

Practice Makes Perfect

熟能生巧

Job interviews are never easy, but as students from Tak Nga Secondary School found out, practice and preparation can make them perfect, writes **Kylie Lau**

求職面試從不簡單，但正如德雅中學的學生明白到，反覆練習和做好準備能讓他們盡善盡美 劉寶馨

“Many people feel nervous during a job interview, even professionals who have gone through many interviews,” Jamie Chiu, Training Specialist of Fuji Xerox (Hong Kong), told 26 fifth form students from Tak Nga Secondary School. “An interview is not a one-off event, but just part of a longer process that requires preparation, and follow-up work.”

This is the third year that the company has participated in the Business School Partnership Programme, organized by Chamber. This workshop provided students with the opportunity to learn more about information and communications technology (ICT), as well as gave them a taste of a recruitment interview to enhance their job interviewing skill.

“You only get 10 seconds to impress an employer with your resume. A good CV should not include as much information as possible. Instead, it should be neat, precise and show employers the relevant qualities which meet the criteria of the job advertized,” she said.

Students then learned how to write a good resume to suit different requirements, as well as how they should behave in an interview. “Before you can write a good CV or improve your interview skills, you must understand yourself by identifying your own strength, interests and abilities,” added Jamie.

After a few months, the students returned to Fuji Xerox (Hong Kong) for a mock interview to put all the theory that they previously learned into practice, and to try and get a summer internship at the company.

“What is your strength that would make you the ideal summer intern,” asked Adele Chu, Learning & Development Manager of Fuji Xerox (Hong Kong) during individual interviews. “This question is asked all the time, so remember practicing your answers makes perfect. Remember to prepare well before the interview since success is what happens when preparation meets opportunity.”

After the interviews, students shared the difficulties that they faced during the actual interviews and received personal feedback on what they did well on and what points they need to improve upon.

“The interview workshop and mock interviews provided very useful training for students and the tips for improving were also very useful,” said Tak Nga Secondary School’s teacher, Miss Karen Wong, who accompanied the students. “We are all delighted that we had such an opportunity from Fuji Xerox (Hong Kong).” ❀





「很多人在面試時會緊張不安，即使是身經百戰的專業人士也不例外。」富士施樂（香港）培訓及發展專員趙寧向26位德雅中學的中五生表示：「求職面試並非一次性的，而是一個漫長過程的其中一步，當中牽涉事前準備和事後跟進。」

今年是富士施樂（香港）第三年參與總商會的「商校交流計劃」。是次工作坊讓學生有機會加深對資訊與通訊技術（ICT）的認識，並親身體驗模擬的招聘活動，以加強她們的面試技巧。

她說：「你只有10秒時間，透過履歷表讓僱主留下印象。一份好的履歷表不應該塞滿所有個人資料，而是要言簡意賅，展示符合該份工作所需的相關技能。」

學生其後學習如何撰寫精簡扼要的履歷表，以切合不同的工作需求，以及面試的應有表現。趙女士補充：「你必须先找出自己的強項、興趣和技能，對自己有充分的了解，才能寫出好的履歷表或改善面試技巧。」

幾個月之後，學生再次來到富士施樂（香港）參加模擬面試，把之前的理論學以致用，嘗試在該公司爭取暑期實習的機會。

富士施樂（香港）培訓及發展經理朱銘恩在個別的面試中問到：「你憑藉甚麼優勢，能勝任我們暑期實習生的工作？」她續說：「考官經常會問這條問題，所以記著反覆練習你的答

案，熟能生巧。謹記在面試之前做好準備，因為機會只會留給有準備的人，讓你邁向成功。」

面試之後，學生分享她們剛才所面對的困難，並聽取考官的個人意見，了解自己在哪些方面表現較好，以及哪些方面需要改善。

陪同學生參與計劃的德雅中學黃嘉慧老師說：「面試工作坊和模擬面試為學生提供了畢生受用的培訓，而加強技巧的心得也很實用。」她總結說：「我們很感激富士施樂（香港）提供是次機會。」

