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# Preparing for Your Job Interview

Supporting Mothers with Filos Community Services





**REENA SEOW**

Credit Control Unit- Documentation



**JESLINE GUI**

Cloud Engineering and Services

# Agenda

1. Introductions
2. Tips and Tricks
  - Before the Interview
  - During the Interview
  - After the Interview
3. Q&A



# Dressing up for the interview

To Look and Feel at your BEST, and Impress your future employers

Sense of Style:  
Presentable and neat

<b>CLOTHES</b> <b>(black, beige, grey, white, navy blue)</b>	<b>SHOES</b> <b>(black, neutral)</b>	<b>HAIR</b>	<b>MAKE UP</b> <b>(simple &amp; light)</b>	<b>ACCESSORIES</b> <b>(nothing too distracting, no facial piercing)</b>
Neatly pressed No stains	Low Heels/ Flats (no flip flops)	Hair neatly combed (if not wearing a headscarf)	Neutral, nude look Foundation Lip stick	Simple watch
Button-up blouse (3/4 or full sleeves) over Dark coloured pants	Comfortable (you don't want to be dealing with painful blisters)			A pair of earrings (studs, pearls, nothing dangly)

## Tips on how to Ace your interview

### TOP 4 things that you should NEVER do:

1. Don't be late.
2. Don't speak negatively about your previous or current employer. Focus your reply about your career growth and enthusiasm for joining the new company.
3. Don't be the one to start the topic about salary.
4. Don't give false information.

# Tips on how to Ace your interview

## BEFORE THE INTERVIEW DAY: PREPARATION IS KEY!

1. Do some research on the company/ firm first, before you go for your interview. This will show the interviewer your level of preparation and dedication.
  - Search Engines (Google, Yahoo)
  - Glassdoor
2. Prepare your answers for potential questions that the interviewer may ask.
  - A brief self-introduction (your strengths/ weaknesses, overview of your current position)
  - Why do you want to work here?
  - Why are you leaving your current job?
  - What do you see yourself in the next 5 years?
  - Behavioural questions (have a scenario crafted in your mind, where it demonstrates how & what you have learnt)
3. Practice makes perfect!

# Tips on how to Ace your interview

## ON THE INTERVIEW DAY ITSELF:

1. DON'T BE LATE!
2. Be friendly and approachable. But not overly bright, as it may come across as fake.
3. An interview is a 2-way conversation. So feel free to ask a few questions.
4. Be mindful of your body language. Be confident, not cocky.
5. Stay calm.

# Tips on how to Ace your interview

## ON THE INTERVIEW DAY ITSELF:

Answering behavioural interview questions – the STAR method

Tell your story: “Can you tell us about a time you did <scenario>?”

- **Situation** – Paint the picture and give some context to your answer by describing the issue
- **Task** – Walk the interviewer through what needs to be done
- **Action** – Highlight what are the actions YOU took to resolve the challenge
- **Result** – What happened as a result of the action?



# Tips on how to Ace your interview

## AFTER THE INTERVIEW:

1. Ask questions!
2. Summarise expectations
3. Send a thank you note!



# After the interview – Ask Questions!

- Especially if you have questions relating to the job description or in your research about the company.
- Be curious, but don't sound accusing.
- Some examples include
  - What does a normal day in the role look like?
  - What are the biggest challenges someone in this role would face?
  - What are your expectations or skills that you're looking for in an ideal candidate?



## After the interview – Summarise expectations

- Active listening – take time to understand what the other party is saying, avoid interruptions, summarise and repeat you heard, and observe body language
- Take time to understand what people are saying in a conversation, not just what you **want** to hear or what you **think** is said
- Builds trust and a bond with your interviewer, proves that you are a team player
- Important not to interrupt or attempt answering the question before you know what the interviewer is asking

## After the interview – Send a thank you note!

- Thank the interviewers for their time
- Talk briefly about excited you are about the opportunity, giving specifics if you can
- Include your contact information



**Questions?**

