

# IMPORTANT INFORMATION & TIPS FOR YOUR INTERVIEWS

## WHAT IS THE PURPOSE OF THE INTERVIEW?

For the institution to find the 'BEST FIT'  
For you to demonstrate that "I am the BEST FIT"

## BEFORE THE INTERVIEW

<b>Prepare your Portfolio</b>	<ul style="list-style-type: none"> <li>- Testimonials, Recommendations (if available)</li> <li>- Art Pieces, Designed posters, Published articles (newsletter design, write-up etc.)</li> <li>- Tablet / Notebook to show digital work (Animation / Video)</li> <li>- Blog / Drawings / Prints</li> <li>- Photographs / Paintings / Films / Videos (not longer than 15sec)</li> <li>- Sculptures / Ceramics / Objects</li> <li>- Architectural Designs, Sketchbooks</li> <li>- Organise it in a logical, easy-to-read manner</li> </ul>		
	<ul style="list-style-type: none"> <li>- Compile them – make it easy to handle</li> </ul>	<ul style="list-style-type: none"> <li>- Make it concise, sharp &amp; interesting</li> <li>- Be mindful of the overall presentation</li> </ul>	
<b>Do your Research</b>	<ul style="list-style-type: none"> <li>- Review your Personal Statement / 600 character write-up(EAE) or 100 word write-up (ITE EAE)</li> <li>- Understand the subject combination, special programmes offered by JC or course, modules, electives, specialization offered by Poly/ITE</li> <li>Understand the industry, prospects, latest trends, economic agencies (Resource: Source : <a href="https://myskillsfuture.sg/secondary">https://myskillsfuture.sg/secondary</a>)</li> <li>- Prepare your self-introduction and some "common" interview questions</li> </ul>		
<b>Some Common Interview questions to think through before the interview</b>	Share some qualities about yourself	Tell me more about yourself. What are your interests, strengths & areas for improvement?	
	Show me your interests	What do you know about the course / school? What is your intended subject combination? (for DSA JC) What are the subjects you enjoy or are good at?	
	Do you have a plan	How do you plan to improve in your grades (if applicable), especially for subjects that has a Minimum Requirement grade for the course?	
	What are your aspirations	What appeals to you most about this course / school? Where do you see yourself in 5 years' time Do you have any questions to ask the Interviewer(s)?	
<b>Onsite interview</b>	<b>Travelling Time &amp; Getting Ready</b>		<b>Grooming</b>
	<ul style="list-style-type: none"> <li>- Arrive 30 min earlier</li> <li>- Arrive 60min earlier if you need to do Vision / Hearing Tests etc</li> </ul>		<ul style="list-style-type: none"> <li>- Neat Hair</li> <li>- Trimmed Nails</li> <li>- Ironed Uniform</li> <li>- Clean Socks and Shoes</li> </ul>
<b>Online interview</b>	<ul style="list-style-type: none"> <li>- Check and ensure 30 minutes in advance the Camera, Audio and Internet Connection are working</li> <li>- Sit down and be ready, 5 minutes in front of the computer before the interview time</li> </ul>		<b>Dress Code</b>
			<ul style="list-style-type: none"> <li>- School Uniform and Tie is highly recommended</li> <li>- Bring the School Jacket (if you have one)</li> </ul>

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<b>Bring</b>	<ul style="list-style-type: none"> <li>- 1 set of your relevant documents and Portfolio for your own reference</li> <li>- NRIC, documents listed in your SMS/Email notification</li> <li>- Portfolio (Originals and at least 2 Sets of photocopied certificates)</li> <li>- Digital Portfolio – ensure the device is fully charged and files are organised for showcasing seamlessly</li> </ul>
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### DURING THE INTERVIEW

<b>Various possible interview formats</b>	<ul style="list-style-type: none"> <li>- Online Video Interview (Most interviews for 2020 will be conducted online)</li> <li>- Self-intro video (e.g. Diploma of Mass Communication)</li> <li>- Aptitude Tests (on site testing or candidate will receive an online link)</li> <li>- Individual Interviews of 5-10 minutes. The interviewer may ask you to explain your portfolio (e.g. Diploma of Architecture or DSA to AEP)</li> <li>- Panel Interviews (a few interviewers to 1 student – formal)</li> <li>- Group Interviews (1 interviewer to a few students – formal/informal)               <ul style="list-style-type: none"> <li>- Answer first every once in a while. Do not dominate the conversation</li> <li>- Show consideration towards fellow interviewees</li> </ul> </li> <li>- Case Interviews (candidates to perform tasks individually or in groups)               <ul style="list-style-type: none"> <li>- They are observing your ability to work in a team under pressure, problem solving, analytical, creativity and communication skills</li> </ul> </li> </ul>
<b>Make first impressions count</b>	Statistics* has shown that interview success is determined by: <ul style="list-style-type: none"> <li>- 55% The way you dress, act and walk through the door</li> <li>- 38% The quality of your voice, grammar and confidence</li> <li>- 7% The words you choose to say</li> </ul>
	<ul style="list-style-type: none"> <li>- Greet the interviewer</li> <li>- Positive body language, e.g., eye contact, hands on lap, sit tall with legs together</li> <li>- Be alert, enthusiastic and sincere</li> <li>- Smile and Nod (It is a sign of respect and you are listening intently to them)</li> <li>- Do not fidget unnecessarily and turn off your mobile phone</li> </ul> <p>Tips for Online Interview :</p> <ul style="list-style-type: none"> <li>- Instead of looking at the person on the screen, look directly into the webcam</li> <li>- Speak clearly and avoid rushing</li> </ul>
<b>Engage the interviewers through the conversation</b>	<ul style="list-style-type: none"> <li>- Get straight to the point and stay on the topic</li> <li>- Ask for clarification where necessary</li> <li>- Use specific examples (refer to your write-ups where possible) rather than general statements when giving information about your education, leadership roles, skills, and/or passion</li> <li>- Summarise, with enthusiasm, your interest in the course</li> <li>- Thank the interviewer(s)</li> </ul>

\*<https://amandajohnsvaden.wordpress.com/tag/statistics-of-first-impressions/>

### AFTER THE INTERVIEW

<b>End on an impressive note</b>	<ul style="list-style-type: none"> <li>- Thank the interviewers politely and warmly</li> <li>- Do not blog or post anything online pertaining to the interview</li> </ul>
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