

## BONUS 11 KEY TIPS

# DO THE RIGHT THINGS AT INTERVIEWS

by Peak Communication

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**WHETHER YOU APPLY FOR ENTERING THE SCHOOL OF YOUR CHOICE OR FOR A POSITION, BASICALLY, THE REQUIREMENTS ARE THE SAME**

It is about yourself and understanding clearly what is expected from you during the interview.

Nevertheless, what matters is :

- Knowing fully why you want to apply
- To always be honest in your replies
- To be authentic, that means to be yourself, simply
- To be well prepared to answer questions

Remember that a good preparation will contribute reducing your tension during the interview.

### 1 ONE KEY ISSUE : BE ALWAYS WELL PREPARED

You must have done some research on the school / company you want to enter. **What is special about it ? What is it famous for ?**

You must know clearly why this place is good for you.

That will help you answer the typical question : Why do you want to apply for this school ?

Why should we hire you ? The more reasons you provide, the better.

### 2 OBSERVE CAREFULLY EACH PERSON PRESENT

**Always remember that the interview is starting from the second you open the door, from the very moment you are seen.**

When you enter, walk closer, and address together every person present in one "Good morning / after-noon !" while looking at everyone present.

As you are heading to the chair set for you, only sit when asked to do so.

### 3 “ TELL US ABOUT YOURSELF ! ”

This question asked to the applicant, right at the beginning serves one purpose.

It is not really about what you have done before, since the interviewers have already read your CV, and already know a few things about you.

This question is not about your story, but about the way you tell your own story.

This question is about your ability to make a synthesis about yourself in connection with the application.

Here is a list of important points to keep in mind to answer this important question that will, for a large part, determine the rest of the interview, and the first impression you give to the interviewers.

- Many applicants give their names right at the beginning. It is not necessary, the interviewers already know it
- Do not follow a chronological story, from your youth to now (it's terribly boring)
- The best way to answer is by themes which means ideas about yourself. What type of person you are, your interests, and why you want to join this school or company
- Your answer has to be about YOU ←-----→ the school or company – Why you think, YOU are a perfect match for that school or company
- You must show that you know the school / company you want to join
- Your answer has to be made with 4 to 5 sentences – do not be too long or too detailed. The interviewers will ask you the questions they want more information on.
- Needless to say, given the fact that this question will be asked in 98% of interviews, you need to have well rehearsed how to answer this question for any type of interview.

Example of answer for a school interview :

*“As you may have seen in my resume I have a very strong interest in .....  
Actually this passion for ..... came through a friend of my parents who taught me how to do ..... I then decided to study this seriously and this is one of the reasons I am applying to your school now. I also have another passion ..... And I know that your school offers a special program that can help me develop my skills much further. Otherwise I think I am a very curious person, I love to read books on ..... because I think this is going to be a major skill to master for the coming 20 years.”*

You notice that this answer is an opportunity to mention facts that may not be in the resume. Therefore the best way to answer is to mention anecdotes, small stories in a storytelling manner about yourself.

Remember not to be too detailed in order to allow the interviewers to ask you specific questions. A 3 minute answer should be enough.

#### 4 WHAT ARE YOUR QUALITIES AND WEAKNESSES ?

These are the two basic questions asked to applicants.

##### On “qualities” :

Find out what **makes you special**, what **talents you were born with**, that matter to the school or your employer. **You need to know what your inborn talents are !**

##### On “weaknesses” :

This question is about finding out how well you know yourself, and whether you know your limits.

You may talk about **lack of experience in this or that** if you are a fresh graduate; or you need **better time management**; you can **be bored easily**. Mention that you are aware of this/these shortcoming(s) and that you are working to improve.

**Anything that isn't likely to “kill” your application is fine.**

In any case be very honest. Ask also friends / parents about your shortcomings. Make a list and **select 2 that are fixable.**

It shows that you understand your weaknesses, and you can add that **you are spending time and efforts on improving**, which shows a sign of maturity on your part.

#### 5 HAVE CONSTANT EYE CONTACT WITH EVERYONE

When replying to questions, always look at everyone present. It demonstrates that you acknowledge the presence of everyone; keeping in mind that **the senior leader of the group may not be the one asking questions.**

This also would go a long way to show maturity on your part.

#### 6 MAKE CONCISE (SHORT) ANSWERS

Pay attention to the question asked, and make short, concise answers without entering into too many details. Answer to the point. If details are needed, you will be asked to provide them.

If a question doesn't seem clear enough, you can say :

- “ Excuse me, do you mean whether etc ..... “

or

- “ Regarding such and such .... I have done this and this ..... etc... “

## 7 SMILE

It is sometimes said that smiling shows the leader in us, and it's a fact that everyone welcomes a person confident enough to smile during an interview. A genuine, authentic smile shows goodwill and warmth.

Interviewers always anticipate what it will be like to have you around later. If you already appear as a friendly person, you are very likely to score some points in your favour, just for that.

## 8 HAVE TWO OR THREE QUESTIONS READY WHEN ASKED.

### Would you have some questions ?

This is always asked towards the end of the interview and the answer must always be : Yes, sure !

Saying no, thank you ! would mean that you do not care too much about this interview.

If you apply for a school, these questions are quite relevant :

- When can I know the result of my application ?
- May I ask what you think so far about my application ? which can lead to further questions, giving you a chance to say more about yourself.
- What are the 2 most important qualities sought-after in this establishment ?

If you are applying for a position in a company you may ask :

- How would you rate my application ?
- What do you like most about working for this company ?
- How do you see the perspectives of evolution of this position ?
- How will I be measured ?
- What would my manager most require from me ?
- **Obviously I would love to have that job, and whether you hire me or not, 3 years from now what would that person would have done to have been an excellent hire ?** (very powerful question, that makes the interviewer see you as the perfect candidate)

## 9 THANK EVERYONE FOR THE INTERVIEW WHEN IT IS OVER

Remember that being interviewed is a privilege.

You have already successfully passed a few “gates”, and this is probably the last stage for being finally accepted.

Therefore it is good practice to thank simply with **one** “Thank you very much for this interview !” Looking at everyone present with eye contact and a smile.

## 10 THE INTERVIEW IS OVER, YOU MUST DISAPPEAR IMMEDIATELY !

**This recommendation applies particularly to job interviews.**

You must immediately disappear from the building; look for the first elevator going down and off you go.

### **Why ?**

It sometimes happens that waiting for an elevator, an applicant, one to two minute later has to share it with his/her interviewers.

You are then finding yourself again in the company of your interviewers for another 2 to 4 minutes, in a kind of extended interview situation, because they cannot ignore your presence.

If this happens in spite of your best efforts to disappear, stay calm, say something, keep a smile and you may be given an A+ for extra time. When they leave, do not forget to say again, good-bye and thank you.

Yet, it is highly preferable not to have been there, in the first place.

These interview skills are practiced during the Peak Communication training and we look further into even more details that you can practice several times in order to be fully prepared, to master the art of successful interviews.

## 11 WITHIN 24 TO 36 HOURS MAXIMUM, WRITE A THANK YOU EMAIL

In this message, you thank again the person you have been in contact with, about this interview.

Then, immediately after you add up a few lines reiterating :

- Your interest for the position / application
- The reason of your interest

- 1 or 2 points you learned during the interview about the position / company / school that you connect with your application

This short recap will prove your genuine interest and a pro-active attitude that will go a long way in making your application the very best one.

#### THE NEXT STEPS FOR YOU :

- Go through all these points
- Practice with video
- Perfect your presentation skills at our workshop

Check our workshops that will fit your requirements.

We always provide tailor made training → <https://www.peakcommunication.hk>  
...and sign up for updates → <https://www.peakcommunication.hk/#contact>

*See you soon !*



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