

# Doris Cheng & Associates Retained Executive Search

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## RECRUIT Getting that job

# Go ahead, IMPRESS THEM

◆ Candidates often face the first page of the interview.

**Y**ou are interviewed because the employer wants to hire. But before they can do that, they need to understand your skills, knowledge and attributes and see how these match with what they are looking for.

Cultural fit and style are also important to ensure you'll fit in and be successful.

◆ Outstanding candidates are not afraid to ask smart questions.

**RESEARCH** Never go for an interview without first surfing the employer's website. It will give you a good idea of the company and its business aims.

**COMMUNICATION** The ability to communicate and with your potential employer can be the thing that lands you the job, more than your actual skills.

**COMPETENCY-BASED INTERVIEWS** Better business processes and procedures mean that candidates are asked to describe their skills and how they have used them in the past.

**ASK "SMART" QUESTIONS** Outstanding candidates are not afraid to ask smart questions.

**CONFIDENCE VS. ANXIETY** Candidates should also ask enough to manage your own responses. Don't be too nervous about the role, company, people, challenges, stress and politics. The interviewer will take note of your confidence and the employer will be impressed.

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## Go Ahead, Impress Them.....

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Here are some tips on how you can ace that interview.

### RESEARCH

Never go for an interview without first surfing the employer's website.

It will give you a good idea of the company and its business aims.

Your knowledge of these will come through in the interview and demonstrate your initiative and interest.

## **COMMUNICATION**

An outstanding employee with all the right skills may not get the job but someone who can interact with the potential employer may.

Communication is a two-way process and it is not only about what you said but how you listened too.

Relax, listen and understand the question before you answer it.

Also, answer to the point and differentiate between open-ended and close-ended questions.

A “long” interview does not mean your chances of getting the job are higher. You could just have been talking too much.

## **CONFIDENCE VS ARROGANCE**

Displaying confidence in yourself and your abilities is great. But come across as arrogant and you could spoil your chances of getting the job.

## **COMPETENCY-BASED INTERVIEWS**

Some human resource practitioners use this technique of making you talk about your experiences with difficult situations and how you handled it.

If you’re asked for specifics, talk specifics.

Don’t avoid the issue by talking generally, or worse, spout theories.

## **ASK “SMART” QUESTIONS**

Outstanding candidates are not afraid to ask smart questions.

They demonstrate their ability to engage senior executives about business issues while they glean relevant information to determine if they want the job or not.

Some employers form their opinion of candidates based on the questions candidates ask because questions reveal the thoughts and issues that are important to these applications.

When you don’t ask questions, you give the impression that you’re either uninterested, not thinking or too timid.

Candidates should also ask enough to manage your own expectations, the more you know about the role, company, people, challenges, issues and politics, the less surprises you will have after you join the company, and the happier you will be.

And if you did all the right things but still didn't land the job, don't fret, as sometimes not getting something could be the best thing that happens to you!

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