

你如何移動富士山？

面試策略與技巧

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面試策略

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1. Self information
2. Job information
3. Company's information

Self information

1. A background and experience list of yourself.
2. If you've worked before, list your jobs.
3. Write down the work duties for the jobs you've listed.
4. The skills or talents it took to do each duty and write them down.
5. List your hobbies, clubs you attend, sports and school activities.
6. The skills and abilities you have developed in schools and from the jobs.

Job information

1. Job duties or descriptions. Get the job duties from the job ads.
2. If the job ad is vague, call the employer and ask for a description of job duties.
3. Education and experience required.
4. Hours and shifts usually worked.
5. Pay range.

Company's information

1. Visit target company's website
2. Study target company's background information:
history, mission, products/services, customers,
competitors, etc.
3. Search Company's latest news/problems.
4. Search the industry and market of the company.

面試技巧

常見面試問題之解讀與應對

Tell me about yourself

- ★ Tell me about yourself does not mean tell me everything. Just tell me what makes you the best.
- ★ What the hiring manager really wants is a quick, 2~3 minute snapshot of who you are and why you are the best candidate for this position.
- ★ Use an example or two to back it up. Then ask if they would like more details.
- ★ Always point back to an example when you have the opportunity.

Why should I hire you?

- ★ The easy answer is that you are the best person for the job. And don't be afraid to say so. But then back it up with what specifically differentiates you.

*Example: You should hire me because I'm the best person for the job. I realize that there are likely other candidates who also have the ability to do this job. Yet I bring an additional quality that makes me the best person for the job -- **my passion for excellence**. For example . . .*

- ★ Are you the best person for the job? Show it by your passionate examples.

What is your long-range objective?

★ The key is to focus on your achievable objectives and what you are doing to reach those objectives.

Example: Within five years, I would like to become the very best accountant of your company. I want to work toward becoming an expert in this field. And in doing so, I 'll be fully prepared to take on any greater responsibilities which might be presented in the long term.

Are you a team player?

★ Provide examples to back up your “yes”.

Example: Yes, I’m very much a team player. In fact, I’ve had opportunities in my work, school and athletics to develop my skills as a team player. For example, on a recent project . . .

★ Emphasize teamwork behavioral examples and focus on your openness to diversity of backgrounds.

★ Talk about the strength of the team above the individual.

Have you ever had a conflict with a boss or professor? How was it resolved?

★ The key is how you behaviorally reacted to conflict and what you did to resolve it.

Example: Yes, I have had conflicts in the past. Never major ones, but there have been disagreements that needed to be resolved. I've found that when conflict occurs, it helps to fully understand the other persons perspective, so I take time to listen to their point of view, then I seek to work out a collaborative solution. For example . . .

★ Focus your answer on the process for resolving the conflict and working collaboratively.

What is your greatest weakness?

- ★ Using a strength and presenting it as a weakness is deceiving.
- ★ Select a weakness that you have been actively working to overcome.
- ★ Talk about a true weakness and show what you are doing to overcome it.

Example: I have had trouble in the past with planning and prioritization. However, I'm now taking steps to correct this. I just started using a pocket planner. Then show them your planner and how you are using it.

If I were to ask your professors/bosses to describe you, what would they say?

- ★ Do not wait for the interview to know the answer. Ask any prior bosses or professors in advance.
- ★ If they're willing to provide a positive reference, ask them for a letter of recommendation.
- ★ Be prepared in advance with your letters of recommendation.

★ *Sample answer:*

I believe he would say I'm a very energetic person, that I'm results oriented and one of the best people he has ever worked with. Actually, I know he would say that, because those are his very words. May I show you his letter of recommendation?

Have you worked with someone you didn't like? If so, how did you handle it?

Yes, I've worked with someone whom I found difficult to like. However, when I focused on the skills they brought to the job and their ability to solve problems I did appreciate. Slowly my attitude towards them changed. We were never friends, but we did work well together.

Describe a problem situation,
then describe how you fixed it.

★ **Purpose:** The interviewer wants to see your problem solving skills, as well as gauge how well you handle stress.

What interests you about this position?

Purpose: Find out how the candidate feels about the job and the company.

Alternate Version 1: "Why do you want to work for this company?"

Alternate Version 2: "If you had to convince a friend or colleague to apply for this job, what might you tell them?"

Alternate Version 3: "What motivated you to apply for this job?"

What is your salary expectation?

1. Do your market research and find out the range.
2. I have to know the overall benefits and welfares first.....

What's your opinion of our new product?

Purpose: Find out if the candidate has done his or her homework.

Is there intelligent life in outer space?

Purpose: Find out what kind of thinker the candidate is and how he deals with surprises.

Alternate Version 1: "How many barbers for male are there in Taipei City?"

Alternate Version 2: "Why do people climb mountains?"

Why are manhole covers round?

Purpose: to get a sense for an interview candidate's ability to think on his or her feet outside of their area of expertise.

Sample answers:

1. Because the hole is round.
2. Because it is easier to roll the cover some distance than carry it.
3. Because it is easier to pour hot metal into a circular mold than one with sharp corners.

How many gas stations are there in the United States?"

By showing the interviewer that you can think on your feet, you'll begin to demonstrate that you'll be a solid problem-solver as an employee.

How would you move Mount Fuji?

**Calculate the number of degrees
between the hour and minute
hands of an analog clock that
reads 3:15.**

Google 考題：

請寫一程式計算時針與分針夾角的度數

解題如下：

以1:15(1點 15分)為例

1. 時針指的度數 $\rightarrow a3*30+b3*0.5$ (Excel)

360度/12=30度, 時針1小時走 30度.

30度/60等份 = 0.5度 (每1分鐘時針走0.5度)

因此 15分 = $0.5*15=7.5$ 度

2. 因此，1點15分時, 時針指的度數是 37.5度。

3. 分針指的度數 $\rightarrow b3 * 6$ (Excel)

$360\text{度}/60\text{等分} = 6\text{度}$ (每1分鐘分針走6度)

$15\text{分} : 6 * 15 = 90\text{度}$

因此，1點15分的分針指的度數是 90度。

4. 二者相減，則得到1:15時, 兩針的夾角為
 $90 - 37.5 = 52.5\text{度}$ 。

**What's the size of the market for
disposable diapers in China?**

Imagine we've just hired you. What's
the most important thing on your to-do
list on the first day of work?

Purpose: Learn about the candidate's
judgment and decision-making skills.

The Best Questions to Ask in the Interview

- How would you describe the ideal candidate?
- What are the top three qualities you're looking for?
- How would you define “success” for this position?

The Best Questions to Ask in the Interview

- What happened to the last person in this job?
- What would you consider to be the most important aspects of this job?
- Could you describe a typical day or week in this position?

The Best Questions to Ask in the Interview

- What are the most immediate challenges of the position?
- How do you see the future for this industry?
- What is the company's management style?

The Best Questions to Ask in the Interview

- How much travel is expected?
- Is relocation a possibility?
- What are the next steps in the interview process?

Questions You Should Not Ask in an Interview

- 1. What kind of work does this company do?**
- 2. What are my chances of getting hired?**
- 3. When does my vacation kick in?**
- 4. When will I get my first raise?**

Thank You Letters/email after **Interview**

It reflects your personality and your interest in the new job.

面試之其他注意事項

1. 穿著打扮
2. 提前到達
3. 言行舉止
4. 口臭
5. 跟進

Inspirations from “Adecco CEO one month”

- Skills and techniques in new generation
- <https://www.businessweekly.com.tw/Archive/Article?StrId=55787>
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