



Topic 3: Interview Skills

HIGH LEVEL DETAILS

- Duration: 30 – 40 min
- Language: English (& Cantonese)
- Format: Sharing and Q&A

SESSION OBJECTIVES

- To prepare students for answering questions in interviews – In particular self-introduction
- To prepare students for interview and for handling emergencies

AGENDA

- 5 min: Self Intro & Ice Breaking
- 9 min: Self-Introduction
- 4 min: Tricky questions
- 4 min: Some Basics
- 4 min: Next Steps
- 4 min: Wrap-up

SUGGESTED TALKING POINTS

Self-Intro & Ice-Breaking

Trainer is suggested to:

- Start with giving name, job title/company
- Use three adjectives to describe your personality.
 - "I am + adjective" + one short example of why you describe yourself so.
- Invite students to use 3 adjectives to describe personality and provide examples.
- Trainer can follow up and ask questions around the attributes.

Self Introduction

Trainer is suggested to:

1) Performance in Ice-breaker

- Assess from the previous activity whether the student is able to showcase one's competence.
- Comment on performance in ice-breaker

2) Competence Required

- Ask student to share what kind of companies / roles that they will be applying. What are the key skills/attributes that the company is looking for?

3) Demonstration by Trainer

- Give a demonstration on how to showcase an attribute through story telling (try to tie in with the skills required in the students' dream job)

4) Rehearsal

- Rehearse with students again on 1-2 attributes
- Can invite student to try do one round in Cantonese (if applicable)

Tricky Questions

Trainer is suggested to:

- Share with students how to handle some tricky or creative questions
- Allow students to have a guess what the company would like to test through this question: e.g. creativity, problem-solving, facing uncertainties,

Some Basics

Trainer is suggested to:

- Go through some basic do's and don'ts:
 - Punctuality:
 - What if I am sick?
 - What if I am late...?
 - Dress code
 - Don't bring along friends/family members
- Ask the students "Any questions?"
 - Remind the student to come up with a sensible question before interview ends

Next Steps

Trainer is suggested to:

- Review with student if there are any goals (short term, long term) in career / in study.
- Brainstorm with students about what specific questions will be asked related to that career.
- Brainstorm what the next steps are to bridge the gap / enhance oneself (short & long term)

Wrap Up

Trainer is suggested to:

- Wrap up and highlight the strengths, shining attributes, potentials from student
- End with a positive note and motivation

Disclaimer: The information and ideas herein are the confidential, proprietary, sole, and exclusive property of The Zubin Mahtani Gidumal Foundation Limited. All information provided in this document is intended for discussion purposes only, and is not in the nature of advice. The Zubin Mahtani Gidumal Foundation Limited reserves the right to make alterations to any of its documents without notice.