

# **Gateway to Ace Interviews**

**Sharing experience with S.6 students**

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# Two types of interviews coming up

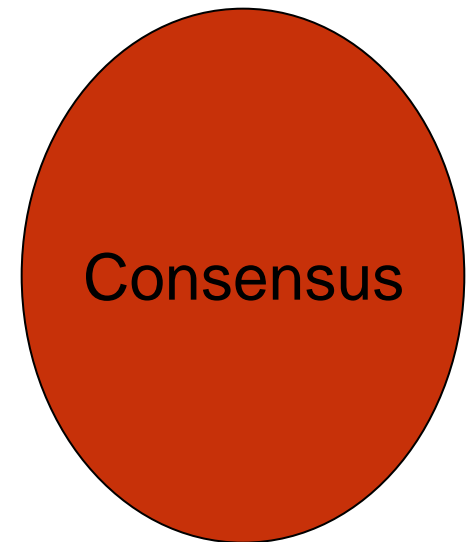
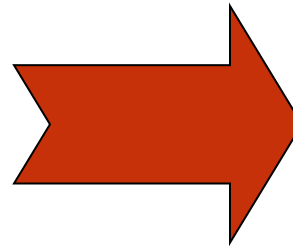
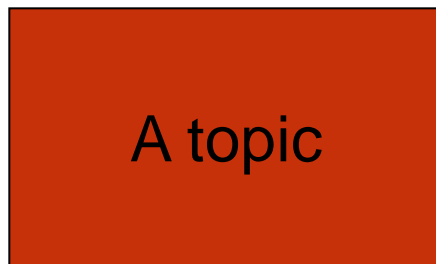
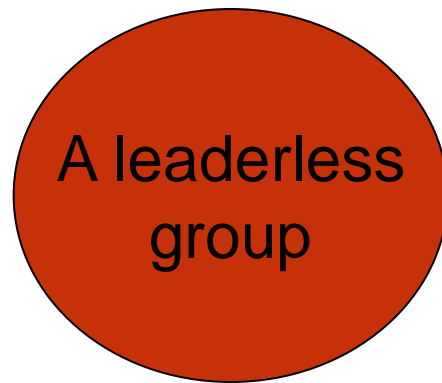
- To get a place in a university

*Joint University Programme Admissions System (JUPAS)* 大學聯合招生辦法


- To get a job

# Format of interview

- Individual interview
    - one-on-one or
    - a panel of interviewers
  - Group discussion (GD)
    - a group of candidates, no pre-assigned leader
    - one or more observers
    - task: to arrive at a consensus
- 



# **Their objective is to find out**


- what sort of person you are
  - how well you fit in their institution or their company
  - how well you can meet the course demands or job requirements
  - how much you know the world around you
- 

# **Your objective**

**To leave  
a good impression  
with the interviewers**

# **Your objective in GD**

Enable the judges to notice that  
you have contributed meaningfully  
to help the group to reach  
a right consensus



# What JUPAS interviewers look for

- Your interest, motivation & aspiration and how you see your career in this field
- Your interest in the university
- Your interpersonal / communicative / teamwork / time management .... skills



# **They try to find out from GD, your**

- interactive skills
- leadership skills
- team building skills
- behaviour in a group
- ability to think logically on your feet



# Employers seek answers to:

- Can you do the job? (Technical skills)
- Do you really want the job? (Enthusiasm)
- Will you fit into their team? (Soft skills)

# Employability 適合雇用的條件

- **Technical skills**


- **Transferable skills**

- **Personal skills**

## **Transferable skills e.g.**

- Adaptability (new situation)
- Communication
- Self-confidence
- Teamwork
- Reliability & trustworthiness


## **Personal skills e.g.**

- Can work under pressure
  - Self-motivated
  - With initiatives
  - A fast learner
- 

# The nature of GD

- A genuine competition
- A consensus-building process
- Not a debate nor an arguing process

Win the competition  
not by putting down other's views,  
but by **PTE**





**P**reparation

**T**echniques

**E**tiquette



# **PREPARATION**



# Preparation - long term

- Keep abreast of local/global news
- Read a **relevant** periodical
- Don't miss the controversial issues
  - pros and cons
  - vocabulary
  - try to form your own views with reasons
- Role-play of interviews
- Practise 1-minute impromptu speech

# Nearer the time - research

- Surf the website of the university / company and know its latest developments
- Keep track of major developments in the **relevant** field
- Know your JUPAS Statement / CV & application letter well
- Visit the place of interview once
  - know the venue
  - have a feel of the university



# **Nearer the time reflection - know yourself**

- Think critically about your weakness(es)
- Identify your strengths

# Dealing with your weakness

Must not hide or lie, but in your reply, ensure

- the weakness does not fail the major requirements of the course / job
- you have taken steps to overcome this weakness

# **Your strengths - examples**

- Think of at least one school activity in which you worked as a team leader
- Think of at least one achievement which makes you proud
- Think of something you have learnt in your summer job, if applicable

# Suggestions

- Prepare for 1 to 2 **intelligent** questions. You will be invited to ask questions at the end of interview.
- Prepare to elaborate on certain parts of your JUPAS Statement / CV & application letter
- Consult seniors for experience / updated information

# Preparation - On the day

- Assemble all necessary documents
- Arrive at the venue in good time - weather and traffic considerations
- Project a good first impression
  - Dress suitably (this gives you confidence)
  - Hair neat and well-groomed
  - Shoes polished

# Techniques




# Coping with panic

- Feeling stressful beforehand is normal
- Reasonable tension will keep you alert
- Prepare well, decently dressed and arrive in good time, you have done what you can so far
- Everyone makes mistakes, don't dwell on them



# The few minutes before the GD

- Be clear about the topic
  - Seek clarification immediately if necessary
  - Gather your ideas
    - jot down key words to remind yourself
    - think of supporting evidence
    - organize the delivery
- 



# Initiate the GD?

## Pre-requisite

- you are comfortable with the topic
- you have enough points with meat


**Bonus** - you earn Brownie points

**Risk:** If you can't deliver, it backfires completely

Look before you leap!



# **Make your points professionally**


- Make yourself heard
  - Use simple language, precise & concise
  - Be assertive but not arrogant
  - Speak from your heart, not your notes
  - No slangs, no jokes, no irrelevant things
  - Use a calm tone - sincerity & enthusiasm
- 

# **A good listener is an active participant**

- Listen carefully to the speaker
- Give a nod when you do agree
- Jot down key words if you wish to respond later



# Interactive skills


- Support, involve and appreciate others
    - *"As my friend John said, ....."*
    - *"I would like to add my view to John's point, ....."*
  - Respect other's views
  - Disagree firmly (with reason) but politely
  - Don't interrupt when others are speaking
- 

# Team building

- Give others chance to speak
- Encourage the quieter ones to speak
  - *"What do you think?"*
  - *"Would you like to share your views with us?"*



# Concluding the discussion

- Watch the time. The conclusion should come in at the last 1-2 minutes
  - Mention the significant points for and against the topic
  - Thank the members (if you can) when mentioning the relevant point(s)
- 

# Etiquette (禮儀)



# Etiquette

- Turn off your mobile phone
- Greetings and handshaking
- Posture
  - Sit upright, no yawning
  - Don't cross your arms
  - Don't lean back on to the chair
  - No hands on the table
  - Avoid fidgeting (坐立不安)
- Smile naturally
- Eye contact



# Eye contact



# Eye contact

## crucial body language

- Look at the speaker attentively
- Look at members when you speak
- No need to look at the judges





# Group discussion



小組討論是近年面試中非常流行的模式，主試者可從中看到應徵者的溝通、合作和表達能力。

# Eye contact speaks volumes 充分説明



Respect

Sincerity

Confidence




# 三大訣竅


- 僱主普遍都期望員工有良好的溝通能力、合群、適應能力高、具批判思考及解難能力。
- 不說不知，在面試中以笑話打開話題是大忌，你的笑話未必人人懂得欣賞呢！
- 要有眼神交流說來容易，遇上數位主考又應怎辦？林偉強說可嘗試如汽車「水撥」般，由左至右、右至左「照顧」各主考的眼神需要。



# Use positive language

- Don't use negative words
    - *"I disagree."*
    - *"This is wrong in my view."*
    - *"What do you mean?"*
  - Consider saying:
    - *"Perhaps there is another way of looking at this....  
What do you think?"*
    - *"Is this what you mean?"*
- 

# During the interview/GD


- Be sincere and confident
  - Show interest in the discussion
  - Make notes when a point occurs to you
  - Speak clearly, logically and firmly
  - Quality > quantity
  - Be polite with your manner/language
  - Be a good listener, participate, don't dominate
  - Be a good team member
- 

# Interactions

- Prepare for trilingual communication - respond in the language of the question
- Think before responding *brief silence acceptable*
- Request question to be repeated or seek clarification if necessary *acceptable*
- Speak clearly, positively and succinctly 簡潔
- Be assertive 肯定 but not arrogant 傲慢
- Be sincere, no bluffing/exaggeration/joking



# **A GD example for 6 potential medical students**

- Introduce yourself in 30 seconds (English)
  - Share your teamwork experience in 1 min. (English)
  - Group discussion
    - Do you think organ donation should be legislated?  
(English, 15 minutes)
    - What is the difference between "Rule of law" and "Rule by law"?  
(Cantonese, 15 minutes)
- 

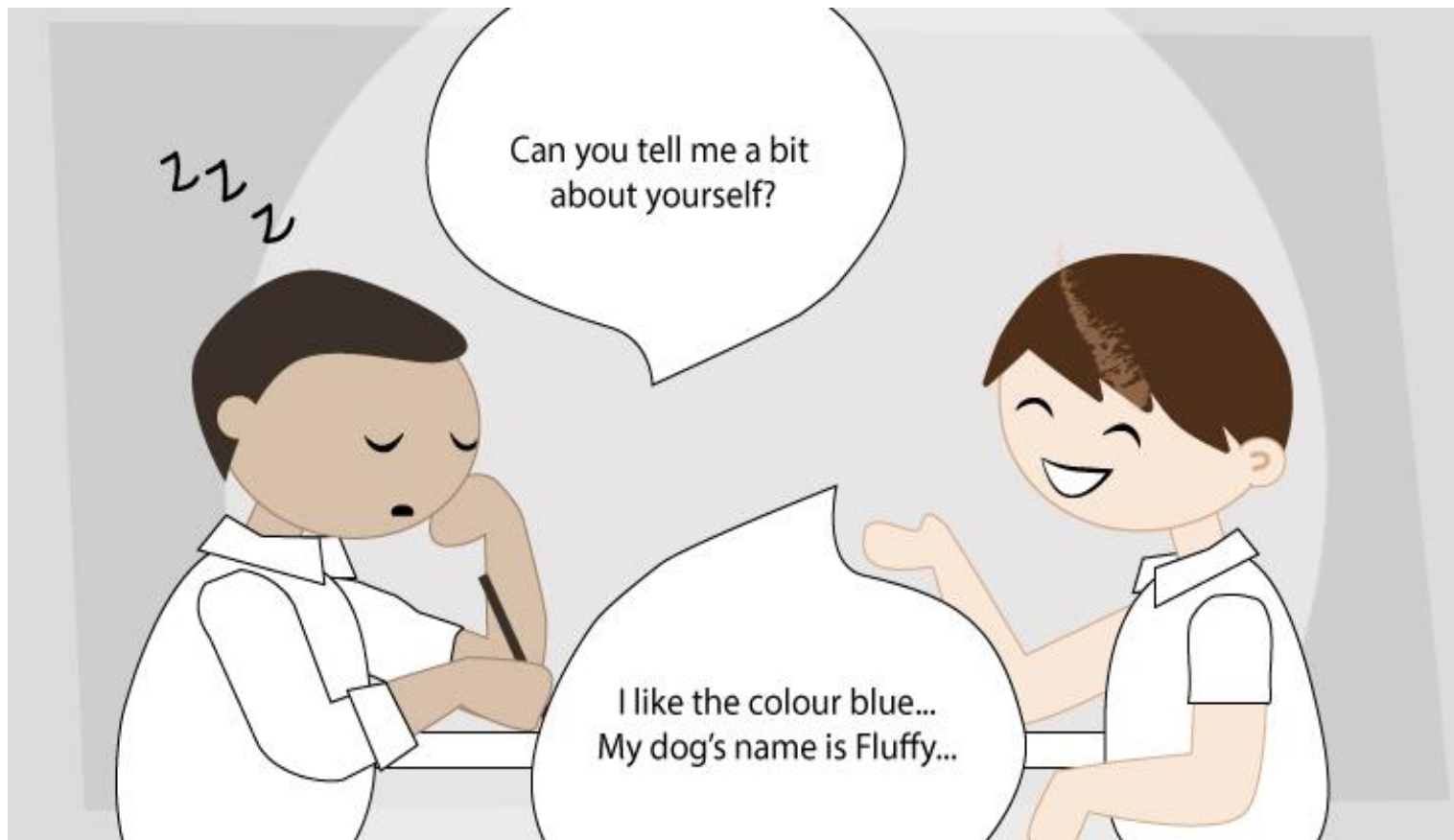
# Predictable questions

- A good beginning boosts confidence
- Avoid stereotypical (老套) answers
- Speak naturally from your heart
- Don't recite the script from memory

# "Briefly introduce yourself"

- Prepare for different approaches
  - "..... in 30 seconds."
  - "..... in three words."
  - How would your friends describe you?
- Avoid trite (老套) answers, bring out individuality
- Show your strengths **succinctly** with **examples**
- Have something interesting to talk about which shows the type of person you really are

# A counter-example



# "What is your weakness?"

This question may take various forms:

- Tell me one of your weaknesses.
- Tell me a development goal you have set.
- If you would change one thing about yourself, what would it be?

*Remember the two-part answer*

# "Tell me one of your strengths"

- This question may take various forms:
  - Can you tell us something that makes you proud?
  - What is your greatest achievement in school?
  - You have no working experience. Why do you think we should employ you?
- Use examples, not empty words
- Be assertive but not arrogant

**"Why do you choose our university/faculty?"**

**"Why do you choose our company?"**

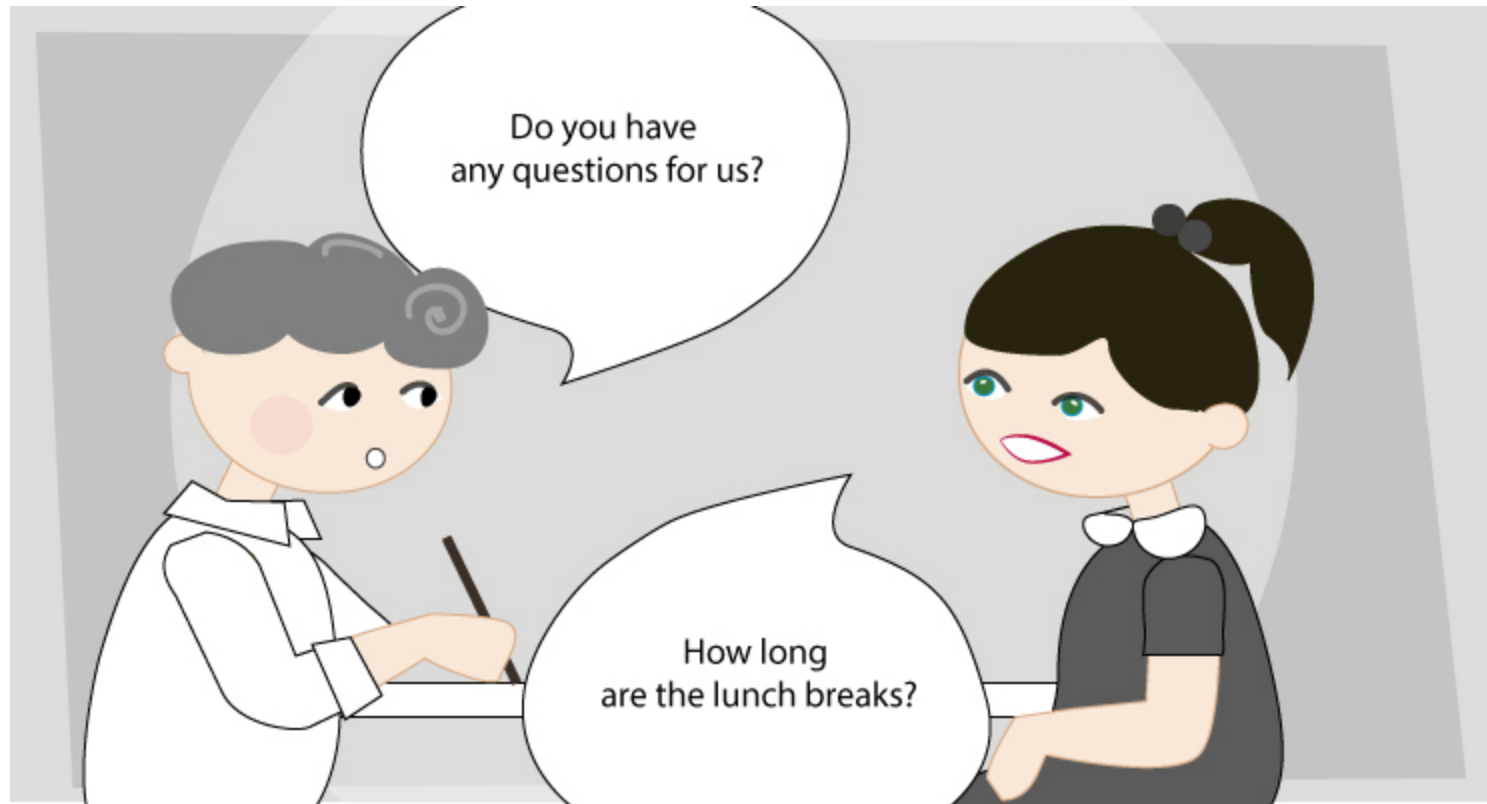
- A shoes-polishing answer won't impress the interviewers. It backfires!
- Think of some genuine reasons
  - perusal of the website
  - a visit to the university
  - latest developments reported in the news in
    - ❖ the university / company
    - ❖ the field / industry

# "Do you have any question to ask us?"

- Prepare 1 to 2 sensible questions to
  - show you have done your research
  - reflect your enthusiasm and passion
- If you really cannot work out one, try the following:  
*" Do you have any reservation about me at this stage? "*  
This may give you the last opportunity to make a difference!
- A "No" reply will do you a disservice. It shows you are NOT interested



# A counter-example (or job-seeking interviews)



## 面試的要求

剛過去的周五和周六，忙着面試，前後見了三十多名應屆畢業生，我和幾位負責面試的編輯部同事問的，來來去去都是那幾條問題，不外乎你為什麼想到報館工作，平時留意哪些新聞，有什麼嗜好和興趣之類，因為我們不是要為難來見工的新人，只是想讓他們盡情表達自己，令我詫異的是，許多人並不懂得回答這些簡單的問題，不懂得怎樣在短短的十至十五分鐘內，把自己真實而美好的一面展示出來。

我說許多人不懂得回答問題，是因為他們只按着問題的表面意思來回答，不懂得把握機會表達自己。例如，當我們問為什麼想當記者，最常聽到的答案是記者的工作很有意義，可以影響社會，富有挑戰性，可充實自己，可以識很多人，這些當然都沒有錯，但我們期待的不是這些標準答案，而是個人化的答案，是你的成長歷程中，發生了什麼事情，讓你對記者這個工作產生濃厚興趣，以致你今天迫切渴望加入《明報》這個報館？



大學聯招除了考慮學生公開試的成績外，不少學科都需要進行面試，以考核申請人的綜合素質。要在短短十數分鐘內表現出你是否適合修讀有關課程，掌握面試基本技巧實不容忽視。

## 面試前準備

在聯招面試前，應對你申請的院校和學科有基本的認識，分析自己的能力和興趣是否配合該學科，以及畢業後的發展路向和人生目標等。事前亦可向老師及學長請教，以便對面試過程有較具體的概念。

面試時給主考人的第一印象很重要。衣着和儀容必須得體，切忌奇裝異服，但也無須過分隆重，簡單整齊的服飾已足夠。

## 面試進行時

準時、進入房間前先敲門、待對方示意才坐下，這是最基本的禮貌。應保持端正的坐姿，專心聆聽主考人的提問，說話時與對方保持目光接觸。



主考人提出的問題，不少只是希望你對某些事物提出個人的看法，並沒有甚麼標準答案，故只須坦誠地說出自己的意見。說話時應保持自信，態度要不亢不卑。

在回答問題時，先等對方把問題說完才發言。說話內容宜言簡意賅、有組織、合邏輯和條理分明，並應不愠不火。切忌滔滔不絕、矯飾虛偽或答非所問。應把握機會讓主考人知道你為甚麼要選擇這個學科，並表現自己的誠意。

只有充分為面試作好準備，知己知彼，加上臨場發揮得宜，在面試中脫穎而出其實不難。

# Examples of unexpected questions

- You noticed your good friend cheating in a public examination. What would you do?
- 假設你成為醫生後，因疏忽而導致一個病人死亡，你會怎樣做？
- 你認為政府應該為捐贈器官立法嗎？
- 最近哪一件新聞你最感興趣(關注)？

# Unexpected questions

- The interviewers are trying to find out
  - if you are aware of what is going on in society
  - whether you are able to think on your feet
  - how you cope with a difficult situation
  - whether you are suitable for the course / job
- Seek clarification if necessary
- Don't guess what the interviewers would like to hear
- Try your best, say what you believe with reason



# 刁難測EQ 虛心勿黑面

學友社學生輔導中心資深督導蔡浩麟說，曾有學生參加酒店管理課程面試時遭批評：「你英文咁低分，我哋全部用英文上堂，你跟唔跟得上？」該學生即時面色一沉、不敢再多說話。他建議考生被批評時虛心回應：「我會將勤補拙，補習英文。」勿「死撐」：「只係考試一時失手。」

「考官」又故意挖苦面試者：「參加制服團隊，有時間讀書，唔怪得你成績唔好。」蘇振威說，部分學生會因此失信心，但其實可謙虛解釋：「參加活動係想平衡發展。」~~黑面~~  
『好開心』就已經衰咗，應該講從中有咩反思。」

# Follow-up after the interview

- Did you promise the interviewers anything?
- Reflect on your performance with a view to making improvements for future interviews.



# Summary



# The Do's

- Appropriate attire, tidy hair
- Arrive at least 10 minutes early
- Firm handshake with eye contact when greeted
- Proper posture, maintain eye contact throughout
- Speak precisely, concisely and clearly
- Request clarification of question if necessary
- Be sincere and honest, confident but not arrogant
- Stress your strengths with examples, not empty words
- Show positive attitude, genuine interest, and what you hope to achieve

# Don't .....

- be late
- fidget or yawn
- be soft-spoken
- cross your arms
- be long-winded
- dwell on a mistake
- recite your prepared answer
- lie or dodge a difficult question
- crack jokes or use improper language

# 面試要訣

- 準備充足
- 衣着得體
- 目光接觸
- 條理分明
- 不慍不火

- 守時有禮
- 說話清楚
- 言簡意賅
- 不亢不卑



## 港大面試技巧要點

忌

- ✗ 愛出風頭、過於表現自己，搶他人發言機會
- ✗ 過度準備、亂拋書包，引經據典太多致失真情實意
- ✗ 害羞沉默，尤以男考生較嚴重
- ✗ OEA（比賽／活動的經驗及成就）可能成為面試題目，但量多質低無助加分

宜

- ✓ 可擔當領導討論角色，但必須尊重他人發言，注意表達態度及禮儀
- ✓ 發言應表現出個人見解，引用典故名言要適度
- ✓ 個性害羞考生事先要訓練膽量，面試時盡量融入討論氣氛
- ✓ OEA（比賽／活動的經驗及成就）「重質不重量」，若面試官問及相關經驗，考生宜重點分享較具影響性的活動或比賽經歷

資料來源：  
港大教務長 韋永康



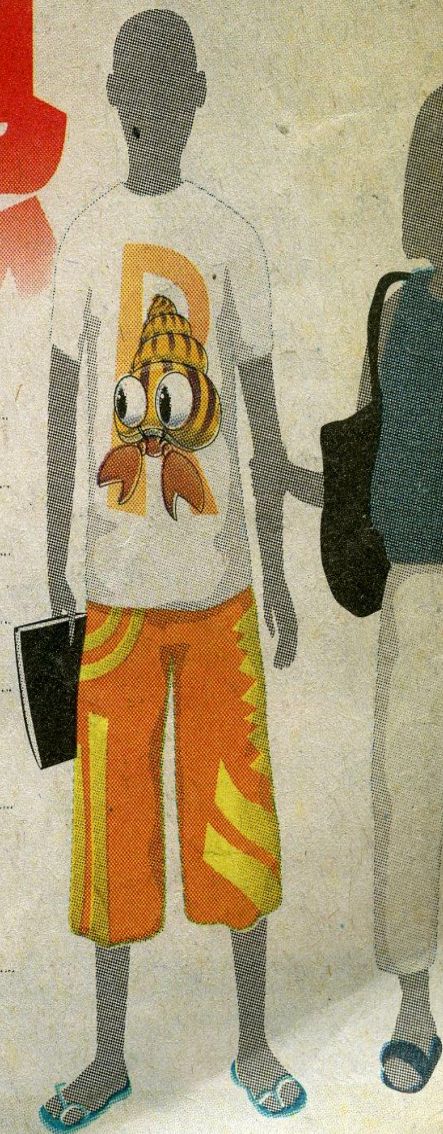
## 大學面試 宜忌

# 宜



- 因應學科衣著配搭得宜及整潔
- 了解課程內容及相關職業
- 有禮貌，善用非言語溝通，如眼神接觸及微笑
- 被批評時謙虛作解釋、勿失自信而噤聲
- 發表意見時提出理據支持

# 忌



- 穿人字拖、短褲、印有卡通的T恤、校服
- 面試時一直整理衣衫
- 父母陪同面試
- 等候面試時玩電話
- 稱參加面試只為「試吓」
- 小組討論只顧表現自己、攻擊別人
- 被批評或留難時「面黑」、「死撐」或很「倔」地回應
- 面試後與他人批評考官或其他面試者

資料來源：綜合大學教員及輔導機構



# 態度比成績重要

## 成績可追 態度難變

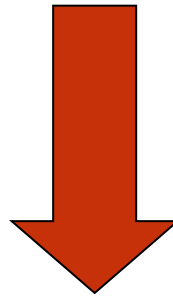
城大副校長林群聲解釋，接受面試的學生都達到文憑試成績「33222」的基本入學水平，因此面試時不再看重學生成績，反而更重視態度，「因不少學生的成就可以透過努力在大學

後來居上，但態度就最難改變」。林表示以他多年教學經驗，有信心只要學生願意和珍惜大學每個學習機會，「我哋一定幫到學業成績的改進」，最希望學生於面試中表現到對事物有新的看法。

# No short-cut

**Practice makes perfect; no pain, no gain**

**Preparation**



**Practice**





# Have a relaxed and intelligent conversation



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**13 July 2016**

