

Q1

“CAN YOU TELL ME ABOUT YOURSELF?”

The Dos

- **DO** briefly share some personal experiences that are not directly related to work.
 - **DO** emphasise some of your important qualifications.
 - **DO** share some of your expertise. e.g. skills.
 - **DO** look your company up on the internet and learn its values, aims, and goals.
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The Donts

- **DON'T** overshare those personal experiences – keep it balanced
- **DON'T** oversell yourself.
- **DON'T** provide political, racial, or any sensitive opinions.
- **DON'T** repeat what is written in your cover letter and resume. Prepare something new.

Q1

“CAN YOU TELL ME ABOUT YOURSELF?”

Scenario #1

You've done your research, and you noticed that Company A emphasises on its customer satisfaction.

Sample Answer:

I have been working for the **past 5 years** as an **HR manager**. During that time I've been **managing all aspects of human resources, from recruiting, down to training and employee benefits**. I grew up in **Petaling Jaya**, and I've always been a **good communicator** since I was young. I would describe myself as a **multi-tasker**, with a lot of **dedication, passion**, and a **willingness to go the extra mile** to satisfy a customer.

I have spent my last **5 years** honing my skills in **D-English Link Company**, where I've **won several performance awards** and got **promoted twice**. I enjoy my managing job, and I put my heart and soul into making sure that the employees and **the customers are all happy**. Now I'm looking to take my career to the next level and work for a company that allows me to focus on my strengths and facilitate my professional growth.

** Insert your answers in place of the highlighted parts*

** The underlined phrases are the qualities that a company seeks.*

Q2

“WHAT ARE YOUR STRENGTHS/WEAKNESSES?”

Strengths

- Select strengths that are compatible with your company
- Match your qualifications to the requirements of the job announcement

Scenario #1

You're applying to be a journalist at a magazine company.

Sample Answer:

I have strong writing skills. Having worked as a copywriter for 3 years, I am extremely detail-oriented. Other than that, I've also worked as a freelance content writer for 5 years, and have successfully published a lot of articles in a variety of publications, so I know how to shape my writing style to fit the audience. In addition, I have knowledge and experience in writing press releases with ease and accuracy.

Scenario #2

You're applying to be a salesman at a watch company.

Sample Answer:

I am a highly skilled salesman with over nine years of experience. I have always exceeded my sales goals since I started. To me, customer satisfaction is the key, and I pride myself on my ability to communicate effectively with my customers and gain their trust. I have learned to effectively resolve conflicts and understand customers, which would be beneficial in the future.

Q2

“WHAT ARE YOUR STRENGTHS/WEAKNESSES?”

Weaknesses

- Turn those weaknesses into your strengths
- Let your interviewer know which weaknesses are being strengthened and improved

Scenario #1

You're applying to be a journalist at a magazine company.

Sample Answer:

I am a perfectionist; I want to make sure that my work is perfect, so I tend to spend a bit too much time finishing it. However, I've come up with a system to ensure that strict deadlines are met.

Scenario #2

You're applying to be a salesman at a watch company.

Sample Answer:

I've learned to be more organized by implementing an efficient system. Now, my organizational skills are improving day by day.

Q3

“WHAT ARE YOUR SALARY EXPECTATIONS?”

Do

- Research on the average salary expectations.

Sample Answer #1

I understand that a lot of similar positions pay in a range of **RM2,000** to **RM4,000**. With my experience, I would like to receive a pay around **RM2,500** to **RM3,800**.

Sample Answer #2

The research that I've done indicates that the average salary is around **RM 2,000 to RM4,000**. Therefore, something within that range would suit me as a starting salary.

Sample Answer #3

My salary requirements are fairly flexible. However, I do have significant experience in the field that I believe would add value to my position.

** Insert your answers in place of the highlighted parts*

Q4

“WHY DID YOU QUIT YOUR LAST JOB?”

Do

- It doesn't matter what reason, be honest, direct, courteous, and sincere.

Sample Answer #1

I'm looking for a bigger challenge but didn't feel like I could give equal attention both to my job search and to my full-time work responsibilities. It didn't seem ethical to slack off from my former job just to look for another, and so I left the company.

Sample Answer #2

I was laid off from my last position when our department was eliminated because of corporate restructuring.

Sample Answer #3

I wasn't going to move, until I saw this job posting and was intrigued by the position and the company. It sounds like an exciting opportunity in which I could challenge myself and fully utilise my expertise.

“DO YOU HAVE ANY QUESTIONS?”

Don't

- ask for gossip
 - ask about your salary and benefits
 - ask about your interviewer's personal life
 - ask simple questions
 - ask irrelevant questions
 - ask too many questions
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Basic questions that you can ask:

1. Can you share more about the day-to-day responsibilities of this position?
2. Why is this position open — is this a new role? If not, why did the person who held this role leave it?
3. If I were hired for this role, what would you want me to achieve in my first months in the position?
4. What's the company organization and management style like?
5. What are the company's goals for the upcoming year?
6. Can you talk about the company culture a bit?
7. What are some of the issues facing the company?