

Traineeship

PREPARING FOR THE INTERVIEW

Want to be successful at your job interview? Well, you certainly can. If you prepare yourself well before attending an interview, you will stand a better chance of getting the job of your choice. Below are some important points to help you do well at an interview.



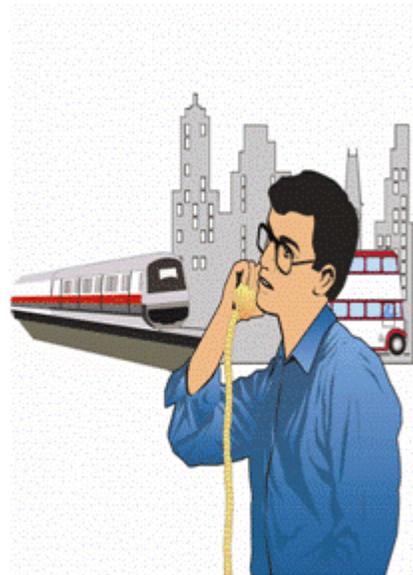
1. Remember the Date and Time of Interview

- ▶ You should contact the company personnel at least one day ahead of the appointment date to confirm that you will be attending the interview.
- ▶ Remember to be polite when speaking to the company personnel over the phone.



2. Know Where the Company is Located

- ▶ If you do not know how to get to the company, you can check with your family members, friends or call the Human Resource Department of the company for direction.
- ▶ Better still, make a trip to the company at least one day before the date of interview so that you will know the location of the company.



3. Be Punctual for the Interview

- ▶ Always be early for the interview. You should time yourself to be at least 15 to 30 minutes earlier than the appointed time.
- ▶ As a matter of courtesy, please contact the company if, for any reason, you are unable to attend the interview or if you have changed your mind about taking up the job offer.

4. Be Appropriately Dressed

- ▶ Dress appropriately. It is important that you dress neatly for the interview.
- ▶ For a female applicant, you can either wear a dress or skirt/tailored pants and blouse, and put on court shoes.
- ▶ For a male applicant, you can put on a long-sleeved shirt, tailored trousers and proper shoes if you are applying for service skills courses. However, if you are applying for a technical skills course, you can put on a polo T-shirt (with collars) and pants. Avoid wearing faded or worn-out denim jeans.



- ▶ For both male and female applicants, the first impression you create at an interview is very important. As such, try to avoid having multi- or brightly-coloured dyed hair and multiple earrings when attending interviews.

5. Bring Along your Documents

- ▶ Remember to bring along your identity card, educational certificates, report book and the referral letter for you to attend the interview.
- ▶ Keep your certificates and documents in a neat and orderly manner in a folder so that you can find it easily when requested to do so by the interviewers.

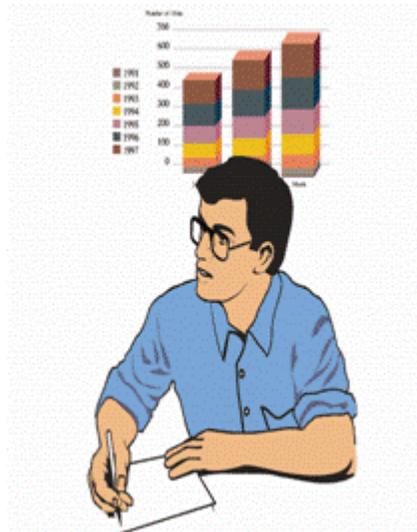


6. Know the Company

- ▶ Try to find out what business the company is in before attending the interview. For some companies, information about their business can be found on the Internet.

7. Asking Realistic Salary

- ▶ The salary offered by the employer is usually printed in the information sheet on list of companies participating in traineeship for the particular course.
- ▶ Some employers may make you an offer that is different from what is printed in the information sheet. This could be due to the economic situation during the period of interview and the company may have to adjust the salary to a different amount.
- ▶ As an applicant, you have the choice to accept or reject the salary offered by the company.
- ▶ If you do not wish to take up the offer, please be polite when turning down the offer.
- ▶ Thank the interviewer for giving you the opportunity to be interviewed.



8. Be Yourself, Be Natural

- ▶ Remain confident, calm and answer the questions positively.
- ▶ Be prepared to explain why you have applied for the course.
- ▶ If you are not sure of the question asked, politely ask the interviewer to repeat the question.
- ▶ If you have no answer to the question, be honest and let your interviewers know that you have no answer for that question.



9. Things to find out before you leave the interview

- ▶ Find out from your interviewer(s) whom you can contact to find out about the interview outcome.
- ▶ Take down the telephone number, name of officer and date to contact the company in your notebook.
- ▶ Thank your interviewer(s) and say that you hope that they will consider your application favourably.



10. Outcome of Interview

- ▶ Do not despair if you are not successful in the interview. Take it as a useful learning experience.
- ▶ Go down to the Customer Service Centre at ITE Headquarters to request for referral to another company.
- ▶ Only those who keep trying will succeed!

We wish you all the best at the interview!