



Landing a Job by Knockout Interviews

20 January 2021

@Chatbot

Tell us

- a) your mood now and
- b) number of interviews
you want to get

Very quick intro...if you were my interviewer today:

Good afternoon, ladies and gentlemen (or everyone)!

Thanks for having me today (or thanks for your time today).

My name is Connie Tsui-Burchfield. I'm a Year 2 student in Social Work at the University of Hong Kong.

I am very excited about this (internship) opportunity because your job requirements relate to a lot of the work I have learnt throughout my study (or resonate to me a lot).

You/your organization believes in empowering underprivileged children so that they get to grow healthily mentally and socially. I have not started an official internship or a full-time job yet but I have worked as a part-time as well as a volunteer in my community, as you can see in my resume, one time with the Teaching Unlimited Foundation and the other time with Tung Wah Hospitals.

When I am not at school, I like expressive arts, cooking and K-pop.

I'm curious to find out more about this job and do my best to convince you that I have most if not all that you seek for.



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- Name
- Origin
- Undergraduate study
- Interest about the Company & Position
- Self-interest, career direction/aspiration,
- Personal touch
- Enthusiasm



Tell me
about
yourself

Myth



CV  Interviews  JOB!

Reality



Hiring
Manager



HR
Manager



Another
Manager
or a Peer



Someone
senior or
junior

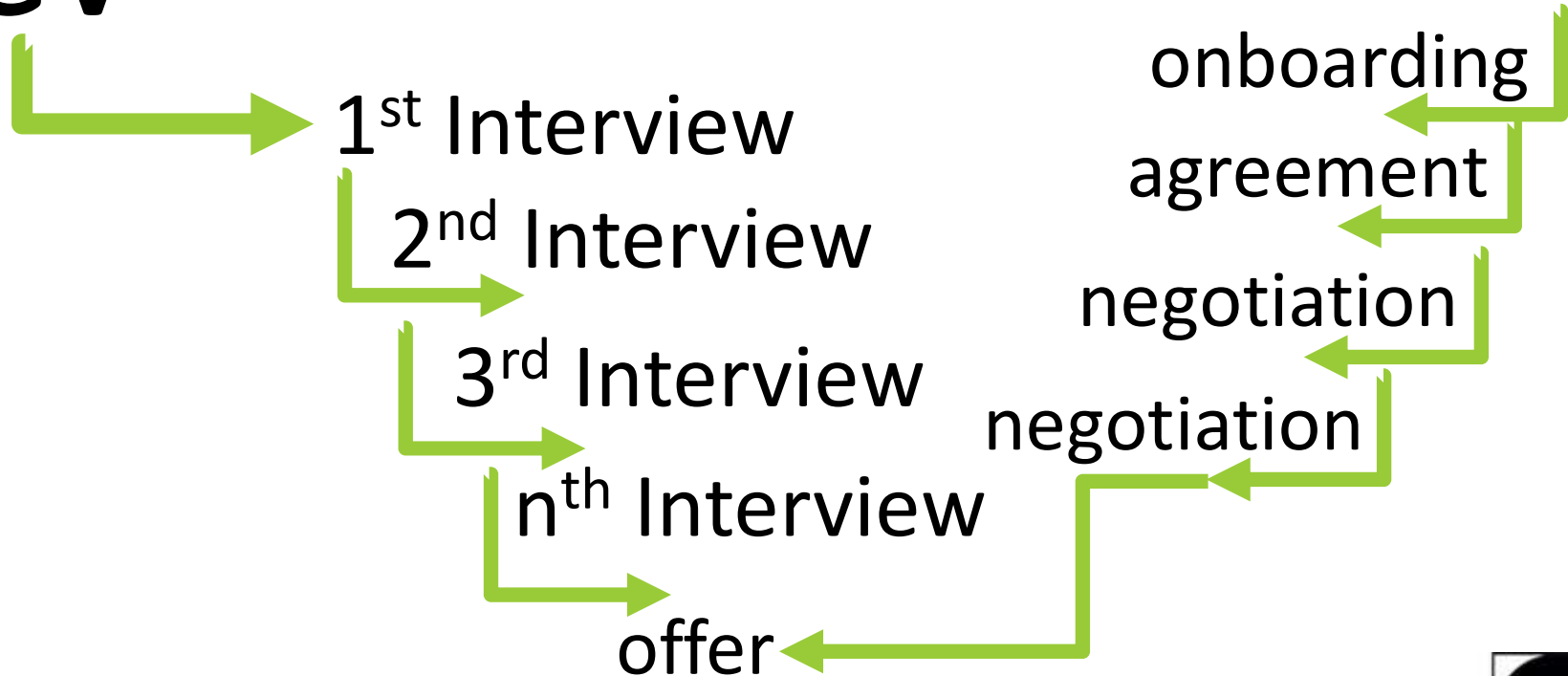


Reality

CV Interviews



JOB!



Meetings with
people from
different cultures

Concalls
with
mobile
teams

Working with
different age groups
& abilities

Meeting
tight
deadlines

Capacity to understand
and embrace others'
values

Work under
pressure and in
ambiguity





Types of Interviews

- Screening / Telephone
- Video conferencing
- One-on-one / Face to face
- Group
- Panel
- Behavioral
- Sequential



What you need to learn today & from now on...



Communicating with others

- Make it conversational
- Engaging others

Listening

- Reading the context
- Understanding others

Connecting

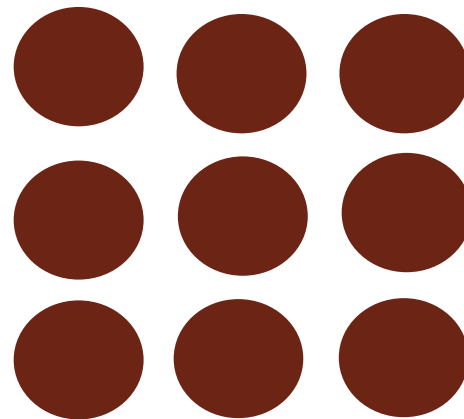
- Conveying/presenting ideas
- storytelling



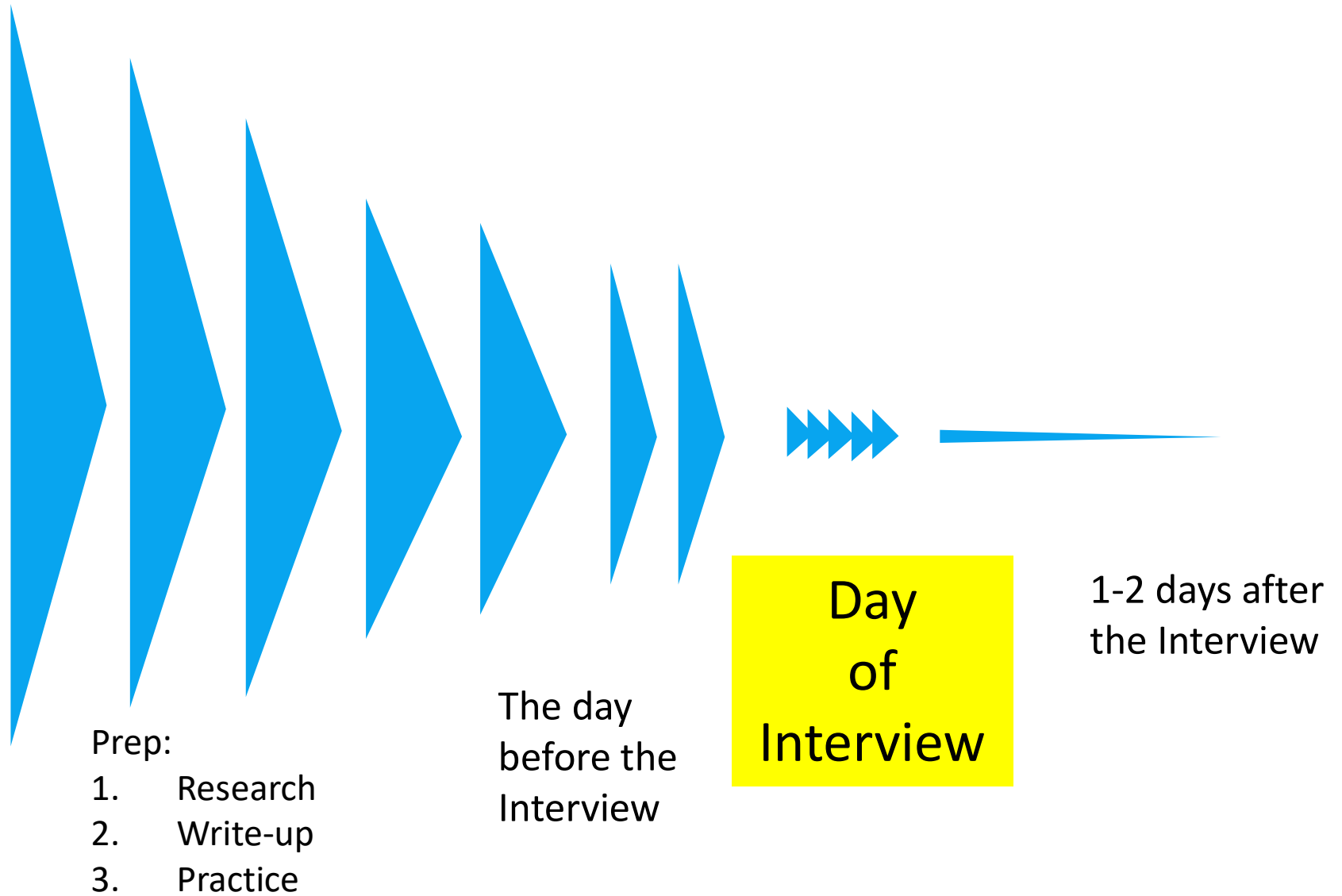


10% INTERVIEW

All eyes are on you



90% PREP!



Q2:

Did you have a chance to look at our company website?

What do you know about us?

www.rileyguide.com

Section

CAREER CENTER	680
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Business & Employer Research - My Perfect Resume

<https://www.myperfectresume.com/career-center/jobs/search/research-employers>



BUILD MY RESUME The Riley Guide: Research & Target Employers How to Research Employers II What's It Like to Work At... Chambers of Commerce Business Directories / Corporate Profiles II Business Research Collections Know the Industry Codes You may sometimes get the urge to throw up your hands and exclaim, "I can't find any jobs ..."

Changing Jobs? How to Avoid a Bad Breakup with Your Old Employer - My Perfect R...

<https://www.myperfectresume.com/career-center/careers/basics/changing-jobs-avoid-bad-breakup-old-employer>



You've given this relationship your best effort, but now it's time to leave. Here are a few tips that can help you divorce your old boss and company—on positive terms.

5 Soft Skills That Will Score You Brownie Points with an Employer - My Perfect Res...

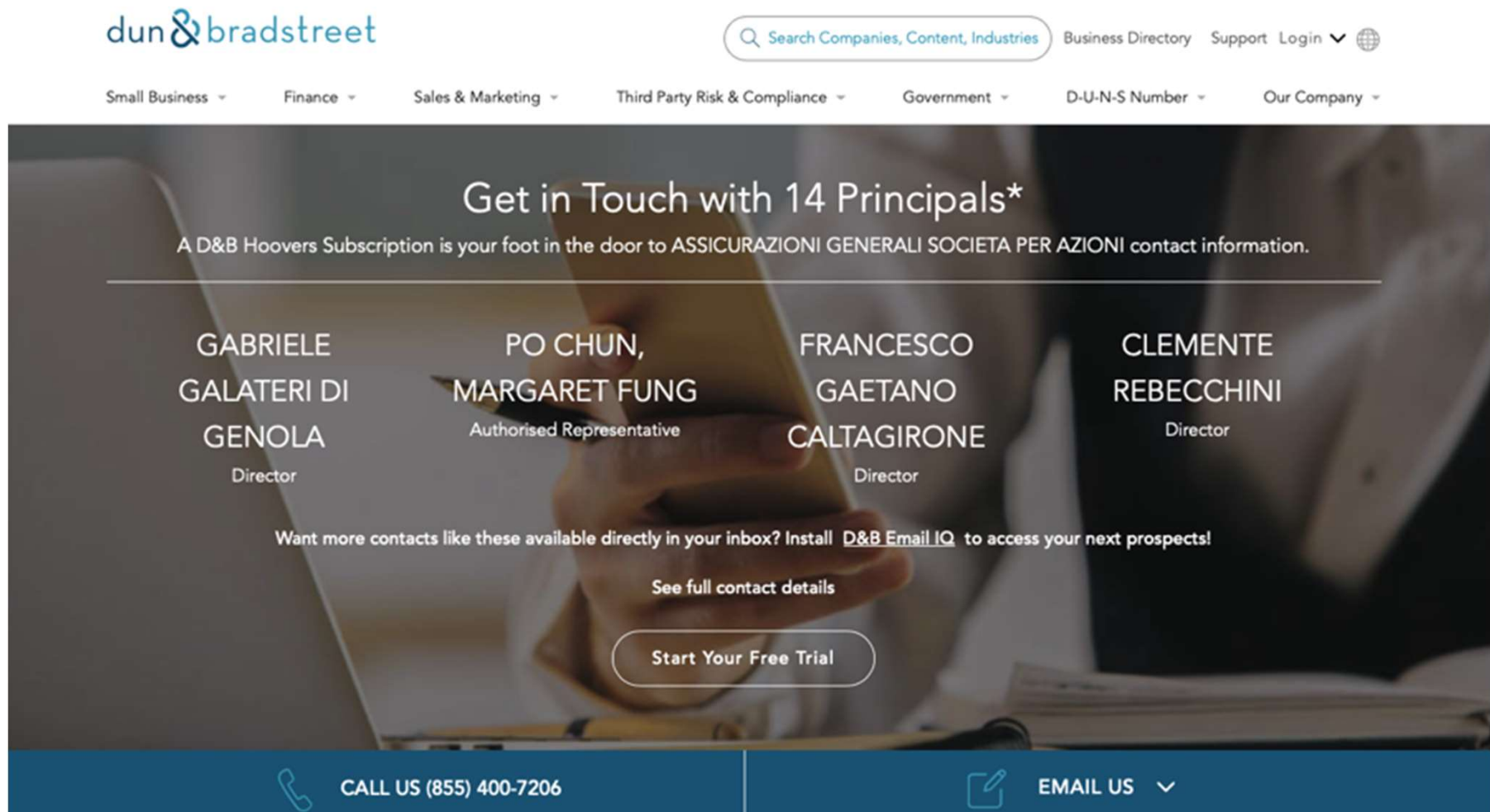
<https://www.myperfectresume.com/career-center/resumes/basics/5-soft-skills-that-will-score-you-brownie-point...>



Employers search resumes carefully to find the job and industry-specific skills they need, but they also look for a set of general skills that can help any candidate stand out in crowd.



Hoovers.com



The banner features a background image of a person in a white shirt holding a smartphone. The text is overlaid on this image.

dun & bradstreet

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Overview 748 Reviews 87 Jobs 1.2k Salaries 162 Interviews 228 Benefits 31 Photos

Generali Group Salaries

19 salaries (for 17 job titles) Updated 13 Dec 2020

19 Generali Group employees have shared their salaries on Glassdoor. Select your job title and find out how much you could make at Generali Group.

Search job titles

Find Salaries

Clear All Hong Kong - All Cities X

Filter

View as:

Assorted Pay Periods

Sort:

Most Reports

Average Base Salaries in (HKD)

Low

High

Intern INTERN/TRAINEE

HK\$10,000/mo

Avg. Total Pay

HK\$10,000/mo

Base Pay

Full Pay Details >

Based on 3 Salaries

Senior Customer Service Representative

About

HK\$19K -
HK\$20K/mo

Avg. Total Pay

About

HK\$17K -
HK\$18K/mo

Base Pay

About

HK\$2K -
HK\$2K/mo

Additional Pay

Full Pay Details >

Based on 1 Salaries

Project Manager

About

HK\$56K -
HK\$61K/mo

Avg. Total Pay

About

HK\$56K -
HK\$61K/mo

Base Pay

Full Pay Details >

Based on 1 Salaries



Overview

748
Reviews

87
Jobs

1.2k
Salaries

162
Interviews

228
Benefits

31
Photos

No Offer

Negative Experience

Interview

I had both a recruiter phone screening and a phone interview with the hiring manager (a Vice President). I followed up with an email message to the recruiter a few d

[Continue Reading](#)

Helpful (2)

18 Jun 2019

Helpful (1)

Marketing Manager Interview

Anonymous Interview Candidate in Bethesda, MD (US)

No Offer

Neutral Experience

Average Interview

Application

I applied through a staffing agency. The process took a week. I interviewed at Generali Group (Bethesda, MD (US)) in May 2019.

Interview

It was fairly quick process, starting with a 45-minute phone interview with the hiring manager and then an in-person day (3 hours). I met with the CEO, hiring manag

[Continue Reading](#)

Interview Questions

Do you have any interest in identity protection?

[Answer Question](#)





Intern, Regional Human Resources (6 months) → ...

Generali Asia · Hong Kong, Hong Kong SAR

New · Posted 14 hours ago · 523 views

 Easy Apply

Save

See how you compare to 76 applicants

 [Retry Premium Free](#)

Job	Company	Connections
<ul style="list-style-type: none">• 76 applicants• Internship	<ul style="list-style-type: none">• 10001+ employees• Insurance	<p>You have 0 connections at this company.</p> <p>Add ></p>

About Generali

Generali is a major player in the global insurance industry – a strategic and highly important sector for the growth, development and welfare of modern societies.

In almost 200 years, we have built a multinational group that is present in almost 50 countries, with around 70,000 employees. In Asia we are present in eight markets across the region to address the insurance needs of our customers. Our mission is to enable people to shape a safer future caring for their lives and dreams.

We are also deeply engaged in Corporate Social Responsibility – a commitment that is rooted that is in our work as insurers, but that also goes beyond our business vocation.



Job Description

We are seeking an intern who can work for **Full-time 6 months from February 2021**. The incumbent will be helping the regional Human Capital team on projects to support the launch of Learning & Development initiatives including the curation of learning content, as well as developing an ongoing communication campaign to support the upskilling agenda within the Asia region. You will also support on wider HR Analytics projects including but not limited to the monitoring of employee learning progress, data analysis and compilation for regular training reports, presentations and insight generation for HR management.

Key Objectives

- To develop and deliver a set of key tracking processes for the delivery of Learning & Development across Asia
- To develop and rollout a regional communication and engagement campaign such as bulletin boards and weekly newsletters to raise the learning initiative and retention of employees for the upskilling program via various internal channels including social media and email marketing
- Support on the data collection, analysis and validation in a decent and timely manner for various HR Analytics projects and reports, including Learning, D&I, Strategic Workforce Planning
- Provide full spectrum of training support on various Learning & Development programs including training aids preparation, logistics set up, training data/report maintenance and follow-up studies of all completed trainings for the training effectiveness measurement



Specific requirements are as follows:

- Holders of a bachelor's degree or students pursuing their undergraduate studies in Human Resources, Marketing or similar
- Ability to **work collaboratively** as well as **independently** in a dynamic environment
- **Strong organizational skills** and attention to details with critical and logical mind
- **Effective time management** skills with capability to multi-task under a tight deadline
- **Proactive, creative and positive self-starter** with strong ownership and desire to learn
- Excellent **written and verbal communication** skills in both English and Chinese
- Ability to **analyze and interpret** data using Excel / Power BI



WHY JOIN GENERALI ASIA AS AN INTERN?

Learning opportunities:

Increased learning and empowerment opportunities with a leading global insurer. Be directly involved in projects that have a huge impact to the organization.

Stand out from the crowd:

As an Intern with Generali Asia, you will have the exposure to specific projects that have direct impact to the organization and to our customers. We will not be asking you to merely photocopy documents and get coffee!

Increased career opportunities & visibility:

We are looking for exceptional talent that may join us upon graduation at any of our regional and global offices. Work directly with senior leaders and engage with them on regular basis!

Generali internship alumni:

Be part of the Generali Asia Intern Alumni, whereby we will continue to offer tea-talk sessions and other engagements.

Competitive allowance:

We offer competitive internship allowances in comparison to the market.

If you are interested in this opportunity, please send full resume via LinkedIn or carrie.mak@generaliasia.com.

Seniority Level

Internship

Industry

- Insurance

Employment Type

Full-time

Job Functions

- Marketing
- Human Resources



Sample Resume –INTERNSHIP– BUSINESS MAJOR

Caryn E. Johnson

1134 N. 13th St.
Milwaukee, WI 53442
(414) 289-4857 (School)

3295 N. Harvey Street
West Allen, CT 43958
(898) 985-6857 (Home)

OBJECTIVE Seeking a summer internship in the marketing field.

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science Degree in Business Administration
Specialization: **Marketing**
Graduation Date: May, 20xx G.P.A. 3.0/4.0

Related Courses
Marketing Research Promotional Strategy
Consumer Behavior Sales Management

Class Project
Prepared promotional materials for one university department.
Included designing logo, brochure, database for mailing and follow-up survey.

Computer Skills
Macintosh and IBM operating systems plus Windows,
Microsoft Office

EXPERIENCE
Summer 20xx

J.C. PENNY CO., Milwaukee, WI
Customer Service Representative

- Processed customers returns and exchanges
- Handled telephone inquiries and complaints. Due to excellent phone skills with customers, promoted to handle customer complaints in house.

Part-time
Summers
xx-present

CENTURY INN RESTAURANT, Milwaukee, WI
Waiter
Assistant Manager

- Promoted to Assistant Manager after six months
- Trained new waitresses and busboys
- Acted as cocktail hostess when needed
- Ran tapes and tallies when manager not there

**AWARDS/
ACTIVITIES**

- Business Marketing Association, Treas.
- Hall Council Floor Representative
- Volunteer Coordinator – Special Olympics
- Marquette Scholarship (3 years)

References Available Upon Request.

DAVID CHAN

Phone: XXXX XXXX
Email: davidchan@gmail.com

CAREER OBJECTIVE

Seeking a challenging career with a progressive organisation that provides an opportunity to capitalise my technical skills and abilities in the field of information technology.

TECHNICAL SKILLS

- Hardware troubleshooting
 - Network troubleshooting
 - Programming (Java, C++, Visual Basic, Android Programming Language)
 - Microsoft Office (MS Word, Excel, Powerpoint, etc)
 - Adobe Creative Suite (Photoshop, InDesign, After Effects, Dreamweaver)
-

PERSONAL SKILLS

- Excellent written and verbal communication skills
 - Highly organised and efficient
 - Ability to work independently or as part of a team
 - Proven leadership skills and ability to motivate
-

EDUCATION

Bachelor of Science in Communications Technology (2012 – 2016)
ABC University

ACHIEVEMENTS/RESPONSIBILITIES

- President, Association of Computer Students (2013 - 2014)
 - Lay-out Artist, The Guardian Student Magazine (2013 - 2015)
 - Vice-Governor, College of Engineering and Industrial Technology (2013 - 2014)
-

PRE-PROFESSIONAL EXPERIENCE**Technical Support Intern - IT Department**

ABC Business Services Inc. (June 2015 – Feb 2016)

Provided Level 1 support, handled troubleshooting and maintenance as well as monitoring and deployment of IT

Now, get a
start on
your own
CV

Use **4-5 minutes** to work on these 3
guiding questions for ***Personal
Statement***:

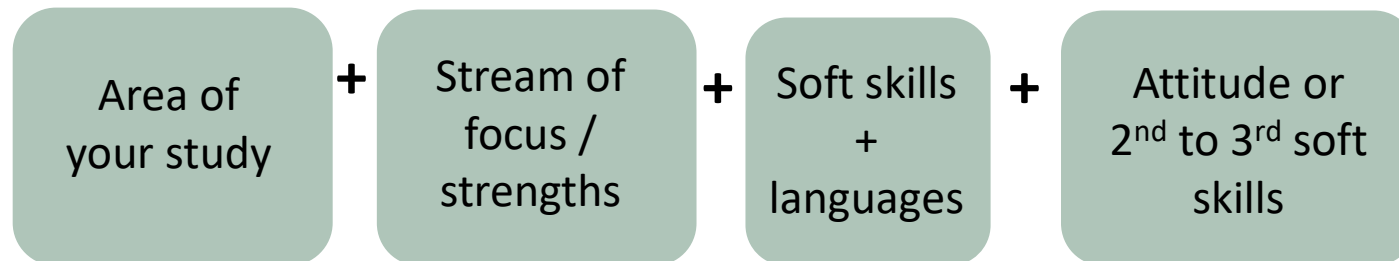
1. Why are you the best fit to this internship position? (skills, attributes, character)
2. What do you want to achieve and how is it relevant to the internship position? (aspiration, goals, job-fit and development areas)
3. How will you contribute to the Community Partner you are applying for? (goals, will)



Now, get a
start on your
own CV

Write a **Career Objective** Statement:

A committed Engineering Postgraduate equipped with Scrum knowledge and complex problem solving skills. Good communication skills including English, Mandarin and Cantonese proficiency. Modest and willing to learn. Professional interests include Project Management, Customer Services and Resourcing



Now, get a
start on your
own CV

Work on your
Achievement Statements
*(results demonstrating
through your job duties)*

a verb in
past tense

+

a subject
or a task

+

an action

+

quantitative or
qualitative results

E.g.

- Led a team of five to test run a client database within two weeks that resulted in good marketing adaptation
- Successfully ran creative programs for children aged 4-6 and taught them expressiveness through painting and storytelling

Q3:

From our job ad, what do you think the role is?

Q4:

Tell us one of your success stories.

Tell us about a time that you felt particularly proud

Work on your *Success Stories*

STAR/SOAR Technique

Situation

Task / **O**bstacles

Action

Results

Q5:

Tell us about a time when you felt it was a failure

Can you share a moment or incident that you were defeated/frustrated? And why?



Why is first
impression
so
important?

Interviewing Attire

Dos

No earrings

Silk necktie with
conservative pattern

Shirt cuffs show only
slightly at the wrist

Conservative 2-piece suit



Don'ts

Facial hair should be
neat & trimmed

Avoid distracting
or busy patterns





Interviewing Attire

Dos

Jewelry in moderation

Conservative 2-piece suit

Skirt: Knee-length

Hoisery at or near skin color

Dark Shoes



Don'ts

Necklace too large/distracting

No bright colors/patterns

Capris: too casual

No open-toed shoes





How do you start/close?



Something about virtual...

You must
amplify:

- gesture
- expressions
- tone

Dial it up!



Frequently asked questions

1. What are your greatest strengths? Weaknesses?
2. Describe a difficult situation you were in recently and how you tackled it.
3. Where do you see yourself in 5 years of time?
4. How would you resolve a work conflict?
5. What is your work style?
6. How do you handle stress?

7. Why should we hire you?
8. What is your greatest accomplishment?
9. What is your dream job?
10. How do you work with people whom you disagree with?
11. One day, say you discovered that your manager or colleague broke the company policy, what would you do?
12. What salary are you looking for?
13. What questions do you have for me?



Your skills don't seem to match with what the job requirements.

What is your greatest weakness?

What was the greatest mistake you made?

Do you like challenges?

What would you consider when you need to raise a critical question?

Are you a team leader or a team player?

How many five-dollar coins will it take to build an IFC tower?

What makes you angry?

Who would be the best candidate for this job?

What would your mom/enemy say about you?

Why are you not able to find a job in six months?

What do you think about Donald Trump?

What do you think about the prolonged social distancing ban and how does it affect work?

What does your career rank in your priorities?

Where is the happiest place on earth?

Many Post-millennials are being criticized by the Baby Boomers or Gen X or even the Millennials that they don't know how to communicate with real people. What do you have to say about that?



**"What are you most passionate about?
Using the whiteboard, explain to me the
process of how it works."**

Brendan Browne, Head of Recruiting, LinkedIn



RADIX

Don't


- be late
- dress up inappropriately
- use your mobile after you step into the door
- ask questions before addressing questions from your potential employer
- negotiate on terms
- lay out your scripts
- be arrogant
- be shy
- slack in your chair
- chew gum or bring your own drinks
- try to be smart



Do

- be 15 minutes early / set up Skype or intercom early
- dress appropriately
- only use your mobile for last minute check
- attend to your calls!
- observe the surroundings and the people
- drink enough water and go to the bathroom before you attend to interviews
- bring your resume/CV
- make a firm handshake
- be enthusiastic but not overly enthusiastic
- be authentic and natural
- be curious
- be business savvy, professional and succinct
- sit straight
- you can drink water or take a deep breath when you start to get nervous
- Be confident
- Be polite
- Smile often
- Be grateful and thank your interviewer(s)




- 
- Success is a long road. Your first job is just the beginning
 - Your presentation is your personal brand
 - Don't be a jerk. Be humble and professional
 - Keep your resume 1-2 pages in total
 - Keep your messages succinct
 - Prepare carefully and thoroughly
 - Use common sense
 - Be focused, succinct and natural
 - Be grateful and hopeful
 - Be confident

connie@radixasia.com

www.radixasia.com





Yet still you
need to make
the effort

- Strong roots | Sustainable growth
 - www.radixasia.com
-

You can't take the
wrong road to the
right place.