

You're Hired!

Job interviews are never easy. Even seasoned professionals, who have gone through more interviews than they can count, will admit to getting butterflies in the pit of their stomach as the big day draws closer. What sort of questions will they ask me? Will I have to do an aptitude test? Will I

make a good impression? ... These are just some of the thousands of questions that race through people's minds before an interview. But is there anything that candidates can do to prepare for such situations?

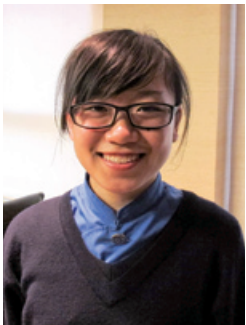
"Interview skills is an art," explained Nishilla McKeogh, Manager, Graduate

Recruitment at KPMG China. "It is the combination of knowledge, communication skills as well as personal qualities that make interviewees stand out from the crowd."

That was solid advice for the 26 form-five students from Heep Yunn School, who visited KPMG's offices on January



Five students from Heep Yunn School share their impressions of the Business-Schools Partnership Programme. 五位協恩中學的學生分享她們對「商校交流計劃」的評價。



Sally Chan:

"I always thought that performing well in school would land me a good job. Now, I realize that companies prefer well rounded candidates, so as students, we should work hard and play hard, because every bit of experience counts!"

陳旻琛：「我總以為學術成績好，會為我帶來理想的工作。但經過今天的工作坊，我發現企業寧願選擇具備多元技能的應徵者。身為學生，我們應學習與玩樂並重，因為一點一滴的經驗都非常重要！」



Bettina Chan:

"The key message that I got from today's workshop was the importance of communication skills, particularly the art of storytelling during an interview. Also, to do well in an interview, we must present ourselves well."

陳衍澄：「是次工作坊給我的最大得著是明白溝通技巧的重要性，特別是面試期間說故事的藝術。此外，我們必須好好表現自己，才可在面試時得心應手。」



Kiki Lau:

"I am currently debating between dentistry and commerce for my future career path. The Business School-School Partnership Programme provided me with an opportunity to learn more about the financial world before I make my choice."

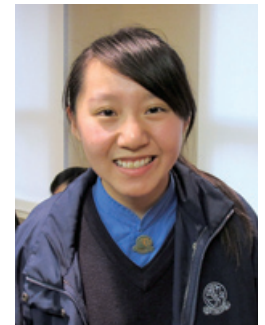
劉凱淇：「我現正考慮未來應投身牙科還是商界。『商校交流計劃』讓我有機會在作出決定前，對金融世界認識更多。」



Valarie Wong:

"As students, I think our greatest challenge when we start work will be overcoming our lack of experience, so we should use our time now to enrich our knowledge and experience, and also polish our interpersonal skills."

黃穎琦：「身為學生，我認為初出茅廬的最大挑戰，是我們缺乏經驗，故當下應把握時機，豐富我們的知識和經驗，並增強人際技巧。」



Lucita Ng:

"Rather than just being told the dos and the don'ts, Mrs McKeogh also shared plenty of case studies of past interviews that we can learn from. I'm very thankful for having this opportunity to interact with such a professional."

吳鈺妍：「有別於只指出面試的竅門和禁忌，孟女士還分享了很多個案，讓我們從中學習。很感激今次有此機會，與這位招聘專家互動交流。」



你獲聘了！

30, as part of the Business-Schools Partnership Programme organized by the Chamber.

KPMG, participating in the Business-School Partnership Programme for the first time this year, chose interview skills as one of the core activities that it believes students should understand to prepare them to enter the workforce. Other planned activities will also give them a better understanding of the professional services industry.

“I have been to interviews before when I wasn't prepared, which I think is probably why I wasn't chosen,” said student Sally Chan. “This workshop with Mrs McKeogh has made me realize how important it is to thoroughly prepare for interviews.”

Communication

Nishilla explained there is a misconception that companies only look at candidates' qualifications when hiring staff. She told students that besides their communication and analytical skills, they also need to be aware of their body

language and the impression that they give to the interviewer.

“The most important things during an interview boil down to how well you know yourself and how well you have prepared for the interview,” she said.

The workshop concluded with an extensive question and answer session during which students asked about different interview formats, and what qualities applicants should possess.

“What were the most unforgettable mistakes that candidates made when you interviewed them?” asked student Nicole Yiu. “And what are the best ways to leave a good impression?” asked student Athena Lee.

“Applicants should always project a professional image, be engaged and enthusiastic during interviews,” answered Nishilla. “You should also show a keen interest in the company by asking smart questions about the job.” She stressed that interviewees should never fabricate experience to impress interviewers, and that they need to be aware of the initial impression that they project. ❁

KPMG

畢馬威

KPMG is a global network of professional firms providing audit, tax and advisory services. It operates in 156 countries and has 152,000 people working in member firms around the world. Today, KPMG China has more than 9,000 professionals working in 13 offices. These offices are located in Beijing, Nanjing, Shenyang, Qingdao, Shanghai, Chengdu, Hangzhou, Fuzhou, Guangzhou, Xiamen, Shenzhen, Hong Kong and Macau. KPMG's blend of international experience and local knowledge ensures the firm is well-positioned to serve clients in an increasingly complex but exciting market. 2013 is the first year that the company has participated in the Business-Schools Partnership Programme to give local students a taste of the professional service industry in Hong Kong.

畢馬威是一家網絡遍布全球的專業服務機構，專門提供核數、稅務和諮詢等服務。畢馬威業務遍及156個國家，在世界各地聘有員工超過152,000人。現時，畢馬威中國在北京、南京、瀋陽、青島、上海、成都、杭州、福州、廣州、廈門、深圳、香港和澳門共設有13個辦事處，專業人員逾9,000名。畢馬威結合其豐富的國際經驗和對市場的全面認識，確保能夠在日趨複雜但機遇處處的市場，為客戶提供優質服務。該公司於2013年首次參與「商校交流計劃」，讓本地學生體驗香港的專業服務行業。



Heep Yunn School

協恩中學

Heep Yunn School for girls was founded in 1936. Besides academic achievements, it also encourages the development of students' talents inside and outside of the classroom. It has 15 school sports teams, three orchestras, four choirs, debating teams in both Mandarin and English, a drama club and over 60 other co-curricular programmes relating to languages, humanities, visual arts, science, community services and leadership training. This marks the third year that the school has participated in the Business-Schools Partnership Programme.

女校協恩中學於1936年創校，除了卓越的學術成績，校方亦鼓勵學生發展課堂內外的潛能。學校現有15支運動隊伍、3個樂團、4個合唱團、普通話和英文辯論隊、劇社及逾60個分別與語文、人文研究、視覺藝術、科學、社會服務和領袖訓練有關的聯課項目。今年是該校第三年參與「商校交流計劃」。

求職面試從不簡單，即使是經驗豐富、見工無數的專業人士，都得承認面試的日子愈近，心裡就愈忐忑不安。他們會問我哪類問題？我要做能力傾向測試嗎？我會給人好印象嗎？……人們在面試前，腦海中總會冒出一堆疑問，但究竟應徵者可怎樣做好準備呢？

「面試技巧是一門藝術。」畢馬威中國校園招聘經理孟開顏說：「應徵者要突圍而出，必須集知識、溝通技巧和個人技能於一身。」

透過總商會「商校交流計劃」，26位協恩中學的中五生於1月30日到訪畢馬威辦公室，獲得不少具體建議。

畢馬威今年首次參與「商校交流計劃」，

他們選擇了面試技巧為其中一項重點活動，認為學生應在投身社會前對這方面有所了解，從而裝備自己。此外，他們亦計劃讓學生多加認識這個專業服務行業。

「我曾經在準備不足下參加面試，令我喪失了獲聘的機會。」學生陳旻琛說：「孟女士的工作坊讓我了解到，面試前必須做足準備。」

溝通技巧

孟開顏指，人們誤以為企業在招聘員工時，只著重應徵者的學歷。她對學生表示，除了溝通和分析技巧，還要注意自己的身體語言，以及給面試官的印象。

她說：「歸根究底，面試時最重要的是你對自己的了解有多深，以及你為面試做了多少準備工夫。」

在最後的問答環節，學生問到不同的面試方式，及應徵者要具備甚麼才能。

學生姚懿珊問：「在你記憶之中，應徵者犯過哪些最嚴重的錯誤？」學生李芷盈問：「怎樣能最有效地留下良好印象？」

「應徵者應在面程過程中時刻表現專業形象，熱誠投入。」孟女士說：「你亦要就有關工作巧妙地提問，展示出你對公司有濃厚興趣。」她強調，應徵者千萬不要捏造工作經驗來增加印象分，並應注意自己給人的第一印象。✿

Join the BSP 參與「商校交流計劃」

Established in 2001, the Business-School Partnership Programme provides a platform for students, teachers and businesses to communicate and exchange ideas with each other, and more importantly give students direct experience of the commercial world. Activities such as company visits, leadership talks, interview workshops and internships are organized to enhance the students' knowledge, business exposure and relevant job skills. Companies interested in joining the programme should contact the Chamber's Eric Chan at 2823-1239 or email eric@chamber.org.hk

「商校交流計劃」於2001年展開至今，為學生、老師和商界提供獨一無二的交流平台，藉以相互溝通，為即將踏入社會工作的莘莘學子作好準備，加深他們對商業世界的認識。此計劃不時舉辦各式各樣的活動，包括公司探訪、領袖講座、面試工作坊及實習工作等，增進學生的知識，加強與商界的聯繫，提升多項工作技能。如欲參與這項饒富意義的計劃，歡迎與總商會陳先生（Eric Chan）聯絡，電話：2823-1239；或電郵：eric@chamber.org.hk