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

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

Your Thinking is influenced by Education, Beliefs, Value System

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