

Presentation: Interview tips

Representative: Deacons

Location: Law Fair 2005

Date: 06/05/2005

Time: 11.30 – 11.50 a.m.

Contents:

1. Research

- Researches on the history, structure, targets/goals of the firms/organizations;
- Considers and prepares for the questions that interviewers might ask;
- Prepares questions that you might want to ask the interviewer; and
- Revise your CV and cover letter before the interview.

2. Details

- Be sure that you know the date, time, address, the name of interviewer and his/her title
- Be sure that you arrive early

3. Presentation

- Always wear proper clothing, namely, suit, for an interview
- Posture in general

4. Interview

If you have an interview, you already passed the academic test. Therefore, in the interview, they are looking for

- Good communication skills;
- Personality, i.e. confidence and enthusiasm;
- Teamwork and leadership;
- Attitude;
- Interpersonal skill; and
- Problem solving ability, etc.