans: (Find Good and Simple Excuse) Before 春节 I had planned to shift to my hometown 张家港. Later my plan is changed so I am still in Suzhou finding right work and company.

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Your past experience. This is the KEY PART to pass interview..

LONGEST and MOST IMP PART of INTERVIEW

Ques 1: Tell me about the projects you have handled.

Ques 2: You are good in which technologies.

Note:

- 1. Give long explain the things you know.**
- 2. Say NO to things you don't know. (It is OKEY, NOBODY is SUPER INTELLIGENT)**
- 3. Be confident and relax. Don't afraid for rejection. So what other company will hire you.**

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Your past experience. This is the **KEY PART** to pass interview..

Note:

4. You can use paper/pen or whiteboard to explain something.
Two benefits: It will show your leadership skills and knowledge and another benefit – long answer or explain will eat more time of interview, so he will ask less questions.. Cos less time will remain..

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Ques 1: What do you know about our company?

Ans: Tell something about their business, client etc which you get to know from website.

Ques 2: Do you have any questions/ or want to know something more about our company?

Ans : YES..

I want to know..

NOTE: You need to have at least two questions about company..

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Ques 1: What salary you were getting in previous company?

Ans: Tell them salary and benefits .. No need to lie.

Ques 2: **What salary do you expect from us?**

Ans : See, I was getting 8K RMB from 同程.. In this company I will have new projects, new challenges, new learning.. You can decide my salary based on my experience and value值得 to organization.

NOTE: Still if they ask about clearly tell salary.. You can say +500 RMB from previous company.

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- Say thanks to the person for taking your interview..
- Ask his/her email address.
- Next day write a thank you email for taking your interview.
- Keep smiling during interview.
- Show them you can learn faster new things. Tell them you like work in team environment.
- 夸奖前的老板，公司。Never **COMPLAIN** about anything even that person encourage for negative talk..

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- Drink water before and after interview.
- Be thankful for everyone, it will help you become confident and remove nervousness.
- It is better to keep silent on strange or difficult questions.
- Be true and honest no matter if you don't get hired.
- Note: I will help you to write an excellent interview thanks mail..

through a glass darkly

⌘ help the interviewer see you clearly



The Big Three.....

There are three questions
that seem to be the most
difficult to answer.....

“Tell us about yourself.”

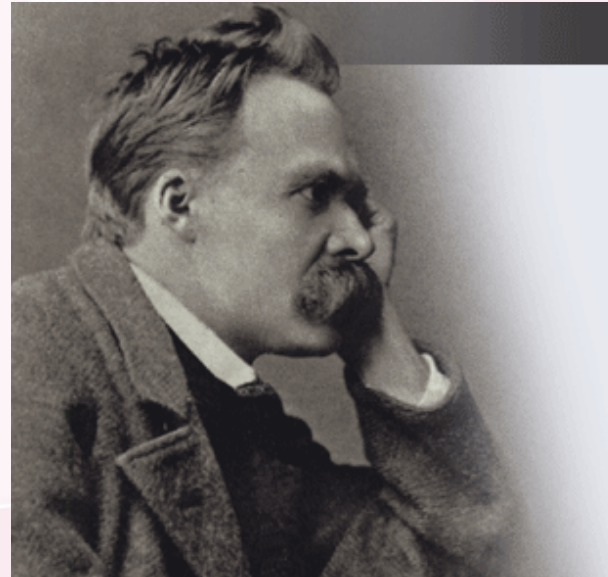
“Describe your weaknesses.”

“Tell us about a mistake you have made.”



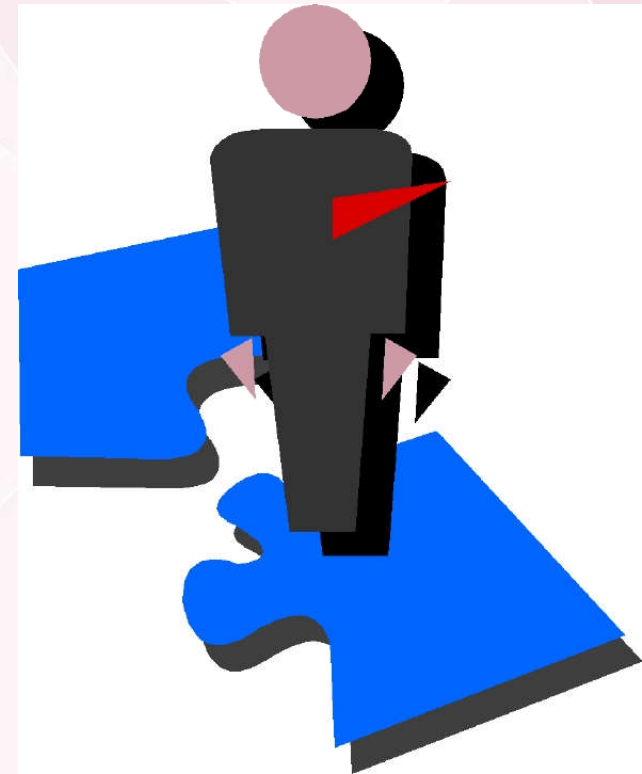
“That which doesn’t kill us makes
us stronger.”

In response to a “weakness” or “mistake”
question, **ALWAYS** address the lessons or
skills you learned....



Who are you...you, you, you, you?

⌘ they really wanna' know....



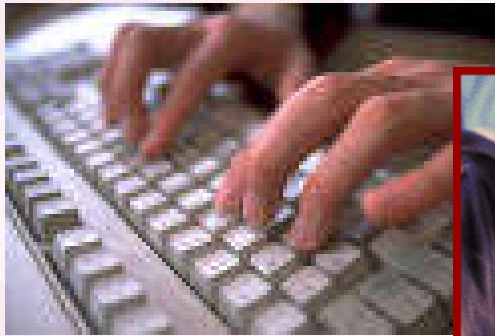
if the going gets tough

⌘ hang in there....



Follow-Up

- Thank you letter
- Check with Advocate Network
- Keep looking for opportunities



You're HIRED



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success

