



INTERVIEW GUIDE

Pagoda Projects has successfully placed over 4000 participants since 2007, meaning we have plenty of experience in knowing what a host company wants from you during an interview. You already know that no two interviews are the same, but this guide aims to help you through the basics.

DOS



PREPARE - ask the questions and have your answers ready!



RESEARCH - make sure you know who is interviewing you, what their role is, the job you are applying for



TEST CALL a friend to check your video, microphone and WIFI connection are working.



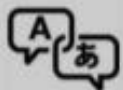
Provide a **BACK-UP METHOD** of getting in touch- exchange phone numbers and WeChat IDs prior to the interview.



ENVIRONMENT Choose a tidy surrounding with a neutral background is best.



LOOK THE PART! Smart attire, dress professionally. Don't be tempted to wear pajama bottoms!



Use **APPROPRIATE LANGUAGE**

DON'TS



BE LATE - Check the time zone when scheduling your interview (Try using Google Calendar or Time and Date which adjusts to time zones and can be synced to your phone).



BAD MOUTH previous employers or colleagues.



DISTRACTIONS Make sure you will have peace and quiet, and won't be disturbed during the interview.



PANIC if you think the interview isn't going well, just continue.



GET NERVOUS - the company just wants to get to know you and your suitability for the role! They aren't trying to catch you out, they're just making sure you will both be a good fit for each other. It's an opportunity for you to find out more about the role and job requirements.

Preparation is the key to success! No matter what questions you are asked, if you have done your research, you will be able to answer confidently and ensure you stand out. Research the company and the role you are applying for, ensure you have questions prepared to ask the interviewer. This shows you have taken an active interest in the opportunity and are eager to learn more.



Tell me about yourself?

This is a popular question to make you feel at ease. Practice this question to make sure you have a concise answer, following EES or using an Elevator Pitch.

Why do you want to work for Company XY?

Research the company and their corporate culture and values, their website and "About Us" page is always useful. You can mention some of their values and explain why they appeal to you and why you think you'll fit in well with their ethos.

What attracts you to this role?

Think about your previous work experience, or knowledge of the sector, and how you could use this to fulfil the role. Combine this with a skill that you would expect to learn or develop in the role and explain why this is useful and appealing to you.

Describe when you have had to work with a team from different cultures and languages?

Outline a situation where you have done this- maybe in work, in university or through volunteering. If you have no work experience, think about any extracurricular activities you're involved in- maybe you have tutored, studied abroad or play sports.



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Within the role, you will be using a range of specific skills and software. Can you tell me about a time you have used CAD (for example) to support your work?

Refer to your experience with any software mentioned, or similar software. E.g. You use Microsoft Word and PowerPoint at university, or maybe a CRM system like SAP, Oracle, etc through your job.

Research the specific skills/ qualifications typically required for your role and in the sector.

What is your knowledge of the sector surrounding the role, e.g. e-commerce?

Here you are expected to explain in your own words what the sector is and how the company engages in that field.

Try giving examples of some well-known companies to demonstrate your knowledge.

What are some of your strengths and weaknesses?

Try asking coworkers, friends or team mates what they think your strengths are, and make these apply to the role. Sometimes the examples might not suit directly, but try to think what these strengths show about you as a person, and how that will benefit you in the job role.

Avoid saying that you have no weaknesses. Demonstrate a weakness you have turned into a strength and explain the steps you have taken to improve.

Do you have any questions for us?

Ask questions which can encourage discussion and show your interest: Can you describe a day in the office? What will my daily duties be?

Examples include, "I can see you focus on ... and ... what other key markets are you looking to target?" or "How many staff will there be in the office?"