

# A Job-hunting Guide for Fresh Graduates

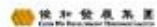
Visit [www.JobsDB.com](http://www.JobsDB.com) for more job-hunting resources!

- Sample résumé
- Tips on writing a cover letter
- Top ten frequently asked interview questions

*and a lot more ...*



Acknowledgements:



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# JobsDB.com is Your Career Campus

As you will graduate and start your career, you are soon going to embark on an exciting journey of job hunting and career preparation. To ensure a smooth expedition, you have to learn the skills and seek guidance. JobsDB.com is your career campus where you can find all information and resources you need –

- ▶ Job opportunities in various industries
- ▶ An advanced and powerful job searching system to look for and apply for favourite jobs efficiently
- ▶ Unlimited job-hunting resources that give you practical help and expert advice.



## Numerous Job Opportunities

According to the research data of Nielsen, JobsDB.com is the most used recruitment channel among job seekers in Hong Kong. Having built one of the largest databases in the region, JobsDB.com provides over 100,000 job opportunities per day covering various industries and including those especially suitable for fresh graduates.



## Handy Toolbox

In searching and applying for jobs, you can find useful tools in our website that facilitate the whole process, including

- ▶ **"Job Alert"** – emails you regularly the latest job openings based on your search criteria
- ▶ **"MyJobsDB"** – allows you to manage your résumé and keep track of your job application history
- ▶ **"Quick Apply"** – you can apply for favourite jobs instantly and at any time



## Resources Library

On this career campus, you can find a library of job-hunting resources such as:

- ▶ **Tips on writing résumé and cover letter**
- ▶ **Dos and don'ts in job interviews**
- ▶ **Interview Q&A**
- ▶ **Compensation & Benefit Survey Report**

In the following pages, we have highlighted a few job-hunting tips for you, including sample interview questions, handy ideas on how to prepare your résumé and cover letter, and tips on interview dress code.

We hope that you will enjoy using the resources at JobsDB.com, your career campus. We also wish you every success in beginning a new chapter in your career life and have fun in meeting all the challenges ahead!

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# Sample Cover Letter

A well-written cover letter is equally important as the résumé because it catches the attention of the employer by highlighting your relevant qualifications and strengths. Read the following tips, which help you tailor a letter appealing to your potential employer.

# Tips on Writing a Cover Letter



## Your Address

## Date

Ms A B Chan  
Human Resources Manager  
Company Name  
Company Address

Dear Ms Chan,

Re: Application for the Post of [Job Position] (Ref. No. XX-XXXX)

I am writing in response to your advertisement in JobsDB inviting applications for [Job Position] on 15 June 2008.

Having graduated from [XXX University] majoring in [Subject], I have worked [at a reputable international healthcare services company in the summer of 2005.....]

With strong [skills and knowledge], I have a keen interest and..... Enclosed please find a résumé giving you details of my personal particulars.

I would be grateful if you can arrange an interview so that I can explain my qualifications further. My contact number is [phone number] and I can be reached at any time. I look forward to hearing from you soon.

Thank you for your consideration.

Yours sincerely,

signature

Your Name  
Encl.

✓ Send a personalized letter to the person who will receive your application

✓ Make sure the title is written and the name spelled correctly

## First paragraph:

✓ State your objective clearly

## Body:

✓ Show achievements in internship or volunteer work

✓ Give highlights only

✗ Do not repeat all information in your résumé

## Last paragraph:

✓ End the letter positively by referring to future actions

✓ Repeat contact details here

✓ Remember to sign the letter if you send it by post

## Format & Style:

- ✓ Limit the letter to one page with 3-5 paragraphs only
- ✓ Polite & enthusiastic tone
- ✓ Prefer commonly-used fonts such as Times New Roman or Arial
- ✓ Use white, A4 80gsm / 100gsm paper if you print it

- ✗ Don't be too short (e.g. 1-2 paragraphs)
- ✗ Don't use special fonts & colours to attract the employer
- ✗ Avoid typos

## Other Tips:

- ✓ Highlight skills meeting specific requirements of each position you apply for
- ✗ Do not prepare a standard letter for all types of companies or all job positions

# Sample Résumé

Preparing a winning résumé helps increase the chance for having a job interview. Even though you are a fresh graduate and do not have much working experience, there are a lot to take note of in preparing a résumé. Read the following tips before you tailor your résumé to market yourself to potential employers.

# How to Write a Résumé



- ✓ Only give information relevant to the job
- ✗ Avoid personal details such as marital status, weight, height or number of siblings you have

(Personal Information)  
Name  
Address  
Contact Number  
Email Address

- ✓ Let employers quickly find out if you are a suitable candidate for the post or not
- ✓ Simply state your career aspiration / interest
- ✓ Keep it precise and clear
- ✗ Do not write in long paragraphs

## Career Objective

With a keen interest in public relations, my objective is to develop in .....

## Education

2004 – 2007 XXX University, Bachelor of Social Sciences in Communication (specialisation in Public Relations and Advertising), with Grade A in Application of Advertising

## Working Experience

July – September 2005 Public Relations Assistant, ABC Company  
 • Assist PR manager in organizing a publicity programme for brand-building of the company, achieving press coverage by 8 local newspapers, TV .....

## Extra-curricular Activities

2006 Chairman of XXX Society, XXX University

## Skills

MS Word, Excel, PowerPoint, Macromedia Dreamweaver

## Languages

English (spoken and written), Cantonese, Putonghua, Japanese

## Reference

Available upon request

## Availability

Immediate

- ✓ List the latest information first
- ✗ No need to give details of secondary school education unless requested by the employer

- ✓ State relevant summer job experience
- ✓ Highlight achievements especially quantifiable ones
- ✗ Do not just list out job responsibilities

## Length:

- ✓ Clear and precise - make you stand out from others
- ✓ One to two pages are desirable
- ✓ Maximum - three pages

## Key Words:

- ✓ Use keywords as HR scan résumés to look for suitable candidates
- ✓ Use industry-related keywords
- ✗ Avoid long, general sentences

## Proofreading:

- ✓ Proofread your résumé a few times
- ✗ Avoid typos. Misspelled words give an impression that either you do not know the spelling or that you do not put effort in preparing your résumé.

## Design:

- ✓ Make your résumé easy and comfortable to read
- ✓ Highlight your strengths clearly
- ✗ Do not print it on fancy coloured paper

## Salary Expectation:

- ✓ Give a range instead of your ideal amount
- ✗ No need to state if the employer does not request this

# Different Types of Interview

Job seekers may attend interviews in different formats depending on what the employer would like to find out about the candidates. We are going to discuss the following three types – group interview, panel interview and written test.

## Group Interview

- Three or more candidates meeting one interviewer / a panel of interviewers



Specific qualities employers look for in candidates:

- Leadership
- Language ability
- Communication skills
- Cooperation skills

### Dos:

- ✓ Even if you are not familiar with certain topics, try to attempt the questions
- ✓ Give response to other candidates' comments

### Don'ts:

- ✗ Passive and do not talk much
- ✗ Dominate the discussion and do not let others talk
- ✗ Argue with other candidates in order to ban their ideas
- ✗ Talk very loudly

## Panel Interview

- One candidate meeting a panel of three or more interviewers

- The interviewers may represent different departments of the company



Specific qualities employers look for in candidates:

- Ability to be under pressure
- Being capable of meeting different kinds of people

### Dos:

- ✓ Have eye contact with all interviewers especially the one who asks questions
- ✓ Ask questions addressing to appropriate interviewers

### Don'ts:

- ✗ Nervous and panic

## Written Test

- Types of written test include essay writing, translation and letter / document drafting



Specific qualities employers look for in candidates:

- Language ability
- Logical thinking
- Communication skills
- Knowledge in specific areas

### Dos:

- ✓ Introduction + body + conclusion
- ✓ For argumentative essays, take a stand and give reasons to support

### Don'ts:

- ✗ Too long or too short
- ✗ Too many difficult jargons

# Dress up & Make up

When you attend a job interview, your appearance "speaks" to the interviewer first before you answer any of their questions. Different industries may have different dress codes, but a tidy and clean appearance is a universal key to impress potential employers. Take a look at some tips on how to dress up for a job interview.

## Men



### Hair & Accessories:

- ✓ Tidy & combed hair
- ✓ Beard & moustache have to be well-groomed
- ✗ Do not wear a special hairstyle
- ✗ No earrings

### Clothes:

- ✓ Shirt in plain colour
- ✓ Suit in conservative colour
- ✓ Tie with not-too-fancy pattern
- ✗ Do not wear T-shirt, jeans or shorts
- ✗ Shirt and suit should not have wrinkles all over

### Personal Stuff:

- ✓ Put documents such as résumé, certificates, etc. inside a briefcase
- ✗ Do not put all personal stuff in a mess inside a plastic bag

### Shoes:

- ✓ Socks in dark colour
- ✓ Polished shoes
- ✗ Sports shoes or sandals not preferred

## Female



### Hair & Accessories:

- ✓ Tidy & combed hair
- ✓ Slight make-up
- ✓ If you want to use perfume, put on a little bit only
- ✗ Do not wear a special hairstyle
- ✗ Hair dyed in fancy colours not preferred
- ✗ No earrings / necklaces in exaggerated styles

### Clothes:

- ✓ Shirt in plain colour
- ✓ Skirt or trousers
- ✗ Mini-skirt & see-through clothes not preferred
- ✗ Clothes in exaggerated patterns not suitable
- ✗ No shorts or jeans

### Personal Stuff:

- ✓ Put documents such as résumé, certificates, etc. inside a briefcase
- ✗ Do not bring too many unnecessary personal items

### Shoes:

- ✓ Shoes with 1.5" heels preferred
- ✓ Polished shoes
- ✗ High-heeled shoes not preferred
- ✗ No sandals or sports shoes
- ✗ Do not wear new shoes
- ✗ Pantyhose with special patterns and colours not preferred

# Interview Dos & Don'ts



## Dos

- Greet the interviewer
- Maintain eye contact while answering questions
- Keep smiling
- Speak in an average speed
- Tell the interviewer honestly if you are not familiar with certain topics
- Thank the interviewer before you leave



## Don'ts

- Leave your mobile phone on
- Talk too much
- Answer yes or no only without further elaboration
- Make too many gestures
- Lie about or exaggerate your skills
- Ask the interviewer personal questions

# Top 10 Most Frequently Asked Questions



## Q1 : Tell me something about yourself.

**Answer 1:** Briefly describe what you have done and achieved in your university life. The answer should be able to show your passion towards the position you are applying for or the industry you would like to devote to.

It is good to **share your working or internship experience** with the interviewer. Focus on your **major responsibilities** and your **achievements**.

*Suggested by: Signory Sham, Personnel Manager, Royal Plaza Hotel*

**Answer 2:** This is the ice-breaker of the interview world, and it's always a challenge to answer because it's so broad. The best approach is to narrow the scope of the question by **focusing on those aspects of your academics and experience that make you qualified for the position**. From there, you can talk about your interest in this particular job and company.

*Suggested by: Andrew Brustfield, Director, Robert Half*

## Q2 : What makes you apply for this job?

**Answer 1:** The **requirement of this job seems to match quite a lot with my profile**. Thus, I have confidence that I can fit in the position within a short time and make contribution to it. Besides, I spent some time understanding your company, and I find it is **a good place to work in terms of your corporate culture, management style, diversification of businesses, staff development, career prospect, etc.** I am looking for **a career in a company which cultivates a learning culture and provides a long-term development for its staff members**.

Last but not least, I know your corporation stresses on upholding trust and commitment between the employees and the company to build up a motivated and committed work force. I should be very happy to be part of your productive team.

*Suggested by: Wilfred Chiu, Human Resources Manager, Chun Wo Construction & Engineering Co. Ltd*

**Answer 2:** I applied for this position because I find **my profile and previous part-time job working experience match well with the job requirements**, and I am very much interested in the job nature. I am confident that I can make a contribution to your company. In addition to my capability, when conducting research to review your company background, I found your company a suitable workplace for me to grow. It is your **company culture, good reputation, and career prospects** that motivate me to apply for and be part of your team.

*Suggested by: Lancy Chui, General Manager, Manpower Services (HK) Ltd*

### Q3 : What do you know about our company?



**Answer 1:** I understand that your company is the leader/top xxx / **well-known in the industry** / xxx field. From the **company web site**, I know that your company has operation in xx countries / xx branches in Hong Kong and with xxx staff.

With the vision/mission/value to xxxxxxxxxxxx, it makes your company a success in winning xxx **awards** for xx consecutive years/ xx times in xxxxxxxx.

As I evaluate xxxxxx [pls briefly describe your mindset/personality/work style] a good match to your company in terms of xxxxxxxx, I feel that I am the right candidate for your company.

*Suggested by: Cindy Lui, HR Manager, Hong Thai Travel Services Ltd*

**Answer 2:** An appropriate **company research** is essential for your selection of the best-fit company. For well-established companies, they usually have a **comprehensive web site** which contains all the general information you need to know about a company. If your target is a retailer, you may **visit its shops** as a client and observe its shop ambience, staff attitude and products. Usually you will meet smiling faces in a company that cares about its staff members.

*Suggested by: Dr. Ngan Lei Tin, HR Director, Giordano Ltd*

### Q4 : What are the most important rewards you expect to receive in your career?

**Answer 1:** As a fresh graduate, it is unwise to mention salary or benefits as the most important rewards for your career. This will only show your short-sightedness and reluctance to provide a strong commitment to the company. Instead, it is better to focus on aspects that contribute to your **career development** and ensure the company gain a loyal and valuable staff. These may include **job satisfaction, recognition on contribution, provision of job challenges, learning opportunity and ultimately career advancement**. Let the employer know that you are motivated by long-term development rather than short-term financial rewards.

*Suggested by: Flora Kwong, Senior HR Manager, NEC Hong Kong Limited*



**Answer 2:** Rewards during your career can come in many forms, from financial to personal development. The most important ones in terms of your career development, and those you want to emphasise when asked this question in an interview, come in the form of personal satisfaction, the sense of achievement and career development. So rather than answering this question by focusing on financial rewards, such as bonuses or an annual salary increase, instead **focus on non-financial rewards that will ultimately advance your career and ensure the company gains a valuable employee**. These include **career progression**, the provision of **new challenges** when you prove yourself, the **opportunity for training** and development and the **influence of strong management** or a mentor. This will show you are motivated to develop your career rather than solely motivated by money. Besides which, achieving milestones along the way can add to a personal sense of satisfaction which in itself is very rewarding.

*Suggested by: Emma Charnock, Regional Director, Hays Hong Kong*

### Q5 : What would you see yourself in three to five years?



**Answer 1:** The answer should be **relevant with your career aspiration** and the future direction of the company you are interviewing with. It must be **realistic and achievable**. You should also tell the interviewer how you can achieve it.

*Suggested by: Signory Sham, Personnel Manager, Royal Plaza Hotel*

**Answer 2:** The job you apply for is likely an entry-level position. In three to five years, you will probably be promoted once or twice to a relatively senior position. You can say "In five years, **I expect that I will hold more responsibilities and be promoted to a senior position**. I understand that I have to work exceptionally hard to fight for a promotion and it is what I am ready to do." Emphasize to the employer that you are up to any hard work and challenges and want to learn about the job and organization. **Having a healthy level of ambition** is a good thing.

*Suggested by: Andrew Bushfield, Director, Robert Hall*

### Q6 : How has your education prepared you for this job?

**Answer 1:** When asked how your education has helped you prepare for your job you need to **draw on specific examples that demonstrate qualities relevant to the job**. For example, if problem solving is critical to the job, you could refer to a difficult assignment and the problem solving skills you consequently used to tackle the assignment. Or if a can-do attitude is required, you could discuss how you prepared for your final exams and the discipline that this has taught you. Other examples of working to deadlines, under pressure and your commitment are also aspects of your education that can be translated into the workplace.

You should also refer to the **technical knowledge** that you have gained through your education, how this will help you in the role that you are applying for and what you have learnt that will assist the firm that you are joining.

*Suggested by: Emma Charnock, Regional Director, Hays Hong Kong*

**Answer 2:** Display **transferable skills** that you have gained during your studies at university such as communication skills learnt in doing group projects, ability to meet tight deadlines as a result of handing in numerous university assignments on time, and presentation skills gained through the many tutorial presentations. In addition, you can mention those **technical skills** learnt such as computer knowledge and shorthand, which may be required in the job you are applying for.

*Suggested by: JobsDB Hong Kong*

### Q7 : What do you think are your special qualifications for this job?



**Answer 1:** The best way to respond is to **describe the qualifications listed in the job posting, then connect them to your skills and experience.** That way, the employer will see that you know about the job you're interviewing for and that you have the qualifications necessary to do the job.

For example, if you are interviewing for an Accounting job where you would be responsible for monthly closing, preparation of various management reports, year-end audit / tax reporting, payment processing, auditing staff claims and expenses control, you will want to discuss how you were highly capable for these functions in your past positions / professional studies. Professional qualifications (such as ACCA) that you have obtained could also give your potential employer a benchmark of your standard.

*Suggested by: ACCA Hong Kong*

**Answer 2:** Most interviewers are looking for a direct link between your academic achievements and the job they have open. This is your chance to **highlight your skills** and talk about specifics, including the courses you have taken and awards you have received. Make sure you aren't general in your answers. Tell the interviewer **how your academic qualifications have prepared you for the current position** you're seeking.

*Suggested by: Andrew Brushfield, Director, Robert Half*

### Q8 : What are your strengths and weaknesses?

**Answer 1:** When asked this question, you should **highlight skills you are good at that also demonstrate a competency relevant to the job applied for**, such as report writing, time keeping or your ability to get things done on time. The job advertisement will give you information on the skills required for the position, so focus on these areas by using examples that demonstrate these skills.

**With weaknesses** it's important to **highlight things that you have found difficult but that you can turn into a positive example.** For example, you are very thorough which can take time, but you've also found this means the quality of your work is always high.

*Suggested by: Emma Charnock, Regional Director, Heys Hong Kong*

**Answer 2:** Refer to **strengths that are specifically essential in the job area you are applying for.** For example, you can mention that you are able to get along with people easily, you are a fast worker, or you have an eye for details. **For weaknesses, refer to areas that you need to improve but not mortal weaknesses.** You can say you sometimes receive comments that you need to improve in the area of filing, for example. Or you can point out one area that is "comparatively" weak among others.

*Suggested by: JobsDB Hong Kong*



### Q9 : Have you been to our website? Please give your comments.



**Answer 1:** Candidates are always encouraged to visit the company's website to find out more about the company before the interview. Jot down notes or comments that you have. At the interview when you are asked to give comments, be **specific and positive.** Take the opportunity to **show the interviewer how much you know about the industry and especially the company itself.**

*Suggested by: Andrew Brushfield, Director, Robert Half*

**Answer 2:** **Yes,** I have. I'm so impressed with the well-structured and informative presentation of your company website. I particularly like the section on "Social Responsibility" where your company has shown its corporate citizenship in helping people in need. (Recommendation: You can also mention about your **suggestion to improve the content, overall look & feel,** etc.)

*Suggested by: Lancy Chui, General Manager, Manpower Services (HK) Ltd*

### Q10 : What criteria do you use in choosing a job?

**Answer 1:** It would be unwise to use salary and fringe benefits as your criteria in choosing a job. It would be more appropriate to use job nature, interest and career development as your criteria. For example, "Interest and career development are two of my criteria in choosing a job".

**Interest** can motivate a person to do the best. If I am interested in a job, I will definitely devote all my time in getting my job done. I will figure out different solutions when encountering difficulties. Moreover, **high job satisfaction** can be attained when the job is what I am interested in and long for.

**Career development** in a company is a key criterion for me in choosing a job. As I am dedicated to develop in the Marketing and PR industry, I really hope that a company can provide equal career advancement for all staff. I am confident that with my academic background and working experience in serving different multinational advertising companies in the past, I could be promoted to a higher position to take up more responsibilities in two years' time.

*Suggested by: Mary Leung, Assistant Human Resource Manager, Informatics Education (HK) Limited*

**Answer 2:** As a fresh graduate, it is **unwise to use salary and benefits as the criteria** in choosing a job. This will only show your short-sightedness. It is advised to consider the following criteria: **job nature,** long-term developments of the company, **learning opportunities** and career advancement.

*Suggested by: JobsDB Hong Kong*



# Top 10 Most Difficult Interview Questions

## Q1 : Why didn't you do better in school?



**Answer 1:** Due to the financial difficulty of my family, I had to spend most of the time taking up part-time and private tutor jobs to support all my studying expenses including school fee, buying reference books, traveling cost, daily expenses, etc.

Therefore, lesser time was spent on my study that led to an average result. However, I am proud to be able to complete the whole course of study independently as well as support my family to some extent.

*Suggested by: Wilfred Chau, Human Resources Manager, Chun Wo Construction & Engineering Co. Ltd*

**Answer 2:** I quite enjoy both studies and spending time on volunteer work; and I would see myself as a good team builder who is fond of meeting different people, and good at coordinating projects. I've participated in a few extra-curricular activities & volunteer work during my school life to enhance my communications skills and leadership skills and perhaps did not get a good balance between studies and extra-curricular activities.

*Suggested by: Lancy Choi, General Manager, Manpower Services (HK) Ltd*

## Q2 : Why didn't you take any summer jobs when you were at school?

**Answer 1:** If you do not have any summer job experience, it would be better for you to refer to any internship programme, exchange programme or voluntary work you have participated during your university life. You may answer like this: "The main reason is that I would like to participate in more extra-curricular activities during my school time. Experience could also be gained through participating in different kinds of activities, not restricted to summer jobs. In the previous summer, I participated in voluntary work organized by our University's Social Science Club. This voluntary work was co-organized by our Social Science Club and a Rehabilitation Centre. I was responsible for accompanying teenagers and their families to go hiking on the event date. I do think that this was an invaluable experience for me. My communication and organization skills were enhanced as a result. I am confident that I will be able to take up the work required by this position."

*Suggested by: Mary Leung, Assistant Human Resource Manager, Informatics Education (HK) Limited*



**Answer 2:** It's always advantageous to refer to any paid work that you have taken in the summer, and the skills and experience you attained as a result that are relevant to the vacancy applied for. However if you have not undertaken any summer jobs, then you need to draw on experiences gained during your time at University, such as cultural trips you may have taken or any voluntary work completed, from being on a University council or debating team, to tutoring students from lower years or assisting with social activities. Any experience such as these gained at University can be used to demonstrate your skills, and you should emphasise them at this point to bring the focus back to the abilities you have that you would bring to the role.

*Suggested by: Emma Charnock, Regional Director, Hays Hong Kong*

## Q3 : Why should we hire you instead of someone who is more experienced?



**Answer 1:** In résumé, cover letters, and during interviews, you should always portray your skills as applicable to the job you seek. However, if you are changing careers, or you are a college student or other entry-level job seeker without much experience, one of the most important concepts you will ever encounter in the job-hunting process is that of **transferable job skills**. What are transferable skills? Simply put, they are skills you have acquired during any activity in your life, like jobs, classes, projects, hobbies, sports, virtually anything that are transferable and applicable to what you have to do in your job. Besides, try to mention what you have done to further your experience, for example, by **summer jobs and continuous studies**.

Employers nowadays are looking for all-rounded employees, especially for accounting and finance industry. Your **strength in language skills, presentation skills, positive work attitude and broad range of knowledge** could also help you differentiate yourself from others.

*Suggested by: ACCA Hong Kong*

**Answer 2:** In competing with experienced candidates, you have to emphasize the specific attributes that fresh graduate possesses. Tell your potential employer, as a fresh graduate, you will not be hindered by frames of reference gained from past experience. You are **open to learn in their way of working and easy to fit into their culture**. You can also bring new ideas, energy and passion to the job while will not expect as much rewards as the experienced candidates do. Furthermore, **quote some skills or experience acquired from university projects or internships** that prepare you most for the job and state your enthusiasm in working for their company.

*Suggested by: Flora Kwong, Senior HR Manager, NEC Hong Kong Limited*

## Q4 : If our company and our competitor are both going to hire you, which one would you join? (provided that the two companies are of equal ranking)

**Answer 1:** Do not focus on monetary rewards. As a fresh graduate, you should **look for an opportunity in which you can learn and develop your career**. Try to point out the differences between the two companies even though they are of equal ranking. The differences may be in terms of their training and development system and future expansion strategies.

*Suggested by: Signory Sham, Personnel Manager, Royal Plaza Hotel*



**Answer 2:** Unless you have full confidence that the company's competitor is going to hire you, it is **unwise to choose its competitor**. Yet, you are also expected to **give reasons why you choose the company**. This question is not only to **show your sincerity in working for the company**, but also your understanding and knowledge about the company and its competitors.

*Suggested by: JobsDB Hong Kong*

### Q5 : What is your expected salary?



**Answer 1:** Since I just graduated from the college and I do not have much work experience, **I will not expect too much** but I do hope that your company would consider **offering me the market rate as starting that is fair to both parties**. If my performance is up to your satisfaction, I would also like to have **salary review after probation** as a gesture to recognize my effort.

*Suggested by: Wilfred Chau, Human Resources Manager, Chun Wo Construction & Engineering Co. Ltd*

**Answer 2:** Generally, it's better to postpone discussions about salary until you have a thorough understanding of the job responsibilities and what the employer is willing to pay. But in case it does come up early in the interview process, be sure you **know your monetary requirements and market value**. Your perceived 'value' is generally the basis of most companies' salary decisions. It is suggested to **find out the average starting salary of an entry level position** from an advisor at your university's Career Centre or from your friends who work in a similar industry.

*Suggested by: Andrew Brushfield, Director, Robert Half*

### Q6 : You have just graduated and have already resigned from another job? Why?



**Answer 1:** Do not focus on monetary rewards. The answer should **focus on your career development**. Try to point out the differences between the two companies in terms of their training system, the future strategies and development and how you could achieve your career aspiration.

*Suggested by: Signory Sham, Personnel Manager, Royal Plaza Hotel*

**Answer 2:** Tell the employer that after you had taken up the last job, you found that it did not offer development opportunities that meet your career goal, and **your decision to look for another job was a result of careful and serious consideration**. Then you can mention that you know **the company can provide good career development prospects** for employees.

*Suggested by: JobsDB Hong Kong*

### Q7 : You have graduated for a few months. Why haven't you found a job yet?



**Answer 1:** The key is to point out laterally about the extra **benefits you could bring to the company, from the experience learned through the period when you are out of work**. An example is: "I have prepared myself to transition into the work force through real-world experience involving travel abroad, internship, and entrepreneurial opportunities (give examples). As you can see from my academic, extracurricular, and experiential background, I have proved myself to be fully competent to take up the job."

If you have graduated for not more than 3 months, here is another example: "After I have graduated, I took the opportunity to examine my career goals and where I was going with my life (what exactly you have done). I have just begun my job hunting in the last few weeks. I have a definite goal in mind (name it) and have been selective about the positions I consider. Your company and this position are of great interest to me because (give reasons)."

*Suggested by: ACCA Hong Kong*

**Answer 2:** I have applied for positions from sizable corporations that I'm interested in. I've been granted some interview opportunities, and I am now waiting for the right opportunity. I would **prefer to take the right opportunity, rather than taking the job which comes first**.

*Suggested by: Lancy Chui, General Manager, Manpower Services (HK) Ltd*

### Q8 : Do you speak up if your viewpoints are different from those of your boss?

**Answer 1:** Surely, **I will share my viewpoints with my boss** even mine is different from his or hers. However **the way to express my viewpoint is a skill that I have to learn** as I am suggested that it is an art in the workplace. I am pretty sure that no company would like to have "yes man". Employees are valuable assets to a company because they are distinctive in terms of having different characters and viewpoints. Although different people have different viewpoints, I do think that one should express his or her views and propose suitable solutions and suggestions to his or her supervisor. In spite of my different viewpoints from my boss, maybe my suggestions are useful and could be adopted in the future. **Different standpoints from staff members are really advantageous to the growth of a company.**

*Suggested by: Mary Leung, Assistant Human Resource Manager, Informatics Education (HK) Limited*



**Answer 2:** This is a tough question. You don't either want to show to your potential boss that you don't have any viewpoints and just do whatever your boss says, or you don't take instruction from your senior at all. You can say "If my viewpoints are different from those of my boss, I would **explain and discuss** mine with him. I totally understand that my boss is always the one who makes the final decision."

*Suggested by: Andrew Brushfield, Director, Robert Half*

# After the Interview: Follow-up Actions

You may think that the job-hunting process has ended with the finishing up of the interview. In fact, there is one important step most job seekers have neglected – thank-you letter. A thank-you letter not only allows you to show your sincerity of applying for the job, but also gives you a chance to provide more information to the interviewer.

## Q9 : How do you cope with pressure?



**Answer 1:** This question implies that the position that you apply for might be stressful and the employer is looking for someone who can handle pressure well. You should provide a **good and positive answer**. Remember that many people who excel in their career are those who can handle stress well. Your answer could be "I see pressure as a motivation and it is satisfying when my 200% effort pays off. **Prioritising** my projects is also **my way to manage stress**." You can also mention your hobbies and something that you do for leisure to de-stress yourself.

*Suggested by: Andrew Bruahfield, Director, Robert Half*

**Answer 2:** This question tests not only your ability to work under pressure, but also your attitude in working. You have to **demonstrate a positive attitude by saying that some pressure can indeed help getting tasks accomplished**. On the other hand, instead of showing you are a "superman" with an ability to survive in intense work pressure all the time, tell the employer **in real situations how you set priorities when facing tight deadlines for numerous university assignments** and exams in the past.

*Suggested by: JobsDB Hong Kong*

## Q10 : What is your greatest weakness?



**Answer 1:** Be **honest** with your weaknesses. Although you may be able to cover it up during the interview, they will be spotted by your employer within the probation. Remember that an interview is a two-way opportunity for you and the company to confirm your personality-job fit. Being aware of your weakness is a good start, but to impress the interviewer, it's better to **tell him/her how you improve the weakness with determination and persistency**.

*Suggested by: Dr. Ngan Lei Tjin, HR Director, Glordano Ltd*

**Answer 2:** I think I **have room to improve in the area of** xxxxxxx.

In fact, for these years, I have taken proactive steps to overcome it. For example, I have xxxxxxxxxxx and xxxxxxxxxxx.

As mentioned by my boss/lecturer/classmates in my last summer job/internship/semester, I have significant/slight improvement already. S/he or they advised me that for further advancement, I can xxxxxxxxxxx. Therefore, **I will take the advice and make adjustment accordingly**.

*Suggested by: Cindy Lui, HR Manager, Hong Thai Travel Services Ltd*

## Sample Thank-you Letter

Your Address

Date

Ms A B Chan  
Human Resources Manager  
Company Name  
Company Address

Dear Ms Chan,

I am writing to thank you.....

In the interview, we discussed the prospects and ..... I believe that my experience and technical knowledge.....

Thank you again for .....and I look forward to .....

Yours sincerely,

Your Name

### Introduction:

- ✓ Remind the interviewer the position you apply for.

### Body:

- ✓ Briefly repeat and highlight your strengths
- ✓ Express your interest in the job and the company
- ✓ Provide information you forgot to mention in the interview

### End:

- ✓ State again your expectation to get the job

### Do's

- ✓ Send it within the day of interview
- ✓ Send separate letters to each interviewer if there is more than one
- ✓ Short & precise

### Don'ts

- ✗ Spelling or grammatical mistakes
- ✗ Print it on fancy coloured paper if send it by post
- ✗ Forget to sign if send it by post