

# Careers and Interview Skills

A Presentation-Dialogue session  
jointly brought together by  
The University of Nottingham, Malaysia  
Campus and The Alumni, Malaysia  
to the students of the Malaysia Campus on  
Tuesday, 23 November 2010  
Semenyih



# Careers and Interview Skills

## AGENDA

Tuesday, 23 Nov 2010, Semenyih

### **University of Nottingham Association (Malaysia)**

- An Introduction

### **Career Opportunities at KPMG**

### **Interview Skills**

- What Corporations Look For in Graduates
- Recommended Ways to Write CVs
- Recommended Behaviours During Interview

# Careers and Interview Skills

Q. Important to corporations from business point of view?



# Careers and Interview Skills

Q. Important to graduates from career point of view?



# University to Corporation

A new chapter in a Graduate's life

A chapter for the next 30-40 years...

“High on Knowledge yet to acquire  
Experience”.

Career Prosperity depends on External  
Influence (People & Environment)

# What is an Interview?

A conversation with a purpose to get to know a candidate as much as possible with a view to a possible job offer.

“Most Suitable Candidate”.



# Selection Criteria

- **Achievement of Results**
- **Relationships (People Skills)**
- **Thinking Skills**



# Selection Criteria

## Achievement of Results

- **Drive and Motivation to set Challenging (ambitious but achievable) Goals**
- **Delivers Results** (despite difficulties faced)
- **Resilient** (does not give-up easily; stay true to conviction)
- **Resourceful** (creative in optimising resources open to use)
- **Courageous** (strong sense of conviction, stand-up to it)



# Selection Criteria

## Relationships

- **Honest** (“person of integrity”)
- **Respect for People** (courtesy, regard for people)
- **Values Differences** (“synergy depends on diversity”)
- **Influences and Motivates** (winning people’s commitments positively)
- **Clear Communicator** (clear message, convincing)
- **Builds Relationships** (“results achieved by and through people”)
- **Team Player** (like being in a team, achieving results as a team)
- **Leadership Capabilities** (willing and capable to shoulder responsibilities)

# Selection Criteria

## Thinking Skills

- Day-to-Day to Strategic
- Obvious to Abstract

“Ability to see the Forest as well as the Trees”

How you **Think** is very important because it influences your **Action** and **Behaviour**

Your **Thinking** is influenced by Education, Beliefs, Value System

# Questions Asked-Examples

## Seek Evidence for Achievement of Results & Relationships

- What make you choose Economics/Mechanical Engineering/Law as your degree?
- What is your most significant non-academic achievement that you're proud of?
- What is the most difficult decision that you have made?
- Have you encountered a difficult decision involving people?
- You undertook Captain of University Football Team, what make you choose that role?

# Structure of CV

## for Fresh Graduate

- Personal Particulars
- Education & Awards (include research, projects, other significant achievements)
  - School/College/University, Courses, Period (start-end)
- Extra-Curricular Activities
- Work Experience or Internship (if any)
  - Period, Employer, Position Held, Key Roles & Responsibilities
- Skills & Interests (include Languages, IT Skills)
- References

# Selection Process

## For Fresh Graduates

### Structured Interview

- To assess **Achievement of Results** and **Relationships**
- Face-to-Face Interview for 40 Minutes (+10 Minutes for Candidate's Questions)
- Normally by two (a pair) assessors

### Assessment Centre

- To assess **Thinking Skills**
- Normally by doing an exercise (eg. Case Study, 1.5 hrs)
- Normally by different two (a pair) assessors

# Behaviours During Interview

## Three Aspects

- Responding to Questions
- Speech & Appearance
- Time & Energy



# Behaviours During Interview

## Responding to Questions

- Always answer questions objectively & subjectively
- Refrain answers “Yes”, “No”...always describe, elaborate
- Elaborate on answers with logic & sound reasoning
- Always share your views (opinions) or stand on issues (concerns)
- Always share your ideas openly, freely, convincingly
- Avoid “arguing” (right/wrong) with interviewers (assessors)
- Always ask questions at the end
- Appear (act) approachable, motivated, inquisitive, enthusiastic

# Behaviours During Interview

## Speech & Appearance

- Speak clearly, express yourself well (smile & a smile in your voice)
- Be aware of body language, sensitive to cultural differences
- Appear presentable, safer to wear dark-coloured (neutral) suit



# Behaviours During Interview

## Time & Energy

- Be on time (arrive earlier)
- Respond promptly on subsequent follow-up correspondences
- Overall, “You come across as managing your time & energy well.”



# Summing-Up...

“BRILLIANT MIND BIG HEART”



# Careers and Interview Skills

THANK YOU  
TERIMA KASIH  
ALL THE BEST  
SEMOGA BERJAYA

