

for your **SUCCESS**

A Guide To Ace Your Interview



**ScienTec
CONSULTING**

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TELL ME ABOUT YOURSELF

Usually the first question asked. Yet, a simple question like this has caused many a great deal of anxiety. Most interviewees don't really know how to approach this question.

Try to focus on **career-oriented answers** and share how it links back to your **personality and passion** for this role. Most interviewers use it as an icebreaker - a way to warm you up for the interview, to know how you see yourself. Here are some routes that you can take – e.g. relevant working experiences, relevant achievements (tailor to the role that you are applying), passion for the industry etc.

This question lets you take control and set the course for the interview.

E.g. "I've been harnessing my data analytics skills for the past 10 years, transforming data into useful information to support decision-making. I'm fortunate to work for major healthcare leaders (public agencies & MNC biotech). Some of my key projects include improving data mapping processes and designing performance dashboard. One of the key achievement close to my heart is driving employees' performance up by 120%.

I'm very excited to look forward to what I can bring to the table for this role that I'm applying for."

HOW DO YOU OVERCOME CHALLENGES?

All of us go through challenges with different scale and intensity, but the focus here is how did you **overcome** and what did you **learn** from it? Interviewers are looking at your ability to bounce back and solve the issue. Know that there are no fixed answers, different individuals deal with different challenges in many ways. You can share about work-related or life challenges that you faced.

It doesn't necessarily have to be a huge one. Focus on the **process and traits** displayed when overcoming it. Starting with a background of your situation, relate the challenge faced, articulate your role, direct your emphasis to how you troubleshoot.

Even if you are not asked for this question, volunteer the information. It is a scoring point to show your ability to bring yourself and the company through a trial when encountering one.

Tip: Choose a story to showcase a relevant trait. Finish strong with your takeaway point from this challenge to make an impression.





WHAT IS YOUR GREATEST ACHIEVEMENT?

Here's an opportunity to show your worth and capability. A time to talk about your **track record** of achieving amazing results in your previous career. Even better, if you pioneered a project or achieved something that none of your colleagues was able to, share it! Share with them how the task came about, the action taken, and the results achieved.

Don't just stop there! Relate it back to the role that you are applying for and share how you can use your past experience to propel them. Through this, interviewers are able to see a lot more than what you have achieved, you allow them to understand your thought process and way of doing things.

WHY ARE YOU LEAVING YOUR CURRENT JOB?



Hiring managers are always keen to know your reason for leaving. Reasons varies from person to person and there is no right or wrong, but **how you phrase it is very important.**

Are you leaving because you have reached a glass ceiling? Looking for different functional/ industry exposure? Or due to structural changes of the company?

This is not a time to talk negatively about the boss or company. Be professional about it.

WHY ARE YOU APPLYING FOR THIS POSITION?

Of all the other companies in the same industry, why did you choose us, that's what they're asking. A test of your **knowledge and understanding**, and what makes them stand out from the rest that you want to be a part of what they are doing. Research on the company, understand their vision, values and goals. Share with them how you can contribute and bring the company forward, a step closer towards their goal.





WHAT IS YOUR GREATEST STRENGTH?

Speaks about the **quality of a trait/skill** and how it is a great fit to the role you have applied for. Think quality and not quantity. Pick one or two and expound on it. Aim to position yourself as the most qualified candidate. Illustrate them using examples (i.e. – stories, past experiences). These are evidences to prove your claim. It builds the confidence the interviewer has in you.

Pitfall: If you talked about strengths that aren't related at all, the interviewer won't be able to draw the relevance. It then becomes a 'good to know about you' instead of 'yes this person is suited for this role' response.

WHAT IS YOUR WEAKNESS?

Beyond identifying red flags, the interviewer wants to see if you're **self-aware**. You can only seek to improve yourself if you are aware of the areas you are weak in.

Depending on what you share, the interviewer will be able to assess your development area. At the same time, as a job seeker, you want to be self-aware if the role expectation is too much for you to handle.

Tip: It's all about how you phrase your answer. E.g. Instead of saying "Perfectionist", say "I tend to get caught up in the small details and forget to look at the bigger picture."



WHY SHOULD WE HIRE YOU?

What do you bring to the table that others don't? It requires a deep knowledge and understanding of the business and how your skills and experience could fit in to bring the company forward. Choose 2-3 **relevant skills** you possess that is related to your job scope. Share with them how you can put it to good use and replicate the success that you have achieved previously and do it even better.

It would be a plus point if you could share with them some statistics of your past contributions – e.g. an increase of 50% sales during a recession.

Tip: Share what's in it for them if they hire you. Showcase your knowledge and understanding of the company. An open position implies a gap in the company and here's your chance to show how you can fill it.





WHAT IS YOUR IDEAL JOB?

Ideal job speaks of 3 elements – **role scope, people & environment.**

Firstly, a role scope that allows you to hone the skills that you have. Mention why this gives you the opportunity to put your strengths into play.

Next, colleagues and supervisors are an integral part. They are one of the key reasons why employees choose to stay or leave. Coming from different backgrounds, goals and values, people work differently. From goal-oriented to task-oriented, it is a huge difference of how the company culture is like. Share your preference.

Lastly, share how the environment is crucial to your personal/professional development. There must be an alignment between your personal values and corporate values. It helps you to sustain your continuous growth in the company.



WHAT MOTIVATES YOU?

Skills and experience are great and showing your hiring manager that you've got the drive to keep going, brings you to the next level. They want to know that it is not just a short burst of energy. The **real reason** (either push/pull factor) behind what you're doing is far more important.

Sharing with them your motivation allows the hiring manager to see if you'll be happy, engaged and be a productive worker.



DO YOU HAVE ANY QUESTIONS FOR ME?

Never say "No" to an interviewer.

This is a chance your chance to **reciprocate your interests** for the role you applied for. Ask thoughtful questions to better understand your potential future workplace – e.g. what is expected 90-day action plan, how you would define somebody who is successful in this role, etc. Ask more define questions, so that the interviewer would be able to see your interest and share with you further insights.

Tips: A great question that you can ask would be "What are the values that the company hold to and why?". Values alignment is the foundation to achieving goals.

LET NEW ADVENTURES

BEGIN ...



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