



HRINC Vision:

To be the most valued knowledge and most respected professional services provider that all business knows, will add positive and lasting value.



Interviewing Skills

HRINC RECRUITMENT TEAM

THIRD GLOBAL ALUMNI CONFERENCE

SATURDAY 18 NOVEMBER 2017



Welcome

1. HRINC CONSULTING
2. HRINC OUTSOURCING
3. HRINC RECRUITMENT
4. HRINC EXECUTIVE SEARCH
5. HRINC TAC
6. BDLINK

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Facts about our group

15+

Years of experience
in the region

Is the number of years we have worked in the ASEAN region. The first fully fledged HR service provider to establish in

Cambodia and Myanmar.



100+

Full time
professional staff

Is the number of full time professional staff servicing clients across the globe.



50%

Of Group
Management are
Woman

Is the Number of woman who manage our group at Group Level



60%

Of employees are
Woman

Is the number of professional woman working in our group



Facts about our group

1,000+

Outsourced
Employees

Is the number of outsourced workforces and professional staff we service across the region helping our clients focus on their core business



15,000+

Compensation
data points in
Cambodia Annually

Is the number of employees represented in our salary surveys in Cambodia



30,000+

Professional talent
pool and growing

Is the number of registered and up to date professionals in our recruitment database



200+

Consulting Projects

Is the number of consulting projects we have worked on from value chain assessments, to agriculture and SME development, financial services, education, skills, health and labor market



The Interview

1. AN OPPORTUNITY TO MAKE AN IMPRESSION
2. AN OPPORTUNITY TO CONVEY YOUR SKILLS AND DESIRES AND WHAT A WONDERFUL ASSET YOU WILL BE FOR THE COMPANY

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What employers say...

They try to over impress and be someone else

They don't even know what they applied for!

Interviewees don't listen.

The CV was clearly someone different!

They had no idea what products we sell!

Many have no idea what our company does!

I rarely get a good question which demonstrates real interest.

There is more interest in money than the job?

Don't waste time: It is precious

You know what employers say – *prepare yourself!*

If someone is making time to meet with you:

- **BE PREPARED**

It is a privilege to be invited to an interview:

- **BE PREPARED**

Employers are getting prepared to interview you:

- **BE PREPARED and DO YOUR PART**

Employers talk, they will tell others about their interview with you

- *If they cannot hire you, they might refer you to a friend or another company*
- **BE PREPARED NO MATTER WHAT**

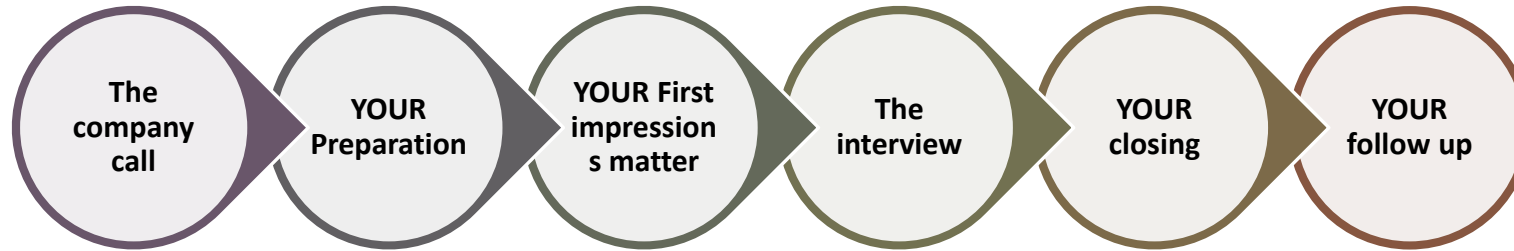
Being prepared is a sign of respect for the time someone is giving to you.





Your interview started when you submitted your CV! Be ready at all times! TOP Tips

The interview process

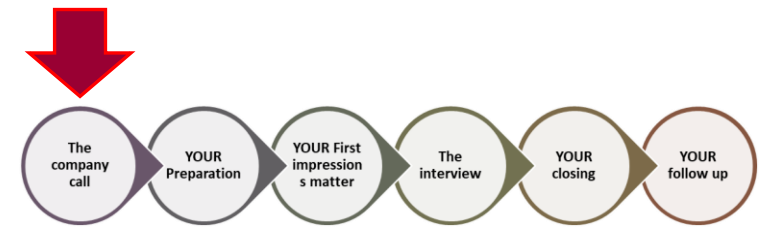


The detail – your key words to remember



The company call

You got an interview!



Your CV made an impression, don't let the way you answer the phone, destroy that!

- *If you don't know who is calling, make an effort to be extra professional*

If you don't know who is calling, make an effort to answer the phone professionally

- *Don't assume who is calling*
- *Ask who is calling and from which company so you don't make mistakes*

Sound happy to receive their call

- *Not desperate, not childish, not giggling, not "ah finally someone called me for an interview"*

Confirm:

- **Who** to ask for when you arrive at the company
- **Who will interview** you and how many people will be in the interview
- **Where**
- **What date and time**
- **What is the format of the interview**
- **How early** should you arrive
- **Who to call** in case of emergency

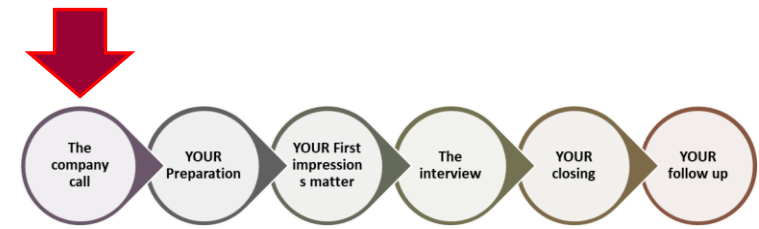


Stressed



Calm, engaging,
interested

Answering the telephone Makes the first contact impression



What you can do	What you SHOULD NEVER DO
<ul style="list-style-type: none"> • Hi, this is Suy Sokha, how can I help you? • Good afternoon, this is Sokha, who am I speaking with? 	<ul style="list-style-type: none"> • HALLO? • Cha! Or Ba!? • Have someone else pick up your phone and answer unprofessionally • Be eating, or drinking when you answer the phone
<p>If you are in class?</p> <ul style="list-style-type: none"> • If a mobile phone, send a text message. Hi, this is Sokha, I am sorry, I cannot pick up your call now, I am in class. 	<ul style="list-style-type: none"> • Pick up a call and whisper
<p>If you are out having fun with your friends and it is noisy?</p> <ul style="list-style-type: none"> • Step out to somewhere quieter. Try to take their name and number and call back ASAP • Tell them it is a bit noisy where you are now, can you call them back at xxxxxx time on the same number. (take the name) 	<ul style="list-style-type: none"> • Try to have a conversation when you cannot hear the caller • Tell them you are having fun, can you call them back later • ... • ... • ...

YOUR Preparation: The JOB (1 of 2)

The key to your success



Know yourself

Know what information you submitted

Research the company

Prepare interesting questions about the company

YOUR Preparation: SELF (2 of 2)

The key to your success



Your clothes and shoes

Your hair and makeup

Your accessories and perfume

Your transport

Notebook, pen, paper, contact cards

Self Preparation Tips

Things people do wrong



Try to be sexy and do too much with your hair!



Wear too much perfume, the interviewer cannot breath

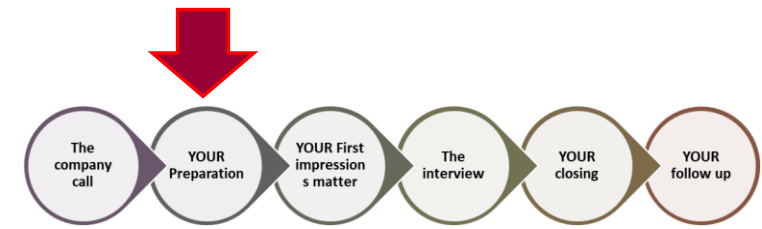


Wear new shoes or shoes you cannot walk in....



Self Preparation Tips

Things people do wrong



Wear very casual shoes as if they are on holiday! Take the interview seriously



JUST BE YOURSELF!

"You were born an original. Don't die a copy"

MINIMAL.SERIES
LUIS AFONSO



Wear professional clothes – don't try to be pretty or sexy or handsome – be yourself.

Lets have some fun and look at pictures. You tell me what you think is professional...

WHEN YOU SEE A PICTURE - SAY **YES IF IT IS PROFESSIONAL AND SAY **NO** IF IT IS NOT PROFESSIONAL**



Too tight
Too many colors
Hair not tidy
Glasses too fashionable



The pose is sexy – don't pose sexy
The outfit is professional and clean.



Skirt too short
Trying to be sexy
Top too naked!





Jin Qian rows of xiao-l
leaves full of
romantic amorous
feelings edge and
walking swaying born
appearance all over
with a fashion enchan
tempersant



Outfit is professional
Hat is not great
Make sure your hair not in your eyes!



Looks like you are going to party or disco
Looks like you are trying to be sexy or pretty



Too casual
Don't wear cartoons
Looks like you are going shopping, not going to work



✓ The whole feeling is professional and confident

✗ Trying to be sexy
Shirt is open and revealing

✓ The feeling is professional and confident
Be careful – the hair in the eyes is not good – make sure you can look people in the eye during the interview

✓ The overall feeling is professional and confident.

Summary and general guidelines

Women

Don't try to be sexy – be yourself

Be comfortable – wear clothes and styles you know

Wear shoes you know! Clean them and make sure you can walk!

- *Nothing worse than a women who cannot walk in her shoes!*

Rather be conservative, than aggressive!

- *Skirt (not too short) and tailored shirt, clean office shoes*
- *Stick to conservative colors if you don't know what to wear*
 - Dark color on the outside (Black, blue, brown)
 - Add a splash of color in your shirt, or scarf

Don't drown yourself in perfume!

Don't overdo your make up!

- *Not wedding finger nails*
- *One color only*

Make sure there is no hair covering your eyes

Be yourself!





Too casual
Wrong shoes
Good for visiting friends



Too casual – not serious
A bit messy
Does not look professional



Looks confident
Hair can be trimmed
Looks professional and tidy
Good professional first impression



Looks confident
Tidy and professional
Good professional first impression

Summary and general guidelines

Men

Don't try to be cool – be yourself

Be comfortable – wear clothes and styles you know

Wear shoes you know! Clean them and make sure you can walk!

Rather be conservative, than aggressive!

- *Clean shoes*
- *Stick to conservative colors if you don't know what to wear*
 - Black pants, light blue/white shirt, strong tie color
 - Dark color on the outside (Black, Pinstripe, Grey, brown)
 - Add a splash of color in your shirt, or tie
- *Powerful tie colors that give confidence: Gold, Silver, Strong Blue, Dark Rich Red*
- *Don't have a colorful shirt and a colorful tie that don't match*

Don't drown yourself in perfume!

Make sure there is no hair covering your eyes

Be yourself!





Top Tips for the future

When you invest in professional office wear, it is useful to make sure your wardrobe can mix and match

- *Don't purchase fashion for work, purchase fashion for your lifestyle*
- *Purchase conservatively and smartly for work*

Invest in a really good black suit – not a fashion suit!

- *Men: Pants and Jacket (not tight style)*
- *Women: Trouser and/or Skirt and Jacket (Make sure your skirt is not too short!)*
- *Women: Invest in a “little black dress”*

A black suit can be worn almost anywhere and dressed up with different colors and accessories

- *Change the shirt color and style*
- *Just wear the pants in the day, add the jacket at night*
- *Add a scarf, belt, tie, jewelry – change the colors to suit the fashion*

Purchasing your first work shoes

- *Black is always a safe color as it goes with everything*
- *Try to buy good quality, and then LOOK AFTER them*

First Impressions Matter!!!

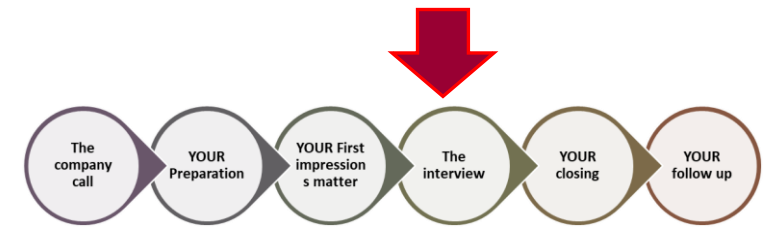
Treat the receptionist with respect



Arriving	Waiting	Greeting
<p>Arrive 15 – 20 minutes early</p> <p>Present professionally at reception</p> <p>Ask how long you will wait before your interview</p>	<p>Sit professionally</p> <p>Look interested</p> <p>Read company information available</p> <p>Don't unpack your bag! You should be organized!</p> <p>Review your notes and questions</p>	<p>Firm hand shake</p> <p>Clear voice and professional greeting and introduction</p> <p>Be confident</p> <p>Eye contact</p> <p><i>Don't drag your feet when you walk</i></p>

The interview for a first job/internship

Employers know you don't have experience



Focused on **school and experience** at school

- *Why did you choose to study ...*
- *What was the most interesting thing you learned at school?*
- *Who was your most inspirational lecturer at school and why?*

Focused on **your outlook and ambitions**

- *Where do you see yourself in 3-5 years*

Focused on your **skills and knowledge** around particular topics **related to the work** and how you make your knowledge practical

- *Case studies or test questions related to a particular industry or question.*

Focused on what you **know about the company?**

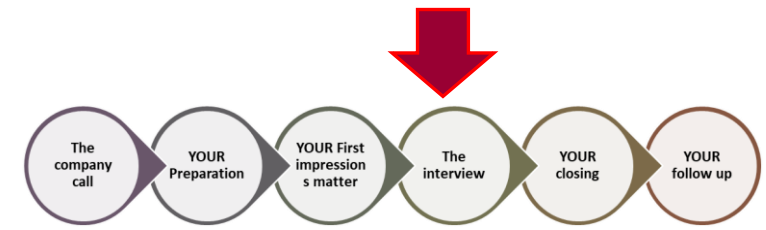
- *What internship position did you apply for?*
- *Why my company?*
- *How did you find out about my company? What do you know about my company?*
- *What is the biggest challenge you think a company such as xxx faces today?*

Focused on your **general engagement, attitude, behavior, alertness, confidence**

Remember that the company is likely interviewing many people – now you need to make a lasting impression!

Summary

The first job/internship interview



Employers know you don't have experience

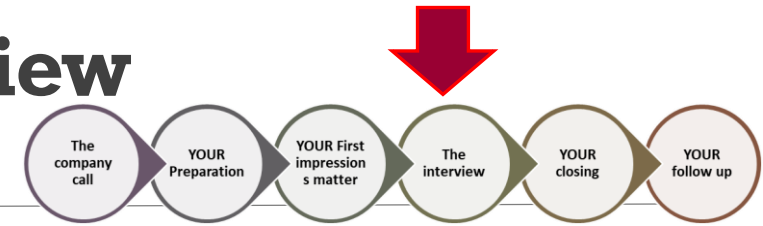
So much of what you say and do is related to self confidence and being able to take your knowledge and make it practical

Employers are looking to extract out of the interview the values they mostly seek and a lot of that comes from the body language and engagement in the interview

If you prepare, you will give the right impression

Your turn to ask questions in the interview

Read the questions you prepared



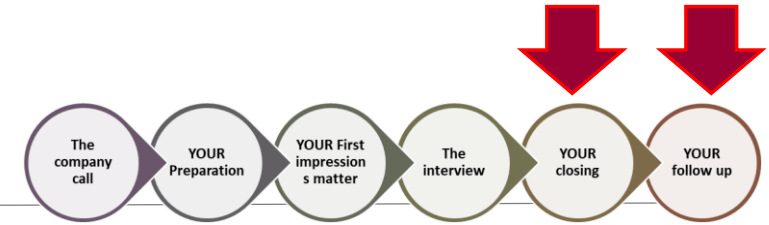
Do's

- What can I expect to gain from this internship experience?
- Will I be actively involved in?
- Who will I report too?
- Will I have a mentor?
- Will I have the opportunity to participate in
- Will I have the opportunity to present to management my leanings and suggestions from my internship?
- Will I have the opportunity to meet during my internship?
- If I perform well during my internship, is there a possibility that I can join the firm fulltime?
- When can I expect to hear back from you regarding the result of the interview?

Don'ts

- Will you pay me?
- How much money will give me?
- How long do I have to work in the internship?
- Can I go home at 5pm because I have to
- Will I be able to take a holiday during my internship?
- How many people are applying for the internships?
- What are the chances you will hire me?
- I promise I will work hard if you hire me!

Your Closing and Follow-up



Closing is as important as making a good first impression!

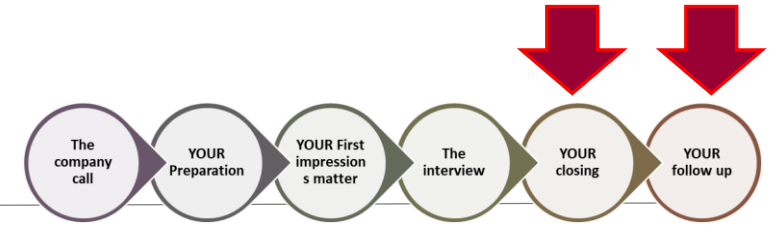
The last question you should ask is *what is the next step in the process and when you can expect to hear back.*

- *Once you ask this question, don't say! Sorry, I have one more question.*
- *Make sure you have asked all your questions so you can close the interview professionally.*

It was a pleasure meeting you, thank you for your time. I enjoyed the interview.

- *Firm hand shake*
- *Formal greeting*
- *Walk out professionally – don't look back, wave good-bye or try to say good bye 10 times!*

Your Closing and Follow-up



Send a timely follow up email to the recruiter and interviewers

- *Thanking them for their time*
- *Stating you are very interested in the position and why*
- *Saying you look forward to the opportunity of working with them*
- *You are available to start work.....*
- *Please do not hesitate to contact you on*

The end

THANK YOU FOR JOINING US
TODAY.

Do you want a presentation at your school?

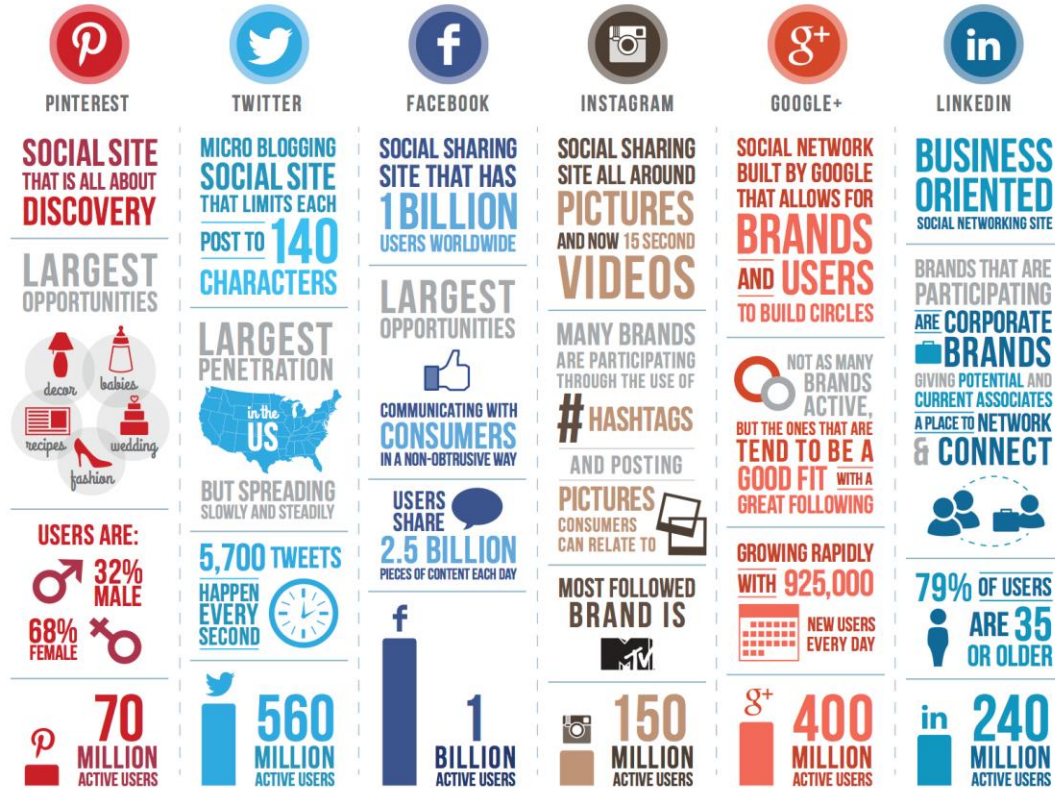
- recruitment@hrinc.com.kh
- hrinc@hrinc.com.kh

Do you want a copy of the presentation?

- Go to www.hrinc.asia
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Our presentation of CV writing is also on the www.hrinc.asia website that was presented yesterday!

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