

I'm not a robot



































attention to what they're saying and make appropriate reactions. James Eling, managing director of IT firm Extreme Networks, says group interviews show you well collaborate as well as your teamwork skills. Behavioural interviews help the interviewer learn how you handled past situations. Your experiences help the interviewer deduce how you'll approach future problems or scenarios. Focus on specific examples from your past that demonstrate your ability to handle the challenges and responsibilities of the position. The interviewer would be interested in your active listening and critical thinking skills, so be sure to angle your narrative to highlight these skills. You can use the "CAR" mnemonic (context, action, and results) to do this. Example: Context: Your supervisor had to take an emergency leave during a product launch event. As second in command, you had to take over. Action: You gathered the entire team to tell them you're heading the event. You reassured them everything was going according to plan, but reiterated your expectations and everyone's tasks. You checked the progress and made yourself available during the event for potential troubleshooting. Results: The client never even knew your boss had to leave! Technical and finance interviews These interviews are more of a practical test in Q&A form. You often encounter these for more technical jobs, such as programming, writing, and driving. Showcase your understanding of the field and how up-to-date you are with industry news. In your introduction, mention relevant certifications, projects, or experience demonstrating your expertise. Prepare for potential technical questions by reviewing basic concepts. For example, if you're interviewing for a finance position, be prepared to discuss investment strategies, market evaluations, and other finance-related topics. Don't get lost in the technicalities, though. Don't forget to show your sincerity and enthusiasm for the role. Explain how your recent class in TikTok marketing represents your willingness to evolve, or how creating new software taught you the value of teamwork. Case interviews Case interviews give you a tricky scenario to solve. The goal is to assess your analytical and problem-solving abilities. Mask your nerves and show you're confident, comfortable, and eager for the challenge. You've declared your skills. Now you have to back them up. When formulating an answer, business analyst Katrina Lu recommends looking at the "Big Picture." Keep the central problem in mind and connect the dots. Ask yourself: Why is this the case? What is our goal here? Use your reasoning skills to get to the bottom of things. You can also ask the interviewer insightful questions. It shows your understanding and willingness to assess every detail of the case before making a decision. Examples of effective introductions Here are examples of successful introductions that use different techniques. Use them as a basis for formulating yours. Covering the essentials "Hello, I'm [Name]! I'm a computer science graduate, specialising in software development and project management. I am excited to discuss how my skills and experience align with your organisation's needs." In this example, you clearly underscore the crucial details of your application, such as your name, background, and the fact that you have what they're looking for. It also invites the interviewer to start with the formal Q&A. The S.T.A.R. method "Hello, I'm [Name], I'm an associate marketing executive from [former company]. I believe I'm a perfect fit for the position because I'm more than capable of problem-solving most marketing concerns, and due to my practical experience in the field..." Situation (S): Advertising revenue was going down for my agency due to a low rate of contract renewals. Task (T): My goal was to generate new ideas, materials, and incentives that would result in a reproducible increase in advertisers from the year before. Action (A): I designed a new promotional packet to go with the rate sheet and compared the benefits with other ad media in the area. Result (R): We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20% over the same period last year. The S.T.A.R. method is ideal for behavioural interviews. It allows you to show your credentials in a practical manner, letting your experience speak for itself. This method is the perfect example of "show, don't tell." Showing enthusiasm "Hi, my name is [Name], and I am thrilled to be here today to talk to you about my interest in this role and my passion for this company's mission. As someone who has followed this company's work for a long time, I am happy to have the opportunity to apply my skills and experience to help you achieve your goals. I am confident that my experience in project management and software development will be a valuable asset to your team, and I am excited to discuss how I can contribute to your success." Remember the note about how much employers love enthusiasm? Interviewers interpret excitement as motivation, which will only work in your favour. The Management Development Institute of Singapore also states that guts and determination can make an indelible impression on interviewers. Handling difficult introduction scenarios No matter how well-prepared you are, sometimes, you encounter problems. Take a breath and recover. Here are common introduction faux pas you can prepare for. You don't remember the interviewer's name Your excitement and/or nerves may have blocked your ears a bit, preventing you from registering the first few minutes of the meeting. It happens. In a face-to-face setting, hold out your hand and politely ask them to repeat their name. "I'm sorry I didn't quite catch your name. Could you repeat that please?" It's easier in a remote set-up. Their name is usually on the screen. If not and you missed it, you can blame technology. "I'm sorry, there was slight feedback. Could I get your name again, ma'am/sir?" You have language barriers Research shows that attempts to bridge a language gap create stronger interpersonal ties. Be patient and helpful. Use basic terms and shorter sentences. Talk slower but not necessarily louder. Pause between points. If you're still mastering the interviewer's language, say it right away, so they can also be aware of how they phrase things. Don't be afraid to ask for clarification or repeat a question. You have cultural differences! Try not to see cultural differences as a problem. If the interviewer is from a different country, study their customs, such as basic etiquette. Familiarise yourself with appropriate greetings, gestures, and body language. Generally, be open to your differences. They shouldn't factor in your hireability. Your interviewer asks you to introduce yourself again Do you have to repeat your name and credentials? Don't get dismayed and take it personally. The interviewer might be meeting several applicants, so at least they're interested enough to know who you are. Repeat your spiel, emphasising your name, background, and skills. Your nerves are in the way Here are some exercises to settle your jitters: Practise deep breathing techniques. Visualise a successful outcome. Remind yourself of your strengths and accomplishments. Work out before the interview - it could shake off your nervous energy, and the endorphins and dopamine could boost your confidence. Make your stress work for you. Harvard Business Review says a healthy amount of pressure can encourage you to try new things, tackle problems, and grow your capabilities - factors that may help strengthen your interview. Technology is against you Remember that technology can break down at the most inconvenient moments. Test all your devices and line up alternatives in case something happens. Follow-up strategies Following up after your interview can show your determination and passion for the role. A simple thank-you message conveys your appreciation for the interviewer's time and effort. You could also use it to reiterate your interest. How to follow up with a thank-you note or email Did you know that 80% of recruiters believe a thank-you note helps them make hiring decisions? Unfortunately, only 24% of applicants send one. Don't fall under that statistic! Here are some quick tips when you want to send an appreciatory message. Send the thank-you note promptly: Send your follow-up message within 24 hours of the interview. This timely response will help keep you fresh in the interviewer's mind and reiterate your enthusiasm for the role. Personalise your message: Address the interviewer by name and mention specific details from your conversation, highlighting any points that stood out during the conversation. This personal touch demonstrates that you were attentive and engaged throughout the discussion. Close with a polite and professional sign-off: End your message by expressing your gratitude again and reiterating your interest in the position. Use a courteous and professional closing, such as "Sincerely" or "Best regards," followed by your full name. Example: Subject Line: Thank you for the interview Hi, Ms/Mr [Name of Interviewer], This is [Name], the data scientist from Woodlands, whom you interviewed today. Thank you so much for the opportunity to apply for the position of [insert role]. I enjoyed our conversation today. I particularly loved your insights regarding my paper on using data to drive sales teams. Our talk has only strengthened my conviction to join your company. Likewise, I believe my skills, experience, and attitude fit your organisation. Please let me know if I can provide any information that could be helpful to you. Thank you again. Sincerely yours, [Your Name] Demonstrating your interest in the position and the company If you're following up and sending a thank you, it's important not to look too pushy. After all, it's only been a day - perhaps screening hasn't even ended. Saying your name, background, and interest should be enough. Displaying gratitude is one thing; showing patience is another! However, if it's been a week or two, you can follow up with a brief message reiterating your credentials and enthusiasm. Summary Preparation, research, and customisation are the three steps to make a standout introduction during a job interview. Write a script for guidance, practise until you're confident, and you'll impress the interviewer from the get-go. But rehearsing is only half the job. Adapt your script, tone, and delivery to the interview's context. Is the interviewer upbeat? Match their energy. Is the chat on Zoom? Make sure your tech details are on point. Follow this guide to help you figure out how to tailor your self-introduction your way, and establish a solid foundation to impress during the actual interview. Looking for new opportunities? Sign up or update your Jobstreet profile and find openings that fit your skill set and values. Download the Jobstreet app on Google Play and the App Store for mobile updates. If you want more articles like this, drop by our Career Advice page for professional advice. Frequently asked questions (FAQs) How long should my introduction be? Your introduction should be concise, generally around 30 to 60 seconds - 2 minutes max - whatever the format. Remember, you're just introducing yourself at this point. The juicy part comes later. Should I mention my weaknesses in my introduction? No. Focus on your strengths, relevant skills, and experiences. If you have to mention your weaknesses, reframe them as opportunities for growth, change, and progress. What if I have no experience in the industry? How should I introduce myself? Highlight transferable skills, adaptability, and eagerness to learn. You could also bring up specific examples and experiences showing your flexibility and growth mindset. Should I bring up my salary expectations in my introduction? No. You shouldn't raise salary details during the interview unless your interviewer does. Usually, money talk happens during the signing and negotiating stage of your application. Should I use humour in my introduction? Of course! However, exercise caution and read the room. Consider the company culture and interview context. Also, be sure not to come off as aloof or unserious when you make witty remarks or jokes. Also, don't say anything off-colour or offensive. Should I introduce myself differently in the second round of interviews? Yes, tailor your introduction to the new audience and provide additional insights. HR professionals usually require general information about your skills and background, while line managers or departmental supervisors would ask for more technical details. What if the interviewer cuts me off during my introduction? Remain composed, and adjust your response to address the interviewer's concerns. There will be ample time in the future to get a word in. Should I memorise my introduction word for word? No, focus on key points and practise delivering them naturally and confidently. What if I am nervous about introducing myself during the interview? Breathe deeply. Practise beforehand. Remind yourself of your value and strengths. Exercise before the interview. You can use that nervous energy and transform it to make it appear like excitement. Should I include personal information, such as my hobbies or family background, in my introduction? Yes, but only if it's relevant to the position or helps showcase your personality and fit for the company culture.