

A Better Job Interview Questions and Technique

Copyright Notice:

This book is published by i-TotalSearch Consulting Ltd. A Company that dedicates to help foreign IT companies set up all necessary resources in Hong Kong/PRC to do business here. (www.itotalsearch.com).

To get an update of this book periodically, subscribe to

joinmail@itotalsearch.com You would get an update of the services and training material from our company as well.

We reserve the copyright of this publication. You are granted the rights to distribute the copy of this book to those you think they are interested in the contents of the book provided you distribute this book in the complete and original format. No part of the content of this book can be extracted for other purposes without the permission of the publisher.

Special Bonus for our readers :

<http://www.imarketings.net> <http://www.itotalsearch.com/gift.html>

Version 1.2 revised Jan 2003

Table of Contents

Table of Contents	2
Word from the editors:	3
FOR CANDIDATES.....	4
WHAT EMPLOYERS ARE LOOKING FOR	4
FOR EMPLOYERS	4
WHAT CANDIDATES ARE LOOKING FOR	4
CANDIDATES: How to get prepared for the interview.	5
Study your potential customers	5
Dressing	5
Bringing the documents.....	6
THE 101 QUESTIONS.....	7
For the opening:	7
Your History:	7
Your Language:.....	7
You reference sources:	7
Personal Questions:	7
Your personal character:	8
Your career mind and/or your future planning	8
Your leadership skills	8
Your desire to succeed.....	9
Your industry knowledge.....	9
Your personal ability	9
Miscellaneous common sense questions	9
Customer handling skills	10
Technical Related Questions:.....	10
Job function related questions:.....	10

Word from the editors:

This book is dedicated to those who are job seekers or employers for a reference when they are preparing for a job interview. You are free to distribute this book to those you think they are interested in the content.

We are consolidating and extracting the 101 questions from among nearly 1000 questions we have asked our candidates and employers in the interviews for the past three years.

We selected those we think are worth discussing and we would discuss some of them during our subsequent newsletters. If you would like to receive an update of this book and the discussion on the questions we have listed in this book, please send a blank mail to

joinmail@itotalsearch.com

And

dchoy@freeautobot.com

for an introduction to our newsletter.

For comments, please send to **editor@itotalsearch.com**

Job interviews can last for as short as 30 minutes to more than 2 hours. Other than oral discussion, the interviews may also incorporate written test and public speaking demonstration to assist in the evaluation of the interviewee.

We are here to help. Hope this book is useful to you.

From the desk of

Damen L.C Choy

Editor

FOR CANDIDATES

WHAT EMPLOYERS ARE LOOKING FOR

Are Employers interested in you? Definitely! They are interested because they want to know if you can contribute to them and that is how you are related to their personal and corporate interests! So they are looking not for the whole of you, but what are related to them.

Employers are looking for your

Mind

Working history

Performance Tack Record

Motivations to become part of them

Communications Skills

How attractive you are looking

Qualifications

So candidates should try their best to gather the preparation before the interview. We would discuss it in the subsequent section on this area.

FOR EMPLOYERS

WHAT CANDIDATES ARE LOOKING FOR

For an employer to successfully launch a fruitful interview, he/she should understand the concerns of the candidates while they are coming to you.

Candidates are looking for you and your thinking. How you are treating your employees and is he/she can work with you happily should there be the chance.

- Are you capable enough to give him/her warm/comfort of the openings?
- Are you offering him/her the sense of urgency of putting a right people in place?

- Are you open enough to let him/her to get to the core points of the openings?
- How do you view him/her?

CANDIDATES: How to get prepared for the interview.

Someone commented that the chemistry between the candidates and the employers start in the first 15 minutes. Yes, it may be true. So for job candidates, please make sure you do the following before you come to interviews:-

- Study your potential customers
- Study the interviewers' details including full name, position, correct pronunciation and his or her title.
- Dress up "properly" to come to interview
- Arrive punctually on/before the interview time
- Bring all relevant documents of your academic and working history
- Bring your open minds and smile

Study your potential customers

Internet is an abundant resource that you can research for your potential employers. Here is some of the good resources:

- Hoovers.com
- Prnewswire.com
- Quicken.com
- Companiesonline.com
- Jobvault.com
- Businessweek.com

If you know the name of the company but you do not know the homepage address, you can search the search-engines. The best for company related search is business.com

Dressing

Remember to make sure your dress code matches! Interviewing does not necessarily mandate you wearing ties/executive suits. Some of the employers are not looking for that. We have clients who wear very casually at work especially those from the Dot Com field and some special IT/Advertising/Financial firms. So the best thing is to ask before you go.

If you are not sure, then the best way is to resort to the traditional ways. Men should wear dark suit, white shirt and the best combination is a black shoe. Women? a skirted suit or tailored dress. The best is with a matching jacket.

Remember your first impression is very important, so bring your smile and your decent outlook to everybody you meet in the interview. Starting from the time you talk to the receptionist and the secretary and the interviewers....

Bringing the documents

In Western World and some international cities, there is the honesty system that governs the people's doing. So many people do not bring their personal documents to the interview because they expect the interviewers "trust" them.

Yes, very true but the fact is that bringing relevant document with you does address something other than "trust:

- You are ready for meeting the interviewers' whatever requirement because you have proof.
- You understand your potential employers' requirement clearly because you have "relevant" document.
- You are showing your sincere desire for the job and you are well prepared for it.
- You can clarify the interviewers' doubt on your working history, academic history, whatsoever in the interview. Remember you may have only one chance to greet the interviewers. Chance would have gone...

Interview is a both way process. It is not only the employers who need to accomplish the task of getting a clear picture of the suitability of the job seekers for a particular position, it is also the important chance for the job seekers to evaluate whether this potential employer is the one he/she is looking for.

It is not easy to accomplish such a demanding task in such a short time. So there are skills there. The skill is that you've got to a better preparation of the conversations that start.....

THE 101 QUESTIONS.....

For the opening:

1. Why do you think you are fit for the job?
2. Why do you come to this job?
3. How do you convince me that I should make the offer to you?
4. Why are you leaving for present job?

Your History:

5. Why did you choose your colleague/School?
6. Why did you take your study overseas? Did you learn anything there?

Your Language:

7. Do you speak English? Mandarin? Or other languages...
8. How is your writing ability?
9. Do you do public speaking in English/Mandarin?
10. Do you think your grade on your public examinations are an indication of your language ability?

You reference sources:

11. Can I contact your ex-boss/previous customers for reference checking?
12. What would your references say about you?
13. Can I contact any one who knows your well in your field for reference checking?

Personal Questions:

14. How would you describe yourself?
15. What specific goals, including those related to your occupation, have you established for your life?
16. Why did you choose your present career?
17. Why did you change your career?
18. What do you think is your strength and weakness?
19. What plans do you have for further study?

20. Name three most influencing people in our life?

Your personal character:

- 21. What would you take to attain you goals?
- 22. How do you work with your ream members?
- 23. Are you a good team member?
- 24. What is your usual role in your team?
- 25. How do you manage obstacles?
- 26. Do you enjoy working with others or prefer to work alone?
- 27. Do you consider yourself to be goal-driven?
- 28. Are you satisfied with a stable environment or are you always dream on more challenges?
- 29. Are you serious about money?
- 30. How do you choose your job? Monetary Rewards or challenges, opportunity to learn?

Your career mind and/or your future planning

- 31. What is your career goal within the next 5 years?
- 32. Do you have any specific study plans, self-improvement plans?
- 33. What is the most important personal goal in your career now?
- 34. Do you think you are looking for learning or contribution in your next career?

Your leadership skills

- 35. How do you make sure your staff performs as per your expectations?
- 36. What if your staff do not perform as per your requirement?
- 37. How do you deal with conflicts among your staff and/or you?
- 38. If your staff is asking for more delegations for a job, how would you follow up?
- 39. If some other colleague in other departments dislikes you staff, how would you handle?
- 40. Do you have any experience in reaching a decision quick without much information? How do you feel about that?

Your desire to succeed

- 41. How do you determine or evaluate success? Give me an example of one of your successful accomplishments
- 42. What has been your most rewarding accomplishment?
- 43. Your senior management skills
- 44. Would you talk to your boss frequently in your day-to-day jobs?
- 45. Would you communicate effectively to other senior managers in your job?

Your industry knowledge

- 46. Do you know any players in this particular field?
- 47. Do you know which is the biggest player in the field?
- 48. What do you think is the most threatening competitors in your field? Why?
- 49. How do you find your present company market positioning?

Your personal ability

- 50. Do you have affinity with numbers?
- 51. Can you tell me the populations in your living district?
- 52. Can you manage stress/pressure?

Miscellaneous common sense questions

- 53. Do you know which are the World three biggest economic bodies?
- 54. Do you know the World three mostly traded currencies?

Customer handling skills

- 55. If your customers complain you to your boss, what would you do?
- 56. If your staff is complained by your customers, what would you do?
- 57. If you know that the fault is on your customers while doing customer services, what would you do?
- 58. If you are questioned by your boss because of a serious customer complaint, how would you handle?

Technical Related Questions:

- 59. How are your technical skills in a particular area?
- 60. How do you manage to get your job skills in your career?
- 61. Do you have any interest in pursuing different technical knowledge other than job related one?

Job function related questions:

Sales:

- 62. What is the overall achievement of quota in your past five years?
- 63. How do you manage to achieve your sales quota?
- 64. Do you plan to achieve our sales quota to plan to exceed it?
- 65. If you are lagging behind your sales quota, what would you do?
- 66. What is the technique you do the cold calling?
- 67. How do you manage your sales staff to make sure they achieve the sales quota?
- 68. What do you think is the most important elements of being a good sales personnel?
- 69. Do you know what is a selling cycle?
- 70. How do you manage to close a deal?
- 71. Do you need the help from senior management when closing a deal?

Accounting/Finance

- 72. What do you think is the most important element in managing a company financial status?
- 73. Are you willing to work overtime/ad-hoc for accounting reports?
- 74. Are you sensitive to numbers?
- 75. How do you manage your accounting staff?

Marketing

- 76. Do you manage the marketing budget of your present company?
- 77. What do you think is the important element in managing a successful marketing event?
- 78. How do you make sure that your working parties is going to deliver what you expect in a marketing event?
- 79. How do you manage to meet a deadline in managing marketing functions?

Engineering/Support

- 80. What would you go if you encounter a technical problem?
- 81. If you get involved in a difficult technical trouble shooting task, what do you do?
- 82. How would you make use of the vendor's resources in your technical support job?
- 83. How would you deal with a complex project assignment?
- 84. How do you think if a support department is a profit centre rather than a cost centre?
- 85. How do you get updated your technical skills?

Project Management

- 86. How you co-ordinate with various parties (external/internal) in dealing with your project
- 87. How do you make sure the performance of various parties in your project team is achieving your goals?
- 88. If you team mates commit mistakes in the project deployment, would you take the blame to them? How do you manage that?

System Analyst/Programmers

- 89. Can you tell me the System Development Life Cycle?
- 90. Do you have any special tools in programming management?
- 91. Do you have specific tools in writing the system specifications?
- 92. How do you communicate with your Project Manager, System Analyst, other programmers?

General Management

- 93. What are the critical elements in managing the operation of a company?
- 94. What is the different technique you use in managing different people of different functions?
- 95. Do you practise delegations?
- 96. How do you manage an operation so as to turn it into a profitable organisation?
- 97. When some of your staff have committed wrong doings, what would you do?
- 98. How do you deal with poor performers in your company?
- 99. Do you think appraisal systems help in your management?
- 100. How do you rely on marketing intelligence in guiding your company direction?
- 101. How do you deal with rumours in your company?

Published by
i-TotalSearch Consulting Ltd
www.itotalsearch.com

To subscribe our newsletter, send an blank email to
joinmail@itotalsearch.com

and

for an five-day introduction to our newsletter, please send a blank email to

dchoy@freeautobot.com

Special Training for our readers to help you become financially free:
www.imarketings.net

For comments, please send email to
editor@itotalsearch.com
((--- END ---))