

Lesson 2.8 Job interview skills

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Learning Activities

1) e-Portfolio presentation

2. Review of Lesson 2.7

e-Portfolio highlights & your competitive advantage

3) Homework check:

Cover letter writing

4) Job interview skills

5) Homework



e-Portfolio presentation

Review of Lesson 2.7

Review of Lesson 2.7

- e-Portfolio highlights & your competitive advantage



Homework check

Do you have any questions on your cover letter writing (in Chinese and English)?

Job interview skills

Discussion

- ▶ What is an interview?
- ▶ What are the types of Interview?
- ▶ What will you do before the interview?
- ▶ What will you do during the interview?
- ▶ What will you do after the interview?





What is an Interview?

- ▶ An interview is a professional conversation between two or more people, usually taking place in a formal setting.
- ▶ The primary purposes of an interview are to assess a candidates' fit for a job opening as well as get to know their skills, qualifications, interests, and abilities.

What are the types of Interview?

- ▶ **In-Person Interview:** During an in-person interview, both the employer and the candidate meet in person to discuss the job opening.
- ▶ **Phone Interview:** Phone interviews are quick, convenient, and can help save both employers and candidates time on the hiring process.
- ▶ **Online Interview:** Zoom, Microsoft Teams; Skype, etc.
- ▶ **Group Interview:** Group interviews are great for employers to assess the interpersonal skills, problem-solving abilities, and communication skills of several candidates in one go. During this type of interview, several candidates are interviewed in the same room and are asked questions together.

Preparation for an Interview

Interviewing can be a stressful experience, so it is essential to be adequately prepared. As a candidate, you should

- ▶ research the company and the specific job role you are applying for,
- ▶ practice common job interview questions and responses, develop answers to potential questions,
- ▶ and practice expressing yourself in a calm and professional manner.
- ▶ **Location, transportation & time**
- ▶ **Your attire**
- ▶ **Printed resumes**

Common Interview Questions

- ▶ Tell me about yourself.
- ▶ What do you know about our company?
- ▶ Why do you want to work for us?
- ▶ What are your strengths?
- ▶ What are your weaknesses?
- ▶ How have you handled difficult situations in the past?
- ▶ Where do you see yourself in 5 years?
- ▶ So, do you have any questions for me?

Tricky Interview Questions

Question 1:



You are driving along in your car on a wild, stormy night, it's raining heavily, when suddenly you pass by a bus stop, and you see three people waiting for a bus:

- * An old lady who looks as if she is about to die.
- * An old friend who once saved your life.
- * The perfect partner you have been dreaming about.

▶ Which one would you choose to offer a ride to, knowing very well that there could only be one passenger in your car?



▶ **Sample answer:**

- ▶ “I would give the car keys to my Old friend and let him take the lady to the hospital. I would stay behind and wait for the bus with the partner of my dreams.”
- ▶ Sometimes, we gain more if we are able to give up our stubborn thought limitations. Never forget to “Think Outside of the Box.”

Tricky Interview Questions

Question 2:



Interviewer (to a student girl candidate) – What would you do if one morning you woke up & found that you were pregnant?



▶ **Sample answer:**

▶ Girl - I will be very excited and take an off, to celebrate with my husband.

▶ Normally an unmarried girl will be shocked to hear this, but she managed it well. Why I should think it in the wrong way, she said later when asked.

▶ **Always stay positive!**

Tricky Interview Questions

Question 3:



Interviewer said “I shall either ask you ten easy questions or one really difficult question? Think well before you make up your mind!”

Sample answer:

- ▶ “My choice is one really difficult question.”
- ▶ “Well, good luck to you, you have made your own choice! Now tell me this. ‘What comes first, Day or Night?’”
- ▶ The interviewee was jolted into reality as his admission depends on the correctness of his answer, but he thought for a while and said, “It’s the DAY sir!”
- ▶ “How?” the interviewer asked,
- ▶ “Sorry sir, you promised me that you will not ask me a SECOND difficult question!”

Practice

1. Practice interview questions with your partner

- ▶ Interview questions

Practice

2. Read & think

Homework

1. Write two cover letters – one in Chinese and one in English for a summer intern/ part-time position with the template given

Hand it in by 8:00pm Sunday, June 16.

2. Mock job interview

- a. in groups of three, take turns to be the interviewer, interviewee & observer
- b. Observer assesses the interviewee on their performance
- c. Practice & do that in front of class