

# FORTE EXECUTIVE CONSULTING

## INTERVIEW GUIDE



### **PREPARATION BEFORE THE INTERVIEW**

#### **1. Gather Information**

Research, research, research. Employers respect candidates who do their research and the more knowledge about the company you are interviewing will set you apart from other candidates. The easiest way to gather information is to visit the company's website.

#### **2. Prepare your answers**

Even if you have no idea what the interviewer's questions will be, it is always good to be able to describe your most significant professional accomplishment, your short and long terms goals so the interviewers know your goal and motivation, your strength and weaknesses.

Prepare short, concise answers with detailed examples.

#### **3. Dress professionally**

Be prepared and dress appropriately even if your industry is not mandating you to dress that way.

#### **4. Be On time**

Jakarta is laden with traffic so prepare your interview schedule wisely and always arrive 15-30 minutes before interviews. If you are going to be late, give the interviewer a call and apologize for being late.

### **DURING THE INTERVIEW**

#### **1. Have a positive attitude**

Express a positive and enthusiastic attitude. Sit straight, express confidence and maintain eye contact whenever needed. Do not speak negatively about former employer, no matter how tempted you are.

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### **2. Don't be vague in answering questions. Be as detailed as possible.**

Remember that the employer doesn't work in your company and vague answers can result in conveying wrong message to the interviewers. It is best to speak clearly and answer the questions specifically.

## **AFTER THE INTERVIEW**

### **1. Thank the interviewer**

Write a short thank you letter highlighting your strength for the open position. Thank you letter is best sent 1-2 days at the longest after the interview.

### **2. Ask questions to the interviewer.**

This shows that you are interested to know more about the position. Some example of questions to ask:

- What are the duties and responsibilities of this position?
- How will my performance be assessed?
- To whom will this position be reporting? How about subordinate?
- If I were hired, what will be the task for the first 100 days?

### **3. Questions not ask the interviewers:**

- What will be the salary and benefit? Never bring this up in the first interview. The interviewer wants to believe that you are interested for reasons other than salary and benefits.
- If you are asked about your salary expectations, it is a good sign that the interviewer is interested. Simply state your total current salary and you will trust the employer to adjust your salary as per industry standard.

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### **FREQUENTLY ASKED QUESTIONS & ANSWERS**

#### **Q: Tell me a little bit about yourself.**

This is a standard but tricky question. Briefly explain your employment experience highlighting the experience on your resume. If you have a long resume, tell the interviewer 2-3 of your last jobs. Explain what you are passionate about the job so that you give a positive vibe in the beginning of the interview. Keep all irrelevant personal information such as your hobby, your family out of your answer.

#### **Q: Why are you interested in this company/position?**

This is where doing your research before your interview will help you to answer this question. Find 1-2 facts about the company that you like and then add your experience and skills to complement with the open position of the company.

#### **Q: What are some of your accomplishments?**

The interviewer wants to know the steps and detailed examples of how you achieve your success. Give detailed examples on your earlier goals and how you achieved them. You can also state that you have new goals and explain why the new open position will take you one step closer in achieving those goals.

#### **Q: What are your strength and weakness?**

Answering what is your strength should be easier. The best answer should complement the position that you are applying for. For example, if you are applying for a position that needs attention to details, then state example of your strength in that area. Alternatively, you shouldn't be afraid to say what your weakness is, because everybody has a weakness. The best answer is to use example of past weaknesses that you have conquered. For example, when you were still a junior, you have weakness in managing team, and over the years you learn how to motivate your team.

### **Q: Why do you want to leave your current position?**

State the positive aspect of the open position on why you are applying for that particular job, which are not available in your current position. Avoid giving answer relating to salary increase or dissatisfaction with your current company.

### **TIPS FOR DIFFICULT QUESTIONS & ANSWERS**

### **Q: Could you please explain the gap in your resume?**

Employers know that the job market is a tough one. Be smart and don't make up excuse that will be very transparent to read. Focus the answer on how you fill the gap with what you had done (other than browsing for jobs) and why it would benefit the employer. For example, if you took time off work to stay home with the kids, or if you took additional education, then focus on the fact that the skills you got from managing a household or getting a higher education will be transferable to the position you are applying for.

### **Q: What is your expected salary?**

This is a very tricky question to answer and some employers might be very persistent in getting a number. You could answer along the lines that you are really interested in the position but it is too early to discuss salary expectation. Also state that you are open for negotiation if you are offered the position.

### **Q: what other positions are you currently applying?**

The interviewer wants to know how many jobs you are applying and see the chance of getting you onboard. You could answer that you are actively look for work without going into details where you have the interviews and what the stage is. You can state again why you want to work for this particular company and position over the competitor.

**Q: What was the biggest challenge with your previous boss/subordinate/clients?**

Remember to be positive. Be specific in how you explain the challenges, and offer an explanation on how you solve that particular challenge with your boss/subordinate/clients. This is the time to show your strength that you were up to the challenge to solve that particular challenge.

**Q: How do you handle difficult/crisis situation?**

We acknowledge that this is not an easy question to answer, as these questions will reveal how you handle stress and perform when under pressure. It is best to offer honest explanation on how you handle the crisis situation while keeping the company's objective in mind.

We wish you good luck for the interview.