

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

Practical Tips on Job Hunting and Job Interview

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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.