

Preparation for a Job Interview

Global Asset Solution PT.



The short time you spend at a job interview could have a dramatic effect on YOUR career prospects.

It is extremely important that you:

- Know the exact time and place of your interview.
- Know the interviewer's full name, the correct pronunciation and his/her title.
- Find out specific facts about the company, the location of its properties, its growth to date and its growth potential. (To assist you in this you should look at internet sites, company brochures, annual reports and research your local library.)
- Have details of facts and figures on your CURRENT employer as you will be expected to know this information.
- Prepare a list of questions to ask during the interview. You must determine through your questions whether the company will give you the opportunity for growth & development that you seek.

Some of the questions you may wish to ask:

- Reason the position is available
 - Culture of the company. Anticipated induction and training programme - What type of people historically have done well with the company
 - Advanced training programmes available for those who have demonstrated outstanding ability
 - Earnings of those successful people in their third to fifth year
 - Company growth plans
 - Best-selling products or services
 - The next step.
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- Dress conservatively, in darker colours, paying attention to all facets of your dress and grooming.
 - **SMILE!**

Remember : YOU NEVER GET A SECOND CHANCE TO MAKE A GOOD FIRST IMPRESSION.

Some "Do's" and Some "Don't's":

DO:

- Plan to arrive on time or a few minutes early.
- Do fill out any application forms neatly and completely. Make sure you hand your CV to the correct person.
- Greet the interviewer by his/her name. If you are unsure of the pronunciation, ask them to repeat their name.
- Shake hands firmly.
- Wait until you are offered a chair before sitting down.
- Sit upright in your chair.
- Look alert and interested at all times.
- Remember to listen as well as talk.
- SMILE
- Maintain eye contact when you are talking.
- Follow the interviewer's leads but try to get them to describe the position and duties early on so that you can relate your background and skills to the position.
- Make sure that your good points get across to the interviewer in a factual, sincere manner.
- Make him realise the need for you in his organisation.
- Remember that you alone can sell yourself to an interviewer.
- Be prepared to answer typical questions like those listed below.
- Always conduct yourself as if you are determined to get the job you are discussing. It is better to be in the position of choosing from a number of jobs.

DON'T:

- Smoke.
- Answer questions with a simple 'yes' or 'no'. Explain whenever possible.
- Ever make derogatory remarks about your present or former employers or companies.
- Lie. Answer questions truthfully and as to the point as possible.
- Over answer questions. Answer honestly and if you are unsure of the answer, try not to say more than is necessary.
- Enquire about SALARY, HOLIDAYS, BONUSSES etc at the initial interview unless the interviewer raises the issues first. However, you should be aware of your market value and be prepared to state your required salary range.
- Be frightened of silence; at times the interviewer may be just trying to test you.
- Be un-prepared for questions like these: -
 - Why are you interested in this particular role ?
 - What do you really want to do in your next career move ?
 - Why would you like to work for our organisation ? - Where do you see yourself, career-wise, five years from now and why ?
 - Under which style of management do you work best ?
 - What interests you about our company ?
 - What would your previous employers say about you ?
 - What have you learned from previous jobs ?
 - Which jobs have you enjoyed and why ?
 - Where do you see your strengths ?
 - What are your weaknesses ?
 - What do you think are the necessary assets for progression within a company ?
 - Will you relocate if required ?
 - What are your interests and hobbies ?
 - How would you describe 'teamwork'.

- What entrepreneurial activities have you been involved in ?
- What type of books do you like ?
- Give an example of a problem or conflict that you have resolved recently.

Closing the interview:

- If you are interested in the position, say so.
- Ask about second interview schedule if you feel it is appropriate.
- If you are offered the position and you want it, accept it there and then.
- If you feel you need time to think about it, be courteous and tactful in asking for time to think it over. Set a definite date as to when you will get back to them.
- Do not be too discouraged if no definite offer is made or specific salary discussed.
- If you have the feeling that the interview has not gone well and you have already been rejected, do not let your discouragement show. The interviewer may just be testing your reactions.
- Thank the interviewer for his time and get up to leave.
- Follow up with a letter

Remember:

If you have answered the three questions uppermost in the interviewer's mind: -

- Why are you interested in the job and company ?
- What can you offer the company ?
- Can you do the job ?

You have done all you can.

After the Interview:

At the end of your interview it is very important that you contact the consultant who referred you to the position and give them your thoughts on the interview. If you are interested in progressing further, your consultant will then be able to convey those feelings back to the interviewer.

About Global Asset Solution

At Global Asset Solution, we seek to assist hotel owners or investors to realize the full value of their hotel assets through a continuous process of value creation and enhancement. We strive to achieve this by optimizing operational, financial and capital efficiencies of the hotel with the ultimate goal of maximizing profits and investment returns for the owner and investor.

Global Asset Solution is a young entrepreneurial hospitality company with dynamic international exposure with exponential growth in Asia and the Middle East. As the eyes and ears of the hotel owner, we offer an external perspective to the hotel and act as the bridge between asset owners and operators. We concentrate on enhancing the capital value for the asset and project future increments in market value from holding, renovating, expansion or other strategic alternative. Our service will ensure that the hotel is acquired from a reasonable price; is then operated accurately during the ownership's period; and eventually is disposed of at an appropriate time and price. The services may include support for takeover and pre-opening, real estate sale, acquisition support, and brokerage.