

Top Interview Questions for Fresh Graduates

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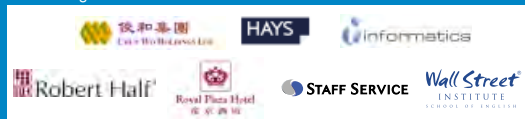
- Résumé Writing Tips
- Cover Letter Writing Tips



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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 – from **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, to **an interactive community** for knowledge exchange.

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Numerous Job Opportunities

According to the research data of Nielsen (Hong Kong), **JobsDB.com** is the most used recruitment channel among job seekers. 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"** which 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. With **"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, and interview Q&A**. We have also compiled a **salary report** based on the most updated information of the present salaries of job seekers generated from our 7-million job seeker member database.



Interactive Community

In the course of job hunting, you may encounter problems or you need encouragement. Our **Forum** is a place where you can **interact with others and discuss job-related topics**. In this community, you are free to **seek advice from HR and industry experts in Knowledge Q&A**.

In the following pages, we have highlighted a few job-hunting tips for you, including questions you usually encounter in job interviews, the top ten most difficult interview questions, and handy ideas on how to prepare your résumé and cover letter.

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!

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How to Write a Résumé

Preparing a winning résumé helps increasing 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.

(Personal Information)
Name
Address
Contact Number
Email Address

BE RELEVANT: If you want to give as much information as possible within two pages of your résumé, you should only give information relevant to the job. **Avoid personal details** such as marital status, weight, height or number of siblings you have.

It is **essential to state your career objective** as employers can quickly find out if you are a suitable candidate for the post or not. It does not need to be long paragraphs. Keep it **precise and clear**.

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**

List the **latest information first**. There is no need to give the details of secondary school education unless requested by the employer.

DESIGN: The design is as important as the content. Make your résumé easy and comfortable to read. **Highlight your strengths clearly**. Do not print it on fancy coloured paper.

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

KEY WORDS: Some large organisations scan résumés by looking for key words of certain industries or skill sets. Therefore, **use as many key words as possible**.

Extra-curricular Activities
2006 Chairman of XXX Society

ACHIEVEMENTS: State relevant **summer job experience** by highlighting **achievements especially quantifiable ones** instead of just listing out job responsibilities.

Skills
MS Word, Excel, PowerPoint, Macromedia Dreamweaver

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

Reference
Available upon request

PROOFREADING: Remember to proofread your résumé again and again to **avoid any typos**. Misspelled words will give an impression that either you do not know the spelling or that you do not put effort in preparing your résumé.

Availability
Immediate

LENGTH: A résumé that is **clear and precise** will certainly make you stand out from others. Even though there is no limitation to the length of a résumé, **one to two pages are desirable** and the maximum is three pages.

Tips on Writing a Cover Letter

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

Your Address

Try to find out the name of the person who will receive your application because it would be **better to send a personalized letter**.

Date

Make sure the title is **written correctly** and name **spelt correctly**.

Ms A B Chan
Human Resources Manager
Company Name
Company Address

State your objective clearly in the first paragraph.

The tone should be polite, and showing enthusiasm in the application.

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 28 June 2007.

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.

• Market yourself in the second & third paragraphs by telling the **employer your strength and relevant working experience** such as internship or volunteer work.

• Do not repeat information of your résumé. Include only highlights.

Thank you for your consideration.

End the letter positively by referring to future actions. Remember to repeat contact details here.

Yours sincerely,

signature

Remember to **sign the letter** if you are going to send it by post.

Your Name
Encl.

• Do not use special fonts to attract the employer. **Commonly used fonts** such as Times New Roman or Arial would be preferred.

• Remember to **proofread the letter** to make sure there is no typo or other mistakes.

• Limit the letter to **one page with 3-5 paragraphs** only.

TOP 10 Most Frequently Asked Questions

Q1 Tell me something about yourself.

01 Answer

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 Brushfield, Director, Robert Half

02 Answer

The following answer is catered for students who would like to join the hospitality industry:

I graduated from **XX University** majoring in hospitality management. I'm an outgoing and energetic person. I enjoy teamwork very much. When I was studying my degree program, I needed to finish different group projects with my colleagues. I also possess excellent interpersonal **skills** and a very positive attitude. I like serving people; my **career aspiration** is to become a successful hotelier. During my internship in XX hotel/company, I was working as a (position). My duties included xxxxxxxx, I find that if I can make the guests happy, I will be very happy, too.

Suggested by: Signory Sham, Assistant Human Resources Manager, Royal Plaza Hotel

03 Answer

Don't tell the interviewer where you were born and raised, what you enjoy eating the most or your favourite colour. **Approach this from the employer's point of view**. Ask yourself, "If I were hiring someone for this position, what would I want to know?" Then incorporate the information into your answer in a positive way. Before you go to the interview, look over your university courses and any part-time or summer work you're done and include any other activities you're been involved in such as clubs, sports, etc. **Then think about all the skills that are needed to perform the job you are interviewing for and see if you can draw any parallels with your own experiences**. Lots of skills are transferable and highly valued such as communication, delegating, organizing. For example, if you have compiled extensive reports, they involved research, time management and organizational skills. Tell short stories or relate your experiences as examples of your expertise.

Suggested by: Raymond Day, Training and Development Consultant, Wall Street Institute – School of English

Q2 What are your strengths and weaknesses?

01 Answer

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" weaker than others.

Suggested by: JobsDB Hong Kong

02 Answer

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're also found this means the quality of your work is always high.

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

Q3 What do you know about our company?

01 Answer

A good answer will come if you did your homework – company research.

You can provide **relevant and current information about the company** to the interviewer. Start by researching the company online, find out their company history, management team and business scope (it is the time to show your knowledge as well).

Apart from that core information, try to browse their company updates and activities from the different channels to show how you are interested to involve with.

Use the information you have gathered to create a bulleted list of relevant information, so that you can easily remember during the interview. Taking the time to research will help you make a good impression on how much you know about the company.

Suggested by:

Joyce Cheung, Country Manager, Hong Kong and South China, Staff Service (Hong Kong) Co. Ltd

02 Answer

To show that you are very interested in the position, it is highly recommended that you do some research of the company before the interview. You can surf the company's website, ask your advisor at the Career Centre or your friends who are already working. **Be honest** to the interviewer if **you have not heard about the company** before. However, you should **demonstrate that you have researched the company** to indicate that you are interested in the role.

Suggested by: Andrew Brushfield, Director, Robert Half

Q4 What would you see yourself in three to five years?

01 Answer

Try to **connect your answer to the job you are applying for**. The best way to respond is to refer to the position and the company you are interviewing with.

My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much as I can. I believe myself as a top-performing employee in a well-established organization, and plan to enhance my skills and continue my involvement in this industry.

Don't discuss your personal goals, e.g. returning to school for further study, or having a family. They are not relevant and could knock you out of the job.

Suggested by:

Joyce Cheung, Country Manager, Hong Kong and South China, Staff Service (Hong Kong) Co. Ltd

02 Answer

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 Brushfield, Director, Robert Half

Q5 What are the most important rewards you expect to receive in your career?

01 Answer

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

02 Answer

Focus on aspects that contribute to the **development of your career.** These may include job satisfaction, career advancement, continuous **job challenges**, and **opportunities to grow professionally.** Let the employer know that you are motivated by long-term development rather than immediate monetary rewards.

Suggested by: JobsDB Hong Kong

Q6 How has your education prepared you for this job?

01 Answer

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

02 Answer

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?

01 Answer

Most interviewers are looking for a direct link between your academic achievements and the opening they have. 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

02 Answer

As a graduate you may not have any employment history you can utilise in your answer, but consider **achievements from other areas of your life**, such as sporting achievements, hobbies or a part-time job. You can draw on these personal experiences to **demonstrate certain skills that tie back into the role applied for.** For example, you could mention that you were a team captain of your local sporting club, and that this demonstrates your proven special qualifications in following a plan through from initial inception to final outcome, in organising a group of people to achieve a mutual goal and of mentoring junior players. This way you can demonstrate you are a well-rounded person with many special qualifications above just your university results.

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

Q8 What makes you apply for this job?

01 Answer

The **requirement of this job seems to match quite a lot with my profile.** Thus, I have confident that I can fit in the position within a short time and make contribution to it. Besides, after reviewing the background of your company, I find it is **the good place to work in terms of your corporate culture, management style, diversification of businesses, staff development, career prospect, etc.**

Last but not the least, I know your corporation would drive for the family-friendly working environment in the short term. This means your company will uphold the staff caring philosophy that will help to cultivate a motivated and committed work force. I should be happy to be part of your productive team.

Suggested by: Illy Tang Wai Lan, Asst. HR Manager, Chun Wo Construction & Engineering Co. Ltd.

02 Answer

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 you have the qualifications to do the job.

For example, if your are applying for a Marketing Executive job in which you would be responsible for market research, budgeting and event management, you will want to discuss your experience for these functions in your past positions.

Another example would be if you are interviewing for a Programmer / Analyst position. In that case, you would mention your interest in learning new technologies, your experience in programming and your ability to solve problems.

Suggested by:

Joyce Cheung, Country Manager, Hong Kong and South China, Staff Service (Hong Kong) Co. Ltd

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

01 Answer

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

02 Answer

Make sure you did your research before attending the job interview. When employers ask you for your comments about their website, they expect you to tell what you like or dislike. You should be able to **point out areas that you think the website should improve**. It would impress the employer if you are able to tell **which parts in particular you find interesting or attractive** on the website.

Suggested by: JobsDB Hong Kong

Q10 What criteria do you use in choosing a job?

01 Answer

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, Human Resource & Administrative Officer, Informatics Education (HK) Limited

02 Answer

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?

01 Answer

Due to the financial difficulty of my family, I had to spend most of the time to take up few part-time and private tutor jobs to sustain all my studying expenses including but not limited to school fee, buying reference books, traveling cost, daily expenses, etc.

Therefore, lesser time will be available to allocate for my study that leads to the average result. However, I am proud of myself to be able to complete the whole course of study independently as well as support my family to some extent.

Suggested by: Ily Tang Wai Lan, Assistant HR Manager, Chun Wo Construction & Engineering Co. Ltd.

02 Answer

Stepping onto the career ladder for the first time is no longer just about a strong academic background. I have anticipated many different activities / volunteer work / summer internships during my school life in order to improve my communication skills, team work and leadership skills.

As I am competing against a lot of people with similar qualifications when looking for a long-term permanent career, I aim to demonstrate solid, but transferable skills gained from activities both within and outside my studies. On the other hand, my "soft skills" could actually allow me easily adapt myself into different companies' environments and cultures.

*Suggested by: Joyce Cheung, Country Manager *HK & South China, Staff Service (Hong Kong) Co. Ltd.*

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

01 Answer

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, Human Resource & Administrative Officer, Informatics Education (HK) Limited

02 Answer

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?

01 Answer

Youth over experience is a commonly asked interview question and one that requires thought. If you are competing against experienced candidates you need to **draw on your strengths of being willing to learn their way of working** – remember, without experience from another employer, you can be moulded to their particular way of operating. You are open to being trained and to new ideas, and you will bring energy and passion to the job. Draw on situations that **demonstrate your commitment and loyalty**; ultimately you are asking the potential employer to take a chance on you and this decision needs a fair amount of reassurance from you. So any examples that you can give to demonstrate **your key qualities, enthusiasm and willingness to learn** their particular ways of operating will always be beneficial in this scenario.

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

02 Answer

Don't get caught up in what may appear to be an easy answer ("because I'm the best person for the job"). Instead, hone in on specific qualities that make you a good fit for this position. **Talk about what you know about the job from the description and how you can make a significant contribution.** Then relate examples of your skills to back it up. Fresh graduates might not have any working experience, but you can talk about **how a specific research project or an internship you completed in university have prepared you most for the career.** For example, your answer can be "I've built problem-solving and time management skills and developed leadership and good communication abilities through working on the ABC project with the school's editorial team."

Suggested by: Andrew Brushfield, Director, Robert Half

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)

01 Answer

As a fresh graduate, I am looking for an opportunity which I can learn and develop my career. Even though both companies are of equal ranking, **your company has a better training system and most importantly, the culture of "promote-from-within" is one of my reasons for choosing this opportunity.** Moreover, your company has **a lot of room for expansion.** I am sure that this is a valuable experience for me if I have the chance to develop my career in your company.

Suggested by: Signory Sham, Assistant Human Resources Manager, Royal Plaza Hotel

02 Answer

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 How do you cope with pressure?

01 Answer

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 that 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

02 Answer

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 Brushfield, Director, Robert Half

Q6 What is your expected salary?

01 Answer

Since I just graduated from the college and I have not much working experience, **I will not expect too much** but I do hope that your company would consider to **offer 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: Ily Tang Wai Lan, Assistant HR Manager, Chun Wo Construction & Engineering Co. Ltd.

02 Answer

Discussions of salaries and compensation should wait until an offer is made. However, some employers may want to know your salary requirements upfront so they can screen out people who are too expensive. Probably, you'll be interviewing for an entry level position so it's important to do your homework before the interview. **Find out the normal salary level for the job in the marketplace** by checking out classified ads or online ads for similar positions. Additionally, make sure you have enough information about this new job to determine your salary. If you don't have the information, ask for it. You can also ask "What are others in similar positions being paid?" When you can no longer put off the question or seek additional information, you should **state a reasonable range for the job,** based on marketplace levels, to give both sides some room for flexibility. If you know what you are willing to accept as salary and what the market pays, you should be able to **come up with a salary range that allows you to be negotiable.** If you don't feel comfortable putting a figure on your expected salary, simply say "I just expect to be paid the current rate for the job".

Suggested by: Raymond Day, Training and Development Consultant, Wall Street Institute – School of English

03 Answer

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

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

01 Answer

Obviously, there are many answers to this question, many of them subject to the individual's circumstances. So be honest. For example, if you decided to **take some time out travelling after university** before buckling down to some serious job seeking, it's alright to say so. Otherwise, you may want to say something like: "Once I graduated, my objective wasn't simply to find a job quickly. I'm serious about **getting on the right career path so I have been prepared to wait for the right opportunity and the right employer**". Or you could respond by saying: "It's not that I haven't been pursuing job opportunities. **I have attended many interviews and have even been offered jobs but, for one reason or another, they haven't matched what I'm looking for.** I can't see the point of accepting a job just for the sake of it when I know that I'd leave as soon as the right opening came along. That would be taking a job under false pretences and that wouldn't be fair to the employer".

Suggested by: Raymond Day, Training and Development Consultant, Wall Street Institute – School of English

02 Answer

If you did not participate in any activities in the past few months, you would better honestly answer the question by considering the following reasons:

1. I would like to **spend time in reviewing my own capability and identifying the career direction, before start searching for specific jobs.** At the same time, I have to **study more about the interested market and companies,** have all job application information ready, e.g. résumé and cover letter.
and
2. I have applied for corporations which I am interested in and am successfully granted some interview opportunities. However, I **did not get through to obtain any offer which I believe is mainly attributed to shortfalls in my interviewing skills.** Recently, I have a chance to meet certain experienced consultants from the recruitment agencies who have given me valuable career advice and suggested ways to better deliver my attributes to interviewers. I gradually improve my interviewing skills and am more confident in meeting people from all levels.
or Any sensible personal reason?

Suggested by: Joyce Cheung, Country Manager – HK & South China, Staff Service (Hong Kong) Co. Ltd.

Q8 You have just graduated and have already resigned from another job? Why?

01 Answer

When I graduated from University, I would like to develop my career in XX field but there weren't any openings for this position available. On the other hand, your company is a famous international chain with potential for future expansion. Moreover, **the training system in your company is very comprehensive.** This would enable me to **achieve my career aspiration.** After considering the above factors, I think this is the right time for me to move on.

Suggested by: Signory Sham, Assistant Human Resources Manager, Royal Plaza Hotel

02 Answer

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

Q9 Do you speak up if your viewpoints are different from those of your boss?

01 Answer

Surely, I will **share my viewpoints with my boss** even mine is different from his or hers. 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, Human Resource & Administrative Officer, Informatics Education (HK) Limited

02 Answer

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

Q10 What is your greatest weakness?

01 Answer

This one can be the bane of the interviewee's existence. After all, it's difficult enough admitting your downfalls to those you know well, much less someone whom you've just met. This isn't the time to beat yourself up: Don't talk about all those assignments you started but you didn't have enough resources or to finish. Instead, **be candid and brief.** Maybe planning wasn't your strong suit in the past, but you've found an organisational system that keeps you on track. For example, you can say "**I'm not the most organised person, but I always prioritise my to-do-list to keep myself up to speed.**"

Suggested by: Andrew Brushfield, Director, Robert Half

02 Answer

My advice is – tell the truth.

To focus your "**weakness**" on an area that would not have major impact on your ability to the job. For example, I am quite weak in math, even to the basic calculation.....provided that you are not applying for accounting position or related.

The most appropriate "**weakness**" should be an area that you are able to/on the way to **improving,** try to make your weakness positive.

For example, my greatest weakness is an inability to say "No" – I tried to complete all duties and tasks, neglected the timeline and possibility to working on, that led to traffic jam of work eventually. Now, I try to prioritize my tasks by deciding which task is the most important and should be completed first, and develop action plan to cope with heavy workloads.

Suggested by:

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