

## Remember the “Interview Rhyme”

**Step 1 :** Dress in a neat and tidy way and arrive 10 minutes earlier.

**Step 2 :** Talk in a confident and polite way.

**Step 3 :** Bring with you a smiling face and be sincere.



## Learn from the failures

- If you do not hear anything from the company one week after the interview, you may call and ask for the result politely;
- Suppose an employer chooses one applicant from ten applicants, the success rate will be 1/10; if one from twenty, then the success rate is 1/20. It is therefore quite natural you may not get the job. Don't let the failure beat you. Keep trying, and you would get employed;
- Every interview is a precious learning opportunity. A self-evaluation after your interview helps you improve your interviewing skills, and you can avoid making the same mistakes again.

Interactive Employment Service Website  
[www.jobs.gov.hk](http://www.jobs.gov.hk)

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# Practical Tips on Job Hunting and Job Interview

## 求職及面試要訣

Know the employment market  
Explore the channels  
Act quick for application  
Prepare well for interviews  
Remember the “Interview Rhyme”  
Learn from the failures

## Know the employment market

- Update your knowledge of the current employment market such as job vacancies in different industries and their respective wage levels;
- Get to know yourself — your character and interest give you hints on what jobs fit you best;
- Assess whether your qualifications and skills match with employers' requirements.

## Explore the channels

- Labour Department's Job Centres, Interactive Employment Service Webpage (<http://www.jobs.gov.hk>) and "Interactive Employment Service" mobile applications;
- Mass media such as newspapers, magazines and employment websites;



- Job Fairs;



- Market information from your circle of acquaintances;
- Employment agencies.

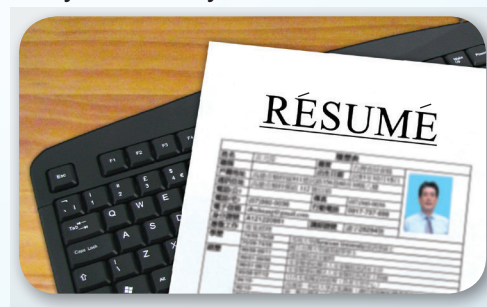
## Act quick for application

- Apply immediately once a suitable job is spotted;
- Follow the instruction of advertisement in submitting the job application — e.g. sending résumés and application letters by mail or by email or calling up for interviews;
- Even though some employers have not posted any recruitment advertisements, you may still try sending them letters to express your wishes to work for them.



## Prepare well for interviews

- Collect information on the posts and field of businesses that you intend to join or apply;
- Build up common sense by keeping abreast of the current affairs;
- Prepare answers to the "Must-asks" — e.g. why are you interested in the job and rehearse until you feel confident;
- Get your certificates and reference letters ready and pack them up tidily and neatly;



- If you don't know the place, look it up on the map and plan for the route beforehand.