English Platform

JOB INTERVIEW TIPS & TRICKS SERIES

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Tell me about yourself

- Start with your name
- Provide your residential location
- Highest education qualification
- Job experience (if any)
- Tell why are you qualified for the job

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Example:

Hi, my name is Maria and I live in Manila. I graduate with in Business Diploma and I have 1 year of experience in sales. I am really energetic and a great team player.

✓ In 2 minutes or less, tell why are you qualified for the job.

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Why are you looking for a job change?

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- Thanks to previous organization
- Share your reason for job change
- Relate to your career goals

Example:

I am thankful to my previous organization, because i have learn a lot of things from there. Therefore, this presents the right time for me to upgrade my skills and gain more exposure in a new industry your company is involved in

✅ Talk about looking for a new challenge in your career, learning a new industry or focus era

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What are your weaknesses?

- Straightforward
- Sensitive
- Impatient
- Talkative
- I can't say no when someone asks for help

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Example:

I can't say NO when someone asks for help, & I am a bit lazy in which I'm not interested however I am learning to say NO.

✓ Take a weakness and put positive spin on it. Always describe genuine weakness and what are you doing to improve on it

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What are your strengths?

- Adaptation
- Hard working
- Flexibility
- Optimistic
- Cooperative

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Example:

I am punctual, self motivated and hard working person towards my career and life.

✅ Talk about your strengths that align with the role you're applying for. Come up with specific examples demonstrating strengths
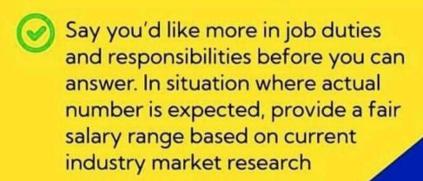
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What are your salary requirements?

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- Never share your salary requirements as fresher.
- Experience candidate can share their expected salary.
- Always say yes as per the company norms for the job.

Example:

I am a fresher, salary is not priority for me. This is a big platform to start my career & i also want to improve my knowledge & skills and gain experience so i expect a considerable of my salary according to my ability & your company's norms which i fulfill my economical needs.

✓ Say you'd like more in job duties and responsibilities before you can answer. In situation where actual number is expected, provide a fair salary range based on current industry market research

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Why do you want to work with our company?

- Tell what you like about the company.
- Find out what you knew about the company, industry position.
- Relate it to your long term career goals.

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Example:

I would be proud to work for a company with such a long history of leadership in the industry. When i read about your company i found that my skills are matching with your requirements where i can showcase my technical skills to contribute to the company growth.

✅ Before going to the internet read something about the company, their achievements and a little bit of common information like when was it started, Head office, Founder.

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Why should I hire you?

- Shre your knowledge.
- Work experience (if any).
- Skills related to the job.
- Career goals.

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Example:
Sir, I have a strong work ethic, I am fast learner and very enthusiastic about this company and the job. I believe that my motivation and commitment will ensure that I quickly become productive and valued member of your team.

✓ Share your track record Be confident. Share your best interest about the job you are applying.

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What are your career goals?

- Short Term Goal.
- Long Term Goal.

Example:
I would be proud to work for a company with such a long history of leadership in the industry. When i read about your company i found that my skills are matching with your requirements where i can showcase my technical skills to contribute to the company growth.

✅ My short term goal is to get a job in required company where I can utilize my skills & improve my career path.
My long term goals is to be in respectable position in that organization.

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