

Planning for a Perfect Interview

為面試做足準備

An interview should be like a good conversation; you should enjoy it,” Elaine Chong, General Counsel – Hong Kong of CLP Power Hong Kong Limited, told 130 students from Tak Oi Secondary School.

A sense of dread often descends upon many people as their interview date dawns, but Chong explained if candidates are well prepared, they will have less to worry about. To prepare students for their own interviews, she *WhatsApped* them well in advance with some tips and advice, as part of the Chamber’s Business-Schools Partnership Programme.

“Interviews are all about preparation, so being well prepared is the key to success,” said Chong. Students must carry out some research in advance about the job, the company, and review the selection criteria so that they will know what to expect.

She also listed out some helpful questions that students should think about before the interview. They

should also be mindful about their appearances during the interview and what positive impression they want to give to the interviewers.

Chong asked students to consider what Emoji – an app often used in WhatsApp to send “feelings” in the form of smiley, happy, angry ... face icons – makes them feel when WhatsApping friends. She said this is similar to the subconscious messages they send at an interview. “So it is important to be genuine and a sincere smile, as well as good body gesture and language. Interview skill is something you learn, practice and can make perfect,” she said.

Students then watched videos that compared both good and bad interviews, to highlight the *dos* and *don'ts* during an interview.

Tina Ng, Assistant Human Resources Manager, Generation of CLP Power Hong Kong Limited, summarized three points ‘Ps’ for a good interview: prepare, practice and patience. Prepare to understand

the organization and yourself well, practice more on frequently asked questions in interviews, be patient and positive, then going to an interview will be as easy as WhatsApp.

Students were then divided into 12 groups to put theory into practice. With the help of CLP volunteers, students were given the opportunity to practise answering questions and outshine their great happy “Emoji”. 🌸

Dos:

- always be polite and genuine;
- give thoughtful answers with concrete examples; and
- show your enthusiasm towards the job and company.

Don'ts:

- be arrogant or brag;
- avoid answering the questions; and
- interrupt the interviewer’s conversation.

Students’ View 學生評價：



“The mock interview allowed us to have a real taste of an interview, which was different from those that we’ve practiced in school. There were also follow up questions to train our ability to answer questions.”
— Ella Yu

「有別於學校的練習，模擬面試讓我們有機會實際體驗面試。跟進問題環節亦有助訓練我們的應對能力。」
— 余勁晴



“After today’s presentation and mock interview, I think interviews are not as horrible as I had previously imagined. It is important to be well prepared and be confident to show people that you are ready for the job.”
— Lee Kitson

「透過今天的講解和模擬面試，我認為面試官並不如想像般可怕。面試前必須做好準備，表現自信，讓人感到你能勝任應徵的職位。」

— 李潔心



中華電力有限公司法律總顧問（香港）鍾王穎婷向德愛中學的130位學生表示，面試好比一次愉快的交談，令人樂在其中。

當面試的日子逐漸迫近，應徵者通常會感到忐忑不安，但鍾女士解釋，假如準備充足，便可減少憂慮。在總商會「商校交流計劃」的安排下，她事先透過手機即時通訊軟件WhatsApp，向學生發送一些應試的秘訣和忠告，協助她們做好準備。

鍾女士說：「面試的關鍵在於準備，因此十足的準備就是致勝之道。」學生事前必須對有關職位和公司有所認識，並了解甄選標準和要求。

她列舉了一些實用的問題，讓學生在面試前多加思考。她亦提醒學生留意自己面試時的儀容，以及如何給予考官一

個正面的印象。

鍾女士表示我們與朋友WhatsApp通訊時，常會用Emoji表情符號來表達情感，例如微笑、開心、憤怒等。她以此為例，引導學生思考當使用表情符號來發送「感受」時，她們會有甚麼感覺。她指出，這有如面試時應徵者潛意識所發出的訊息。她說：「因此，真摯的笑容和良好的言行十分重要。面試技巧要不斷學習、實踐，才會熟能生巧。」

其後，學生獲安排觀看影片，以比較面試表現的優劣，並了解面試的宜忌。

中華電力有限公司發電業務助理人力資源經理吳國丁概述良好面試表現的三個「P」：prepare（準備）、practice（練習）和patience（耐心）。面試前應先了解應徵機構和個人期望，不斷重溫

常見的面試問題，保持耐心和正面的態度，只要做到上述三點，面試就如WhatsApp般輕鬆自如。

學生其後分成12組，把所學的理论付诸實踐。在中電義工的協助下，學生有機會練習對答，展露她們自在暢快的表情符號。✿

宜：

- 時刻以禮待人，真摯誠懇；
- 提供周詳的答案，輔以具體事例；
- 對應徵職位和公司表現熱誠。

忌：

- 自誇、吹噓；
- 迴避問題；
- 打斷考官的說話。



“We don't usually know if our answer is good enough or not during an interview, but with the workshop, we learned what was good and bad, and what we need to work on to polish answers and techniques.”

– Alice Tse

「面試時，我們往往不知道自己的答案是否可取，但透過是次工作坊，我們掌握到好壞的標準，以及如何改善對答和技巧。」

— 謝韻婷



“The advice from the CLP's staff after the mock interview was very useful, as they gave us concrete advice on what we need to improve.”

– Emilee Ho

「模擬面試後，中電員工提供了實用、具體的意見，讓我們知道哪些地方需要改善。」

— 何曉佳