

# A GUIDE TO JOB HUNTING



# Content

<b>Foreword</b> .....	1
-----------------------	---

## **Job Hunting**

Know Yourself and Know Others .....	2
Job Hunting Means .....	3-5

## **Job Application**

Direct Application by Phone .....	6
Preparing Application Letter and Résumé .....	7-9
Email Sample .....	10
Application Letter Sample .....	11-12
Résumé Sample .....	13-14

## **Interview**

Modes of Interview .....	15-16
Preparation for the Interview .....	17-18
Interview Performance .....	19-20
Questions Frequently Asked During Interviews .....	21-24
Post Interview Follow-up and Evaluation .....	24-25

## **Beware of Employment Traps**

Common Employment Traps .....	26-28
Detecting Employment Traps .....	29-30

## **Conclusion**

Acceptance of Appointment .....	31
Facing the New Job .....	32

# Foreword

To get a satisfactory job in today's highly competitive job market, apart from your knowledge and ability, you need good job hunting skills to make yourself known and visible amongst other job seekers.

The content of "A Guide to Job Hunting" includes tips on job hunting, skills on writing application letters and résumés, points to note for preparing job interviews and ways to detect employment traps, etc. We hope job seekers, after reading this booklet, could master the basic skills of job hunting and find a satisfactory job.

Employment Information and Promotion Programme

Labour Department

# Job Hunting

## Know Yourself and Know Others

“What kind of job should I look for?” “Know yourself and others bring you victory in every battle!” Job seekers must understand themselves and the labour market to avoid missing any employment opportunities.

### Know Yourself – Understand Yourself

- ◆ Job seekers should clearly understand their own character traits and job expectation, and choose their job accordingly;
- ◆ You can know yourself better through reviewing your personality, interests, ability, merits, physique, appearance, qualifications, job preference and job expectation, etc.

### Know Others – Understand the Prevailing Labour Market and Industry Situation

- ◆ Study and analyse the prevailing job market situation; set a realistic and attainable goal in job hunting;
- ◆ The labour market changes rapidly. You can obtain the latest market information through various channels, such as newspapers, magazines, electronic media, internet, etc. Be ready to make timely adjustments;
- ◆ Job seekers should keep abreast of the latest development and potential of different industries; get a better understanding of the recruitment channels and entry requirements for different positions. Equip yourself better, seize the opportunity and face the challenges ahead.



# Job Hunting

## Job Hunting Means

Job seekers can access to more vacancy information through the following means and increase the chance of getting employed:

### Employment Services of the Labour Department

The Labour Department provides free and user-friendly employment services to help job seekers find suitable jobs. A comprehensive range of services are provided to job seekers through its Job Centres, "Interactive Employment Service" website, mobile applications and Telephone Employment Service.

"Interactive Employment Service" website: <http://www.jobs.gov.hk>

Telephone Employment Service Hotline: 2969 0888

Job Centres are equipped with telephones, fax machines, user-friendly "Job Easy" Vacancy Search Terminals and computers with internet access. Job seekers may make use of these facilities to search for suitable vacancies, and prepare résumés and application letters. Online Job Interview facilities are also available at Job Centres to facilitate preliminary interviews between job seekers and employers.

Registered job seekers may make use of job referral service of Job Centres or Telephone Employment Service Centre. Job seekers may make direct application to employers with their contact means printed on job cards.



# Job Hunting

“Job Easy” Vacancy Search Terminals are also installed in various offices of Home Affairs Department, Social Security Field Units, Housing Department, Employees Retraining Board Service Centres and Non-Government Organisations providing employment services.

## Newspapers and Magazines

- ◆ Recruitment advertisements from private establishments, public organisations and government are published.

## Internet

- ◆ “Interactive Employment Service” website: <http://www.jobs.gov.hk> (vacancies of private establishments, public organisations, and non-civil service contract post of government departments/bureaux are uploaded);
- ◆ Recruitment websites: job vacancies of private establishments and public organisations are posted;
- ◆ Company websites: some companies post their vacancies on their own websites;
- ◆ Civil Service Bureau website: <http://www.csb.gov.hk> (government job vacancies uploaded).

## Private Employment Agencies

- ◆ Provide job referral service to job seekers;
- ◆ Under the Employment Agency Regulations, employment agencies should not charge job seekers any fees other than commission. For each successful placement, a commission not more than 10% of the first month’s wages could be charged from a job seeker.

# Job Hunting

## Large – Scale Job Fairs/ Recruitment Days

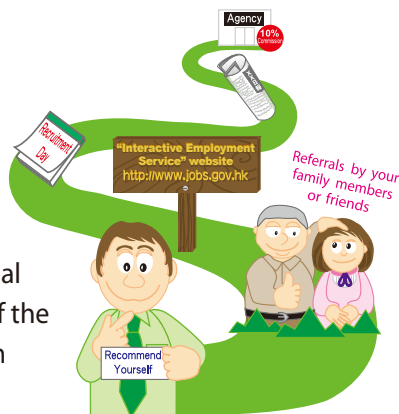
- ◆ The Labour Department regularly organises large-scale job fairs. Job seekers may apply for jobs with participating employers. Employers would accept direct job applications. Some may conduct job interviews on the spot;
- ◆ Job Centres, Recruitment Centre for the Catering Industry, Recruitment Centre for the Retail Industry and Construction Industry Recruitment Centre of the Labour Department also regularly organise regional or thematic job fairs. Participating employers would accept direct job applications and conduct on-the-spot job interviews;
- ◆ Some organisations (e.g. non-government organisations, public organisations and private recruiters) organise recruitment days. Job seekers may apply for jobs or attend job interviews at the designated dates, time and venues.

## Referrals by Your Family Members or Friends

- ◆ Your friends and relatives may refer you to employers who are looking for employees through their network.

## Approach Potential Employer Proactively

- ◆ Write to companies or organisations and apply for posts you are interested in even if they have not yet placed any recruitment advertisements;
- ◆ You may learn about the business activities and structure of a company from its website and annual report. After confirming the name and post title of the staff in charge of recruitment, you can write to him directly to apply for a suitable post.



# Job Application

The application modes (e.g. telephone application, interview by appointment, submission of application letter and résumé) are usually set out in the recruitment advertisements. If a suitable vacancy is advertised, you should submit an application without delay.

## Direct Application by Phone

When making a call to the person taking charge of recruitment, you should:

- ◆ contact the potential employer at a quiet place, and bring along a pen and a piece of paper to jot down simple notes;
- ◆ introduce yourself and explain the purpose of your call briefly;
- ◆ state clearly the post you want to apply and the source of vacancy information;
- ◆ be calm, polite and confident;
- ◆ jot down clearly details such as date, time and place of interview, contact person and documents to be brought along if you are granted an interview;
- ◆ confirm the arrangement of interview and express your gratitude before ending the telephone conversation;
- ◆ try to leave your contact means if there is no current vacancy so that the company could contact you later;
- ◆ stay on the line and let the potential employer hang up first.





# Job Application

## Preparing Application Letter and Résumé

A recruiting organisation receives many application letters and résumés every day. To secure an interview, apart from having the required qualifications, a well-written application letter and résumé may make you stand out amongst other applications and help create a good impression on the recruiting employer.

### Before writing . . .

You should

- ◆ Understand the responsibilities, qualifications, requirements and application means of the post
  - Prepare a tailor-made application letter and résumé;
- ◆ Prepare a list of your qualification and work experience
  - Put all your education attainments, work experience, professional qualifications, extra-curricular activities, etc. on your qualification list. Double-check your résumé against the list can ensure that no important information will be omitted;
- ◆ Use clean white paper and envelope
  - The application letter and résumé should be printed on clean white paper, sealed in a white envelope;
- ◆ Draw reference from model application letters and résumés
  - Prepare your application letters and résumés based on a model application letter and résumé that best fit the applied post.

### When writing application letter and résumé...

- ◆ Confine to one to two A4 pages;
- ◆ Choose the appropriate font size and line spacing;
- ◆ Emphasise your strengths and qualifications which meet the requirements of the post;

# Job Application

- ◆ State your career goals
  - List how your career goals will match with the post you applied for, and why you are suitable for the post;
- ◆ Don't give false information
  - Any misleading, or false information found in your application letter or résumé will bring doubts about your integrity;
- ◆ Don't provide excessive personal information
  - During the application stage, employers are not expected to collect from job seekers excessive personal information. Important personal data, such as identity card number, credit card account number, bank account number should be provided to employers upon hiring, and strictly on a need basis;
- ◆ Use computer and printer for a final printout
  - This will give an impression of neatness;
- ◆ Don't make corrections with correction fluid or eraser
  - Make a new printout in case of typos and omissions;
- ◆ Use proper email address
  - Job seekers should not use weird email addresses for contact purpose for it would leave a bad impression to the potential employers.

## Application letter

- ◆ Be concise and to-the-point; avoid long sentences and paragraphs;
- ◆ Begin with the most relevant and vital information that are of relevance and importance to the applied post;
- ◆ Explain that you are the most suitable candidate for the post and persuade the employer to grant you an interview;
- ◆ Pay attention to grammar and watch out for typos or spellings;
- ◆ Remember to sign the application letter.

# Job Application

## Résumé

- ◆ Arrange the information neatly and orderly
  - Use point form and headings;
- ◆ List qualifications in chronological sequence
  - Start with the most recent one when listing qualifications, academic achievements and work history;



- ◆ Put down information relevant to what is mentioned in the application letter;
- ◆ List out skills and experience/professional qualifications relevant and vital to the post you apply for;
- ◆ May provide information on extra-curricular activities in the résumé to give the employer a more comprehensive understanding of your personality and abilities.

## **Before sending out . . .**

- ◆ Check again whether the grammar, information of yourself and the employer are correct;
- ◆ Make sure that the application letter and the résumé are put in the right envelope if you are making several applications at the same time;
- ◆ Enclose copies of certificates, if specified in the recruitment advertisement;
- ◆ Keep a copy of the advertisement, application letter and the résumé so that you may refer to such information when you are invited for a job interview.

# Job Application

To: abchr@xxx.com.hk

Subject: Application for the Post of Graphic Design Assistant (Ref: 390505/GDA/SP)

From: stephenyung@xxx.com.hk

Dear Miss Lau,

With reference to the advertisement in the Success Morning Post of 14<sup>th</sup> September 2015, I would like to apply for the post of Graphic Design Assistant.

I enclose my application letter and résumé for your kind reference.

I look forward to hearing from you soon.

Yours sincerely,

Yung Chi Kit, Stephen

---

收件人：abcdhr@xxx.com.hk

主題：應徵會計文員

發件人：leewy@xxx.com.hk

王小姐：

本人從星光日報九月二十日的招聘廣告獲悉 貴公司聘請會計文員，故特致函應徵。

隨函附上求職信及履歷表，以供參考。敬希 貴公司給予面試機會。

李詠怡謹上

# Job Application

Flat A, 23/F  
2000 Queen's Road,  
Wan Chai, Hong Kong

15<sup>th</sup> September 2015

Miss Jacqueline Lau  
Director of Human Resources  
The Perfect Group  
Room 4018, Perfect Tower,  
1 Island Road, Hong Kong.

Dear Miss Lau,

**Application for the Post of Graphic Design Assistant (Ref: 390505 / GDA / SP)**

With reference to the advertisement in the Success Morning Post of 14<sup>th</sup> September 2015, I am writing to apply for the post of Graphic Design Assistant.

I have been working in Design Mind Limited as Graphic Designer Trainee after completing my secondary school education in May 2013. My duties are to assist the Senior Designer in design layout and artwork production. During my employment, I have also completed an evening course on Photoshop and Adobe Illustrator. Should I be able to get the job, I will bring my work experience and what I have learnt to the company.

Enclosed is my résumé for your kind reference. I look forward to meeting you to show my suitability for this position in an interview.

Thank you in anticipation.

Yours sincerely,

(Yung Chi Kit, Stephen)

Encl.  
Résumé

# Job Application

九龍尖沙咀廣東道XX號  
大志商業中心32樓  
翹楚國際有限公司  
人力資源部經理  
王曉盈小姐

王小姐：

## 應徵會計文員

本人從星光日報九月二十日的招聘廣告得悉 貴公司聘請會計文員，現特致函應徵。

本人完成中五課程後，在香港商務學院修讀專業會計進階文憑課程，於2013年畢業並考獲優異成績。本人亦已考獲英國倫敦商會簿記（初級）與簿記及會計（中級）的專業認可資格。

自香港商務學院畢業後，本人隨即加入天下有限公司，擔任初級會計文員。主要工作包括協助會計主任處理收支賬目記錄、跟進及整理客戶各項賬目等。本人吸收了不少會計工作經驗，僱主對本人的工作表現亦有很高的評價。倘若有機會加入 貴公司工作，本人定必竭盡所能，把所學及經驗應用在工作上，為公司作出貢獻。

隨函附上個人履歷，懇請閱覽，並希給予面試機會。

敬祝

工作愉快

李詠怡謹上

二零一五年九月二十一日

附件：履歷表

# Job Application

Name:	Ho Siu Ling (何小玲)
Address:	Flat A, 10/F., High View Mansion, Hong Kong Lane, Hong Kong.
Contact numbers:	9000 XXXX / 2323 XXXX
Email address:	siulingho@xxx.com.hk

**POSITION APPLIED FOR:** Administrative Officer

## EMPLOYMENT HISTORY

12/2010 - Present	<p>Assistant Administrative Officer, Hong Kong Company Limited</p> <p>Job duties</p> <ul style="list-style-type: none"> <li>· handling office administration and general affairs of the company</li> <li>· preparing documents and reports related to leasing of property</li> <li>· assisting in project administration and coordination</li> <li>· participating in office renovation and relocation</li> </ul>
7/2009-12/2010	<p>Administrative Assistant, BCB Company Limited</p> <p>Job duties</p> <ul style="list-style-type: none"> <li>· providing administrative and secretarial support to the Admin &amp; HR Department</li> <li>· handling daily business correspondence</li> <li>· organising and coordinating appointments and meetings</li> </ul>

## ACADEMIC AND PROFESSIONAL QUALIFICATIONS

2007 – 2009	Associate of Business Administration, Hong Kong School of Commerce		
2005 – 2007	St. Marvel College (Form 6 – Form 7)		
	Hong Kong Advanced Level Examination (2007)		
	Use of English	(E)	Business Studies (D)
	Chinese Language and Culture	(D)	Mathematics and Statistics (E)
	Economics	(D)	
2000 – 2005	Novel Secondary School (Form 1 – Form 5)		
	Hong Kong Certificate of Education Examination (2005)		
	Chinese Language	(C)	Economics (C)
	English Language (Syllabus B)	(D)	Geography (C)
	Mathematics	(C)	Chinese History (D)
	History	(E)	

## LANGUAGES AND SKILLS

Proficient in MS Word, Excel, PowerPoint and Chinese Word Processing  
 English typing speed 50 w.p.m.  
 Fluent in Putonghua, Chinese and English; Fluent in Chinese and English writing

**AVAILABILITY:** Immediate

**REFERENCES:** Provided upon request

# Job Application

## 履歷表

### 個人資料

姓 名：	尹浩恭 (Wan Ho Kung, Steve)
地 址：	香港同昇街同昇大廈十九樓A室
電話號碼：	9113 XXXX / 2112 XXXX
電郵地址：	stevewan@xxx.com.hk
申請職位：	文員

### 學歷或專業考試

2007—2013：	香港協一中學 (中一至中六)			
香港中學文憑考試： 2013	科目	成績	科目	成績
	中國語文	5**	生物	4
	英國語文	5*	物理	5
	數學	5	化學	4
	通識教育	5*		

### 工作經驗

2012年7月至8月：	文員 (高昇貿易公司) 職務包括：—接聽電話及解答一般查詢 —分發來往書信 —資料輸入
-------------	--

### 課外活動

2011—2012：	中文學會幹事
2007—2013：	香港紅十字會青年團團員

### 技能

中英文打字：	中文每分鐘40字，英文每分鐘50字
電 腦 技 能：	MS Word, Excel, PowerPoint
語 言 能 力：	流利廣東話、英語及普通話；中、英文書寫達流暢程度

上 任 日 期：	可立即上班
諮 詢 人：	因應要求奉上



# Interview

An interview is a two-way communication process. It is a good opportunity for job seekers to present and “market” their merits to the prospective employers. To employers, it is a process to observe and assess whether the candidate is competent and sincere in taking up the job and whether he is the right person to be employed. Through job interviews, job seekers could obtain information on the job duties, the requirements of the employer and the corporate culture so as to assess whether he is competent for the job and how best the job meets his expectations.

If you are invited to attend an interview, it means that you have preliminarily met the requirements of the company and the post. You should make good use of the chance, get well prepared and demonstrate your strengths as far as possible to convince the interviewer that you are the most suitable candidate.

## Modes of Interview

### Individual Interview

- ◆ The most common way of interview;
- ◆ One or more interviewers will ask the applicant questions and follow-up on the answers given by the applicant.

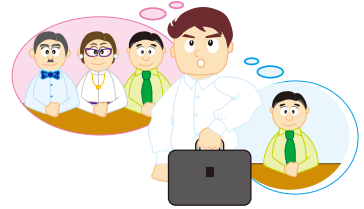
### Group Interview

- ◆ A group of applicants will be asked to discuss certain topics or to answer interviewers’ questions in turn;
- ◆ Questions may be about current affairs or problem cases that may or may not be related to the applied post;
- ◆ Prospective employers usually aim at assessing candidates’ analytical power, presentation skills, leadership and ability to respond to changes.

# Interview

## Online interview

- ◆ Some employers adopt a new mode of interview. Job seekers are arranged to attend the interview online at an agreed time;
- ◆ To ensure the online interview runs smoothly, job seekers should check if the computer system operates well and rehearse for the interview beforehand;
- ◆ Usually one interviewer may ask the applicant questions on-line;
- ◆ Applicants should arrange the online interview in a bright, tidy and quiet room;
- ◆ Applicants should dress neatly and properly and take note of the background and their appearance before the webcam.



## Skill Tests

- ◆ Skill tests are arranged to test whether the candidate has the knowledge and skill required for the job. Skill tests may include Chinese and English typing, computer operation and performing some work processes of the applied post.

## Other Tests

- ◆ Chinese and English writing tests, mathematics tests and aptitude tests, etc., may be arranged. Some of these tests may be conducted on the internet. Therefore, job seekers are advised to get familiar with the basic skills and knowledge of computer operations.

# Interview

## Preparation for the Interview

### Prepare yourself

- ◆ Gather information about the post and the organisation, such as job nature and requirements, development and outlook of the trade, etc.;
- ◆ Assess your own personality, abilities, strengths and weaknesses with regard to the requirements of the post. Be prepared to “market” your strengths and show your potentials for improvements while answering the interviewers’ questions;
- ◆ Practise relevant skills related to the post you apply for, e.g. Chinese and English typing, computer software application, etc.;
- ◆ Double-check the information given in the application letter and the résumé to avoid inconsistencies;
- ◆ Prepare concrete answers to questions often asked during interviews and rehearse the interview beforehand so that you will become more confident and less likely to get nervous in the interview. Workshops are also organised by various organisations to help job seekers prepare for interviews;
- ◆ Pay attention to current affairs and hot topics;
- ◆ Prepare some questions about the post and the recruiting organisation and raise them to the interviewers at the end of the interview;
- ◆ Go to bed early the night before the interview
  - Sufficient rest will keep you in high spirits, enhance your confidence and ability to respond to changes;
- ◆ Being late for a job interview is undesirable. It upsets you and leaves a poor impression on the interviewer
  - Plan the route and find out the traffic condition of the place of interview beforehand
  - Arrive preferably 15 minutes before the scheduled time to allow yourself time to settle down and get ready for the interview.

# Interview

## Items to be brought

To attend an interview, you should bring:

- ◆ Identity card;
- ◆ Ball pens;
- ◆ Résumé;
- ◆ Academic certificates, both original and copies;
- ◆ Work history proof, both original and copies (e.g. reference letter, employment contracts, resignation letter, etc.);
- ◆ Passport photos;
- ◆ Employer's address and telephone number;
- ◆ Mobile phone.

## Key Points

- Get ready important documents like proof of academic qualifications and work history and organise them systematically
  - ◆ To give the interviewer a good impression, make sure that you can produce the documents in good order for inspection;
- Don't bring excessive personal belongings or things which are not related to the interview.

## Appearance

- ◆ Be neat, clean and tidy, from head to toe. Behave naturally and keep poised;
- ◆ Dress code should match with the applied post and the culture of the company;
- ◆ Don't dress too showily;
- ◆ Avoid heavy make-up and wearing too many accessories.

# Interview

## Interview Performance

### When you arrive...

- ◆ Remember to turn off your mobile phone;
- ◆ Tell the staff politely the purpose of your visit and wait patiently;
- ◆ Refer to the résumé when you are asked to complete a job application form. Complete it carefully and neatly;
- ◆ Don't walk around, touch or use any items of staff in a carefree manner;
- ◆ Don't appear to be impatient and tired while waiting.

### When entering the interview room...

- ◆ Knock the door before you go in. Smile and greet the interviewers politely;
- ◆ Let the interviewer decide whether to shake hand or not. Shake hands with appropriate force;
- ◆ Sit down properly when invited or prompted by the interviewer.

### During the interview...

- ◆ Keep calm and smiling. Don't be too reserved;
- ◆ Be sincere and polite, but not too modest or humble;
- ◆ Speak with a friendly manner, at a proper speed and volume. The pronunciation should be clear and the tone be affirmative;
- ◆ Don't cross your arms in front of the chest, lest you would be mistaken as an unfriendly person;



# Interview

- ◆ Keep appropriate eye contact with interviewers
  - Maintain eye contact with the interviewers to show your confidence and respect
  - Don't stare at interviewers. It would be regarded as impolite and would make interviewers feel stressful;
- ◆ Avoid small gestures such as playing with your fingers, rubbing hands or patting your hair. This will give the interviewer an impression that you are immature, impatient or lack of confidence;
- ◆ Listen carefully to the interviewers' questions; answer precisely and clearly. Don't simply say "yes" or "no". You should elaborate the key points clearly;
- ◆ Nod where appropriate when listening to the interviewers to show your interest in the topic and agreement with the interviewers;
- ◆ During group discussion
  - Join the discussion actively. Don't be too passive
  - Listen to others carefully and be ready to respond to their questions and answer promptly. Answers should be organized and persuasive;
- ◆ Don't interrupt others and avoid dominating the discussion;
- ◆ When introducing your own abilities and experience, cite concrete examples to strengthen your persuasiveness and credibility. Don't provide incorrect information or try to mislead the interviewers;
- ◆ At the end of the interview, you may ask one or two questions about job duties, training and promotion prospects to show your interest in the applied post or joining the company;
- ◆ Thank the interviewers and say goodbye before you leave.

# Interview

## Questions Frequently Asked During Interviews

1. Please introduce yourself.
  - ◆ The information you provide should be job relevant.
2. What are your strengths?
  - ◆ Focus on your skills and experiences which are relevant to the applied post.
3. What are your weaknesses?
  - ◆ Try to mention just one or two weaknesses that have little bearing on the job you apply for;
  - ◆ If wisely deployed, weaknesses could be turned to strengths. You may explain your weaknesses from a positive angle.
4. What are your hobbies and interests during leisure time?
  - ◆ Focus on those hobbies and interests that are related to the job;
  - ◆ Draw the attention of interviewers to your strengths and achievements;
  - ◆ Avoid leaving an impression that you give your hobbies a higher priority than your job.
5. Please tell us about your work experience.
  - ◆ Give examples to explain your previous job duties and the achievements and experience you have attained;
  - ◆ If you don't have any work experience, you can talk about the training you have received and skills acquired, and relate them to the job you apply for.
6. Why do you apply for this job?
  - ◆ Relate why you are interested in the post, and why you like to join the company and the trade;

# Interview

- ◆ Possessing the qualifications for the post should be one of the reasons why you apply for the job. You may elaborate on this point;
  - ◆ Explain how the post and company suit your interests, your expectation and opportunity for further development.
7. What do you know about our company? Why do you want to join our company?
- ◆ Tell what you know about the company and the industry to show your interest and your enthusiasm;
  - ◆ Collect and study information related to the company and the trade before interview.
8. Are you willing to work shift/overtime or travel to and from the Mainland?
- ◆ Give a reply based on your actual situation. Don't give an impression that you only care about your personal interests;
  - ◆ Unless you have practical difficulties, you can indicate your willingness under reasonable circumstances.
9. Why do you want to quit your previous job? Why do you change your job frequently?
- ◆ Speak out frankly if you have any objective reasons to change jobs, e.g. closing down of the company. Don't tell lies;
  - ◆ Give positive reasons;
  - ◆ Tell the interviewers direct, if your reason for resignation is for pursuing further career development;





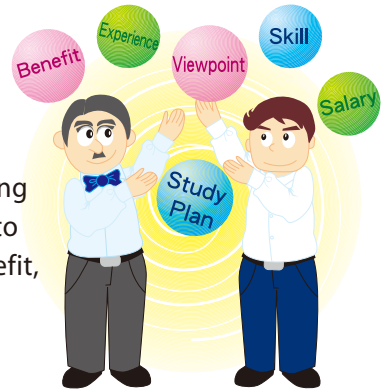
# Interview

- ◆ You should emphasise on how the experience and knowledge gained are relevant to the job that you apply;
  - ◆ Don't say things bad about your former employers and colleagues. Don't complain about working overtime and/or posting arrangements, which may leave a negative impression on interviewers.
10. Do you have any plan to pursue further studies in the near future?
- ◆ Describe your study plan briefly, in particular those plans related to the post you apply for;
  - ◆ Stress that you would not let your study interfere with your work. Employers would think you are ambitious if you tell them you have plans for further study, but don't exaggerate. Don't tell lies.
11. Hypothetical questions: How would you handle a difficult client? How would you handle conflicts between you and your boss/colleagues?
- ◆ These questions are raised to test your ability to handle adverse situations in the work environment;
  - ◆ Hypothetical questions usually have no standard answer. You may try to answer these questions based on your own experience, professional skills and common sense. Present yourself as objective, analytical and prudent in handling difficult situations.
12. Questions on current affairs, e.g. hot social topics, government policies, etc.
- ◆ Let interviewers know your viewpoints;
  - ◆ Be rational and objective when expressing your views;
  - ◆ Don't argue with the interviewers or other candidates. You should discuss the issue with them calmly.

# Interview

13. What is your expected salary?

- ◆ If you know the market salary and you have set your bottom line, you may state your expected salary;
- ◆ However, try to be flexible when negotiating with your potential employer by taking into account other factors like employee's benefit, annual leave, trainings and promotion prospects.



14. Do you have any questions to ask?

- ◆ You may ask some questions which are related to the company and the post, showing your interest and sincerity for the job;
- ◆ Avoid asking questions on employee's benefit.

## Post Interview Follow-up and Evaluation

### Follow-up after Interview

- ◆ After the interview, you may follow up with the employer about the result of your interview
  - If you know the date that the job offer will be made to the chosen candidate, you may telephone the employer to follow up the result a few days after that specific date. Alternatively, you may contact him after a reasonable period of time
  - Don't contact the employer too soon and too frequent
  - Even if you have not been selected, you may take the opportunity to thank the potential employer for granting you an interview by email or letter;

# Interview

- ◆ As the employer may arrange a second round of interview, you can jot down information and issues which have been discussed during the interview for future reference.

## Evaluation after Interview

- ◆ Don't be discouraged even if you are not offered a job after an interview. Each interview is a valuable experience and a chance to learn. We should conduct a self-evaluation after each interview. By doing this, we can improve and prepare ourselves better for the coming interviews.
- ◆ After the interview, we should conduct an evaluation on the following aspects:
  - Are you well prepared for the interview?
  - Did you behave politely and use appropriate verbal and body language?
  - Did you show confidence? If no, how to improve?
  - Have you fully presented your strengths, expertise and work experience?
  - Which kind of questions is the most difficult to handle during the interview?
  - If you think you did not handle the questions well, how to answer them in a better way?
  - Which part of the interview you were doing fine?
  - What are the areas for improvement?



# Beware of Employment Traps

Some swindlers take advantage of job seekers' eagerness to find jobs and defraud them of money or other benefits. As employment traps emerge in different forms, job seekers should always stay alert and be cautious when searching for jobs to avoid falling into these traps and suffering any losses.

## Common Employment Traps

### Pyramid Selling Schemes

Some marketing or direct sales companies attract job seekers by advertising handsome pay posts, and persistently persuade the job seekers during job interviews to buy their goods to join the sales business. Job seekers may be persuaded to get an overdraft or to borrow money from financial institutions. Some may eventually go into bankruptcy if they fail to repay the loan and interest. If you find that the job involves hierarchical sharing of commission (i.e. pyramid selling) and the prices of the goods are higher than the market prices; or are asked to pay a large sum of money to join the scheme; and to make profit through recruiting scheme members (including relatives, friends and schoolmates) as your lower-tiered staff rather than selling products, you should decline the job offer.

### Vice Traps

Some entertainment establishments may secretly engage in vice activities. Very often these operators would make use of high-paying jobs to attract job seekers. Innocent job seekers will learn the real job nature or working conditions only after signing the contracts. You should be alert and avoid being lured to engage in such activities.

### Talent Scout Scams

Some people pose themselves as representatives from modelling agencies or dubbing companies. They may approach internet surfers or passers-by, and convince them that they have great potential to be models in commercials, singers,

# Beware of Employment Traps

movie stars or fitting models, thereby inducing them to pay fees for training classes, beauty services or fitness courses; or even audition, recommendation fee or deposits. However, no job may be arranged and the money paid will not be refunded. Some job seekers may even fall into vice traps.

## Financial and Investment Scams

Some swindlers pose themselves as operators of foreign exchange investment or marketing companies and offer a handsome pay to enlist job seekers for the posts of clerk, copyist and cleaning staff, etc. After joining the company, job seekers will be persistently encouraged to make investment or to take up investment posts in order to entice them to pour in their own or their relatives' and friends' money. In the end, swindlers rip off their money by claiming that there is a loss in investments.

## Theft of Personal Data

Under the pretext of recruitment, the culprits solicit important personal data from job seekers, such as information on identity card, bank accounts and credit cards. The personal data obtained will be used for application for loan from banks or financial institutions in the name of the job seekers, who eventually have to bear the responsibility of repaying the loan, or fall into bankruptcy.

## Unlawful Work

Some criminal gangs manipulate young people to commit unlawful deeds, such as drug trafficking, selling pirated or counterfeit goods, parallel-imported goods, illegal fund raising, debt collection for loan sharks, and money laundering through offering bank account data so that they may get off the hook when the crime is detected by the police. You should refuse to commit illegal deeds and avoid getting into trouble which may ruin your future.



# Beware of Employment Traps

## Charging Unreasonable Fees

Some swindlers make up various reasons under the pretext of recruitment to impose unreasonable fees and charges on job seekers, such as registration fee, data processing fee, administration fee and documentation fee, etc. Think twice and discuss with your friends and family members if you are asked to pay fees of any kind to get a job.

## Luring Job Seekers to Pursue Further Studies

If you are asked in job interviews to pay fees for training classes or any courses in order to be eligible for the post, you should be alert as this may probably be a bogus recruitment to cheat job seekers' money.

## Fraud Online Recruitment

As online recruitment has become more popular, some scammers post deceptive recruitment messages through discussion forums, social media or smart phone apps to prey upon job seekers. Job seekers are then cheated of property or personal data when chatting on-line. Their personal data could be used to transfer money from their bank accounts or in other crimes. There are also cases that job seekers are promised to be paid for buying Game Cards at convenience stores. Upon receipt of the serial number and PIN number of the Game Card from the job seekers, the scammers would sell the Game Cards for money and disappear into thin air.

You should be vigilant of recruitment advertisement of companies with doubtful background or promising lucrative job offers. Watch out if you are required to provide personal data or other information online. Assess whether the requests are reasonable and the information required are excessive. Take good care of your personal data and do not let others make use of them for purposes unknown.

# Beware of Employment Traps

## Detecting Employment Traps

### Be Realistic and Sensible

Be pragmatic when you search for jobs. Don't believe in job advertisements requiring barely any experience or qualifications but offering a good sum of money. Check if the salary offered and the job requirements are realistic and commensurate with the market level. You should have general knowledge of the company background, scope of duties and the trade or industry concerned before applying for a job.

### Be Alert when Attending Interviews

Mind your personal safety when going for an interview. Avoid going to remote areas alone. Heighten your vigilance if the interview is conducted too hastily or you are offered a job right away without any interview.

### Don't Make Payments or Produce Important Documents Readily

Normally, employees are not required to pay fees when they take up a job. Ask for the reasons if you are required to pay fees. Moreover, you should not readily produce personal particulars such as your identity card, bank cards and cheques.

### Examine the Contract Terms and Additional Conditions Carefully

Before you sign a contract, read all the terms carefully, including those stipulated in the staff handbooks. Don't sign contracts immediately if there are terms that are not clear or unfavourable to you. You should request taking away the contract for study before signing. Companies generally allow prospective candidates to take away the contracts for consideration before signing contracts at a later time.

### Don't Sign Documents Readily

Don't sign any agreement or authorisation such as bank authorisation if you are in doubt in order to avoid loss.

# Beware of Employment Traps

## Check Whether the Scope of Duties Matches the Descriptions in the Advertisement or Interview

If you are offered a job, check whether your duties are consistent with the descriptions set out in the job advertisement or discussed during interviews. Moreover, be alert if the employer persuades you to transfer to other posts relating to investment or sales. Refuse unreasonable demands and never take up illegal duties. If you perform any duties against the law, you may commit a crime that will ruin your life.

## Seek Assistance

Keep abreast of current affairs and beware of the tricks of swindlers. Acquaint yourself with the rights and benefits of an employee. If you have any doubts, consult your family members or friends. Seek advice or assistance from related bodies such as the Police or the Labour Department when necessary.



# Conclusion

Having mastered the interview skills, your chance of getting a job is enhanced greatly.

After you have found a job, the process of job hunting comes to an end. It means that you have entered a new stage in your career. When offered a new job, you should take note of the followings:-

## Acceptance of Appointment

- ◆ Before accepting an appointment, you should fully understand your job duties, working hours, terms of appointment, employee's benefit and so on;
- ◆ Before signing the employment contract, you must go through it carefully. Make sure that you understand the terms of contract. If there are unfair contract terms, you may suggest amendments;
- ◆ After signing the contract, you can ask the employer to provide you with a copy of the signed contract for future reference.



# Conclusion

## Facing the New Job

Make an effort to fit into the working environment as soon as possible. Pay particular attention to your work attitude at the beginning of employment.

- ◆ Give a good first impression - you should be punctual, positive and friendly and dress neatly and appropriately;
- ◆ Be sincere and humble; maintain good relationship with your colleagues;
- ◆ Be devoted to your work and be willing to learn;
- ◆ Seek advice from your superiors or your colleagues when you come across difficulties at work;
- ◆ Place emphasis on teamwork, get along well with your colleagues and build up good relationship with them.

You will be able to take up the new job competently after a period of adaptation.



With a good start, you should make continuous efforts to learn and improve yourself, to gain more experience and pursue further studies. This will enhance your career development with a bright future.

Labour Department's  
"Interactive Employment Service" website

<http://www.jobs.gov.hk>

Telephone Employment Service Hotline

2969 0888

Labour Department's  
Telephone Enquiry Service\*

2717 1771

\*The hotline is handled by "1823".

### **Telephone numbers of the Labour Department's Job Centres**

Hong Kong East Job Centre

2591 1318

Hong Kong West Job Centre

2552 0131

North Point Job Centre

2114 6868

Kowloon East Job Centre

2338 9787

Kowloon West Job Centre

2150 6397

Kwun Tong Job Centre

2342 0486

Sha Tin Job Centre

2158 5553

Tai Po Job Centre

2654 1429

Sheung Shui Job Centre

3692 4532

Tsuen Wan Job Centre

2417 6197

Tuen Mun Job Centre

2463 9967

Tung Chung Job Centre

3428 2943

Employment in One-stop (located in Tin Shui Wai)

3692 5750

### **Telephone numbers of the Labour Department's Recruitment Centres**

Recruitment Centre for the Catering Industry

Job Seeker Hotline:  
2594 7800

Recruitment Centre for the Retail Industry

Job Seeker Hotline:  
2594 7833

Construction Industry Recruitment Centre

Job Seeker Hotline:  
3428 3303



# A GUIDE TO JOB HUNTING

求 職 一 本 通



勞工處  
Labour Department