

INTERVIEW

W

- Research the company
- Understand the role of the job
- Practice common questions (learn STAR method)
- Dress Appropriately
- Be on time

Before

Interview

- Don't tell too many lies
- Confidence, yes! But don't be arrogant
- Sell yourself but don't sound so needy and desperate
- Be humble-bragging
- Tell about your skills and experience (if you've already had) which are relevant to the targeted job and the company
- Don't only highlight your own strengths, make sure to compliment the company as well.
- Answer according to the questions

While

Interview

- Preparation
- Politeness
- Punctuality
- Body-language
- Stay calm
- Short, concise and clear answer is a must
- Don't doubt to drop a name, but be careful

Pay

Attention to

S

T

A

R



Situation

Fill in details of the specific event



Task

Explain your responsibility in that situation



Action

Describe how you accomplished the task



Result

State the impact of your actions

The STAR method is a structured way of responding to behavioural interview questions.

STAR

METHOD

Job Interview Question

“Tell me something about yourself”

This is usually the first question asked in an interview, so it acts as your introduction. Make sure your answer is **relevant to the position** you are applying for. What you should be aiming for here is to present yourself as the ideal candidate for the job.

Structure tips

- Briefly introduce yourself: What's your name? How long have you been working as [profession]?
- What do you love about your job?
- What are your top 2-3 achievements that are relevant to the job you're applying for?

Job Interview Question

“Tell me something
about yourself”

Fresh graduate

I am Jane Doe, a recent college graduate from the University of Wisconsin-Madison.

I have just graduated with honours in Biochemistry. I know my way around a lab and have had multiple opportunities to put my knowledge into practice as a chemistry research assistant.

The lab felt like home, which is why I'd love to work as a lab assistant. I am passionate, hard-working, and extremely responsible. I am also looking forward to putting to practice all the things I learned during my time at university.



Job Interview Question

“How did you hear about this position?”

After all, first impressions count and employers ask particularly this question pretty early. You should grab any opportunity you can to show your interest in the company.

IMPORTANT TIPS

- Appear excited
- Do some name-dropping
- Don't be vague
- Don't say you don't remember
- Do not appear like you are applying for every job you find
- Do not tell a lie



Job Interview Question

“How did you hear about this position?”

PASSIVE JOB SEEKER

“I’ve known about Company X for a long time - I’m a big fan of your products. I even own one of your latest phone models!

I love the company’s passion for creating super intuitive, beautiful hardware, and I would love to be a part of it.

So, when I saw your job ad at instagram, even though I wasn’t actively looking for a job at the time, I couldn’t help but apply!”

Job Interview Question

“Why did you decide to apply for this position?”

Through this question, the interviewers want to assess how passionate you are for the position. When you're talking to a person that's passionate about something, you can pretty much feel them glow as they talk. And if you're an HR manager who's interviewed hundreds of people, this is a very good sign to hire the candidate.

ANSWER TIPS

- What motivated you to apply for this position, specifically.
- Why this company? Have you heard of them before?

Job Interview Question

“How did you hear about this position?”

INTERNSHIP

I've always wanted to get into marketing. Having done promotional jobs here and there, I never had an opportunity to do something more serious.

I do believe, though, that I have just the right skills to get started: copywriting, basic photoshop, and of course, lots of creativity.

So, I thought that an internship at Company X would be an awesome start to my career in marketing.

Job Interview Question

“What are your biggest strengths?”

Analytical Jobs Analyst, Software Dev, etc.	Critical Thinking	Analytical Thinking	Problem-Solving	Detail-oriented	Logical	
Creative Jobs Designer, Marketer, Advertiser, etc.	Creative	Originality	Open-Mindedness	Detail-oriented	Curiosity	
Management Jobs Pretty much anything related to managing a team	Leadership	Organization	Communication Skills	Persuasion	Teamwork	Detail-Oriented
Hands-On Jobs Waiter, Cashier, etc.	Hard-working	Detail-Oriented	Motivated	Multi-tasking	Problem-Solving	Punctual
Communication Jobs Sales, Customer Support, etc.	Charisma	Communication Skills	Energetic	Persuasion	Witty	Social

CHOOSE SKILL TIPS

- Skill you actually have
- Skill that possibly make them hire you
- Back it up with the situation or story about how you use it to benefit you

4 Job Interview Question

“What are your biggest strengths?”

experienced

My biggest strength is that I’m good at picking up new skills. I’ve worked a variety of different odd jobs - things like working as a waiter, housekeeper, cook, and a lot more (as you’ve probably seen on my resume).

For most of those jobs, I ended up picking up all the needed skills within 1 or 2 weeks (with basically no previous experience).

So, I’m pretty sure while I don’t have any experience as a bartender, I have the right certification, and I believe I can get good at it within a week or two.

5 Job Interview Question

Reveal weakness TIPS

“What are your biggest weaknesses?”

The trick to answering this one is realizing that the interviewers don't expect you to be perfect. Everyone has flaws, weaknesses, and things to improve on. It's also good practice to mention how you are working towards overcoming this weakness and realizing how it affects you negatively. If you can, just balance it with a positive side effect: treat it like two sides of the same coin.

- Skill you actually have
- Skill that possibly make them hire you
- Back it up with the situation or story about how you use it to benefit you



Job Interview Question

“What are your biggest weaknesses?”

UNEXPERIENCED

Well, as a recent graduate, I'd say my biggest weakness is the lack of real-life work experience.

While I've worked on a dozen software projects in the university, I don't have the experience of working in a fully agile environment with an experienced team.

I am, however, willing to do my best and catch up as fast as I can.

Job Interview Question

“What do you know about this company?”

However, the more you actually know about the company, the better your chances of getting hired. Make sure you follow them on social media, you learn about the company, and surf to their website before you apply the job

Know the company TIPS

- What does their product or service do?
- What impact does the product / service have?
- What's the company culture like?
- What are the latest news about the company? How are they performing?
- And pretty much whatever other type of info you can dig up.

Job Interview Question

“What do you know about this company?”

familiar

Well, I know that you're one of the biggest investment banks in Indonesia. Company X pops up on news pretty often - I've read that you've invested in some of the hottest tech IPOs, and have several up-and-coming biotech companies in your portfolio.

I got particularly interested in your recent investment in [Startup X], I found that interesting because of [Y Reason].

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Job Interview Question

General statement tips

Why should we hire you?

Now, the real question is, how do you sell yourself without trying to look arrogant, desperate, or needy?

A good rule of thumb here is to stay away from the extremes. Think you're a good fit for the job? Say that. But don't oversell yourself

- How you're super passionate about working for the company (and why).
- How your skills fit their requirements.
- How you're going to help the company solve their existing problems. Improve a metric, setup a process, etc.



Job Interview Question



Why should we hire you?

Self-selling

Well, as a start, I have all the skills and work experience required for the job. I've worked as a Sales Manager for 5+ years, and over the past 2, I've closed several deals totalling in 6-figures.

Oh, and on top of that, I have experience working with tech companies, so I'll be able to pick up all the product specifics much faster than the other candidates.

What are your salary requirements?

Many companies have a set budget for the various positions they hire employees for and must stay within this budget to avoid having to make cuts elsewhere.

While companies typically want to stay within their set budget, some organizations will adjust their budget if the candidate offers exceptional talent or if several candidates are asking for a similar salary that's higher than what the company originally budgeted for.

● General statement tips

- Research the salary for the position. How your skills fit their requirements.
- Factor in any expenses
- Choose a salary range
- Avert the question
- Be open to other compensation options

Job Interview

Question

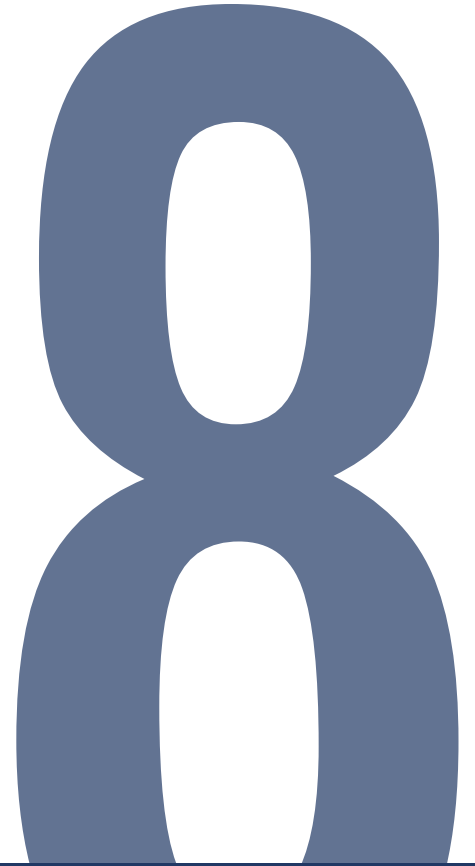
What are your salary requirements?

SALARY SUITABILITY



My salary expectation is around \$70,000 annually

I am open to discussion regarding my salary expectations. However, given my salary in my previous position as well as my industry knowledge and experience, I feel that a salary between the range of \$70,000 and \$80,000 is fair.



Job Interview

Question

Do you have any questions for us?

Show your enthusiasm about the company. Imagine they've already hired you and you're starting tomorrow - what would you like to know about them?

Keep in mind, though, that the questions shouldn't be too easy (So, what does your company do?).

The answers you get from the interviewer could also be an indicator of whether you really want to work there or not.

QUESTION tips

- No question means you're not happy with the job
- Ask 1 question that you have prepared before interview that is relevant with the company or your interview situation

Job Interview

Question

Do you have any questions for us?

POSSIBLE QUESTIONS

- What does a regular day in this company look like?
- What's the best thing about working for the company?
- What's the worst thing about working for the company?
- What would you say are the biggest challenges a person in this position might face?
- What are the most important skills and qualities one must have to succeed in this position?

Question

Job Interview

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What are you looking for in a new position?

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Job Interview

Question

The easiest way to answer this question would be to simply say that you're looking for whatever the company is offering, **BUT IN A PROFESSIONAL WAY.**

Instead, explain to the interviewer that this job at this company is the perfect fit for you. Mention what your short-term and long-term career goals are, and how this position ties to them.

● QUESTION tips

- Be professional
- Don't bring up about salary

What are you looking for in a new position?

Boost experience and skill



I'm looking to further apply my machine learning skills that I developed during my 2+ years of work at Start-Up X.

There, I used to do programmatic ads model design.

Now, I'm looking for an opportunity to work on a larger scale project that involves setting up programmatic ads for audiences of more than 10 million people.

I believe that worked with such a large-scale project will allow me to progress significantly faster in my career.

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Job Interview

Question

Are you considering other positions in other companies?

The right way to go about here is to find common ground between the two answers.

The interviewer is probably asking because they want to know whether they have competition in hiring you. They also want to know if you are serious about the industry and are legitimately looking to be employed in this field of work.

If you do have other interviews lined up for other companies, express that you are keeping your options open but that you favor this job in comparison to the others.

● ANSWER tips

- Be honest
- Explain you are interested in their company
- Answer with general information
- Talk about what are you seeking in your next role

Job Interview

Question

Are you considering other positions in other companies?

Boost experience and skill



"I have three other interviews scheduled with other companies in the industry. I chose this company as my primary choice because the business has an excellent record of customer service, low turnover and high employee satisfaction, according to online reviews. I also recognize the company has a supportive, diverse company culture, and I believe I'm a good match for it. The other companies I'm interviewing with lack the diverse company culture and benefits your company offers for this position."

Question

Job Interview

What is professional achievement you're most proud of?

1 2

This is another version of the "Why should we hire you" question, but with a focus on one very specific achievement.

This one's pretty straightforward, just mention your #1 professional achievement and you're good to go.

As a given, the achievement has to be related to the job you're applying for.

● STAR TECHNIQUE

- **S** = Situation. In what context did your greatest accomplishment occur?
- **T** = Task. What challenges did you face or what goal did you want to achieve?
- **A** = Action. What action did you take? What skills did you use?
- **R** = Result. What was the result? What did you learn from the experience? Why is this your greatest accomplishment?

Job Interview

Question

What is professional achievement you're most proud of

Boost experience and skill

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Question

Job Interview

What kind of work environment do you like best?

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Job Interview

Question

The aim of this question is to assess whether you'll fit in the company's working environment.

The similar questions are:

- "What type of work environment do you prefer?"
- "Describe the type of work environment you work best in?"
- "What kind of work environment do you like and why?"

● ANSWER TIPS

- Determine the work environment that this office has
- Show them you'll do well in their work environment
- Talk about what you like, not what you dislike
- Give example if possible

What kind of work environment do you like best?

Positive work environment

I prefer an energetic work environment where people are excited to be there. I immediately got the sense that this is that type of place when I came into the first interview. I love the energy here and I think it's the type of place where I'd do my best work. My last company had a similar environment and I thrived there. It was where I made the biggest gains in my career, learned the most, and accomplished the most for my team and company.

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Job Interview

Question

Where do you see yourself in five years?

In general, the motivation behind this question is for the interviewer to assess whether you are an ambitious person or not and whether you have realistic expectations for your career.

Avoid any cliché answers, instead, think realistically about what the next step after this position is, and whether it is possible to reach it within the company you are applying at.

QUESTION tips

- Tailor your answer with job description
- Highlight your skill and achievement
- List short-term and long-term goals
- Be authentic and honest
- Keep things general
- See yourself in 5 years professionally and personally

Job Interview

Question

What are you looking for in a new position?

Boost experience and skill



I see myself in a leadership position, helping to lead and develop a productive and successful team. I believe I'm uniquely positioned for this career path I've consistently met or exceeded sales goals in every position I've held.

I would also like to continue developing soft skills and technical skills by taking on additional training opportunities. I think that being in a management position will give me the opportunity to do both of these things.



Job Interview

Question