

Checklist Before the Interview

1. Prepare ALL required documents (original copy and at least 1 set of hard copy),
i.e. CV, certificates, transcripts, reference letters, etc.
2. Research Company profiles (**Background, vision and mission, year plan, achievement**)
3. Hot news about the Company / industry
4. Prepare self-introduction and answers for all potential questions
 - i. Your advantage / weakness (1 - 2 examples)
 - ii. Your hobbies
 - iii. Your teaching experience (1 - 2 examples)
 - iv. Obstacle you have faced and how you solved it?
5. Tailor-made materials to the interviewers
6. Prepare a tidy uniform and have **GOOD REST**



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Checklist on the Interview Day

1. Be punctual (arrive 10-15 minutes in advance)
2. Bring suitable documents / folders
3. Self-motivated / self-talk
→ Increase your confidence
4. Smile, not laugh!
→ Give good impression to the interviewers
→ Sooth your nerve



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