

影片分享字幕 - 小組面試技巧
Script of Video Sharing- Group Interview skills

小組面試技巧影片簡介 / Description of videos for Group Interview Skills

英文/ English	Group Interview Skills
繁體中文	小組面試技巧
簡體中文	小组面试技巧

字幕/ Script

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<p>Hi everyone, we are going to talk about what skills and things we need to be aware of during job interviews in groups.</p> <p>Group interview consists of a number of people forming a group, the interviewer will ask the questions and the group members need to discuss the topic and try to look for the best answer/resolution. Group interview is for observing things that cannot be seen in individual interviews, the observation is mainly about team spirit, interaction skills, leadership, personalities, language skills, communication skills, teamwork and body language.</p> <p>The rundown of a group interview is as follows: Firstly, the interviewer will explain the interview rundown and rules. And then, the interviewer will ask the interviewees to have a self-introduction. After that, the interviewer will start explaining the topic and interviewees</p>	<p>大家好，今次向大家講解一下求職時如以小組面試的形式進行，有甚麼技巧及注意事項。</p> <p>小組面試由若干應徵者組成一個小組，由面試官提出問題，小組成員需就該題目作出討論，並找出一個最合適的答案/結論。小組面試旨在觀察個別面試時無法看到的事情，主要考核重點包括團體精神，互動能力，領導才能，個性特點，語言能力，溝通技巧，合作能力及身體語言。</p> <p>小組面試的流程如下： 首先，面試官說明面試流程及規則，接下來會要求小組成員作自我介紹，完成介紹後，面試官會開始交代小組題目。小組成員會有時間各自準備發言及論點。討論開始後，小組成員輪流發言，闡述自己的觀點。待所有組員都發言</p>	<p>大家好，今次向大家讲解一下求职时如以小组面试的形式进行，有甚么技巧及注意事项。</p> <p>小组面试由若干应征者组成一个小组，由面试官提出问题，小组成员需就该题目作出讨论，并找出一个最合适的答案/结论。小组面试旨在观察个别面试时无法看到的事情，主要考核重点包括团体精神，互动能力，领导才能，个性特点，语言能力，沟通技巧，合作能力及身体语言。</p> <p>小组面试的流程如下： 首先，面试官说明面试流程及规则，接下来会要求小组成员作自我介绍，完成介绍后，面试官会开始交代小组题目。小组成员会有时间各自准备发言及论点。讨论开始后，小组成员轮流发言，阐述自己的观点。待所有组员都发言</p>

英文/ English	繁體中文	簡體中文
<p>will be offered time for preparing their speech and arguments individually. When the discussion starts, group members will illustrate their arguments in turns. After all members have finished their speech, members will start the group discussion to sort out the best idea. Lastly, members should conclude the discussion and report the result.</p>	<p>之後，成員會交叉討論，漸漸得出最佳方案。最後會就解決方案總結並匯報討論結果。</p>	<p>之后，成员会交叉讨论，渐渐得出最佳方案。最后会就解决方案总结并汇报讨论结果。</p>
<p>There are different forms of group interview questions, like debate or discussion, open-ended question, two-sided question, case study, multiple-choice question, event planning question, etc.</p>	<p>小組面試題目有不同的形式，例如討論或辯論、開放式問題、兩難問題、案例分析、多項選擇題、活動策劃問題等等。</p>	<p>小组面试题目有不同的形式，例如讨论或辩论、开放式问题、两难问题、案例分析、多项选择题、活动策划问题等等。</p>
<p>There are methods to leave a good impression to interviewer during group interviews, for example:</p>	<p>想於小組面試給面試官留下好的印象，其實有很多方法，以下是小組面試的致勝秘笈：</p>	<p>想于小组面试给面试官留下好的印象，其实有很多方法，以下是小组面试的致胜秘籍：</p>
<p>First is to arrive early. We suggest you arrive 15 to 20 minutes before the actual interview time. In the meantime, you should make good use of the time, get familiar with the environment which helps you relax.</p>	<p>第一就是預早到達。建議求職者比預定面試時間提早 15 至 20 分鐘到達，同時應善用時間，適應環境，有助放鬆心情。</p>	<p>第一就是预早到达。建议求职者比预定面试时间提早 15 至 20 分钟到达，同时应善用时间，适应环境，有助放松心情。</p>
<p>The second method would be preparing your self-introduction in advance. In a group interview, the interviewer might need to interview dozens of interviewees, if you want to stand out among the interviewees, your self-introduction would be a key. Aiming at being precise, fluent and confident, your self-introduction should aim at and link with the</p>	<p>第二個致勝秘笈是提前準備自我介紹。面試官有機會在同一場小組面試會見數十名求職者，若要從眾多求職者中脫穎而出，自我介紹是重要的一環。追求「精簡、流暢、自信」，自我介紹的內容須針對及緊扣入職條件，以突出個人長處。在自我介紹的時候，要總括自己的個人資訊，從而讓面試官了解你的背景。另外，</p>	<p>第二个致胜秘籍是提前准备自我介绍。面试官有机会在同一场小组面试会见数十名求职者，若要从众多求职者中脱颖而出，自我介绍是重要的一环。追求「精简、流畅、自信」，自我介绍的内容须针对及紧扣入职条件，以突出个人长处。在自我介绍的时候，要总括自己的个人信息，从而让面试官了解你的背景。另外，</p>

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<p>entry requirements, in order to stress your attributes. During your self-introduction, you need to summarise your personal profile, to let the interviewer understand your background. Besides, remember to talk about your academic background and ability that are related to the position you apply, so the interviewer will know why you suit the job better than other interviewees. In the meantime, you should talk about why you apply for this position, in order to arouse interviewer's interest in you.</p> <p>The third method is to be proactive and avoid being quiet. Impress the interviewer by showing confidence and take an active step to initiate the discussion, together with sufficient arguments which are organised in a coherent manner. Do not dominate the speech. Instead, being concise is the key to stand out among the interviewees. When encountering different arguments from other job applicants, be polite, respect their opinions and seize the opportunity to convince them.</p> <p>The last method is to be the leader of the discussion without being over-dominant. As there is only one leading position, the interviewer will pay attention to your role in the discussion. For example, when the discussion comes to a dead end, you could coordinate and push the discussion forward. Whether you can effectively communicate</p>	<p>要記得講述與職位相關的個人背景學歷、優勢同能力，讓面試官知道為什麼你比別人更適合這個職位。同時要說明你應徵這個職位的原因，喚起面試官對你的興趣。</p> <p>第三個致勝秘笈是積極主動，切忌沉默寡言。向面試官表現信心，想給人深刻印象，積極主動先發言。討論時要有充分論證以及有條理。切忌壟斷發言，言簡意賅反而可起到一鳴驚人的作用。當遇到論點同其他求職者不同時，應該保持禮貌，尊重他人觀點並把握機會說服對方。</p> <p>最後一個致勝秘笈是掌握討論主導權，但切忌過度表現。由於領導角色只有一個，所以面試官重視的是你在討論中擔當什麼角色？當討論進入僵持階段時，你可以積極協調，積極調解，推動整個小組討論的進程。你又能否和小組成員有效溝通、互相尊重？當遇到不同意見時如何說服他人？以及你是否具有領導才能？</p>	<p>要记得讲述与职位相关的个人背景学历、优势同能力，让面试官知道为什么你比别人更适合这个职位。同时要说明你应征这个职位的原因，唤起面试官对你的兴趣。</p> <p>第三个致胜秘籍是积极主动，切忌沉默寡言。向面试官表现信心，想给人深刻印象，积极主动先发言。讨论时要有充分论证以及有条理。切忌垄断发言，言简意赅反而可起到一鸣惊人的作用。当遇到论点同其他求职者不同时，应该保持礼貌，尊重他人观点并把握机会说服对方。</p> <p>最后一个致胜秘籍是掌握讨论主导权，但切忌过度表现。由于领导角色只有一个，所以面试官重视的是你在讨论中担当什么角色？当讨论进入僵持阶段时，你可以积极协调，积极调解，推动整个小组讨论的进程。你又能否和小组成员有效沟通、互相尊重？当遇到不同意见时如何说服他人？以及你是否具有领导才能？</p>

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<p>with and respect other team members? When having different opinions, how can you persuade others? Do you have the leadership skills? People will be seen as not cooperating, lacking of team spirit if the consensus is reached through an unreasonable argument. When necessary, we need to compromise and put the group's interest at first. No matter if your views are taken or not, the most important thing is your attitude and wisdom shown in the discussion.</p> <p>The evaluation criteria of a group interview are related to three aspects, language, non-language and characteristics on personality and each of them has five elements.</p> <p>The language aspect is about activeness in speech, collaboration skills, oral presentation skills, debating skills and argument accuracy.</p> <p>The non-language aspect is about facial expression, body posture, intonation, speaking rate and gesture.</p> <p>About characteristics on personality, it is about your level of confidence, activeness, responsibility, emotion stability and reaction flexibility.</p>	<p>為求達成共識而無理爭吵，反會被視為不重視合作、沒有團隊意識的人，必要時要學會妥協，以團隊利益為優先。無論你的論點是否被取納，最重要是在討論中表現出的態度與智慧。</p> <p>至於小組面試的評分要素，主要分為語言方面、非語言方面和個性特點，每方面都有五個評分要素。</p> <p>在語言方面，主要評分為發言主動性、組織協調能力、口頭表達能力、辯論說服能力和論點的正确性。</p> <p>而在非語言方面，分為面部表情、身體姿勢、語調、語速和手勢。</p> <p>而最後在個性特點上，分為自信程度、進取、責任感、情緒穩定性和反應靈活性。</p>	<p>为求达成共识而无理争吵，反会被视为不重视合作、没有团队意识的人，必要时要学会妥协，以团队利益为优先。无论你的论点是否被取纳，最重要是在讨论中表现出的态度与智慧。</p> <p>至于小组面试的评分要素，主要分为语言方面、非语言方面和个性特点，每方面都有五个评分要素。</p> <p>在语言方面，主要评分为发言主动性、组织协调能力、口头表达能力、辩论说服能力和论点的正确性。</p> <p>而在非语言方面，分为面部表情、身体姿势、语调、语速和手势。</p> <p>而最后在个性特点上，分为自信程度、进取、责任感、情绪稳定性和反应灵活性。</p>

英文/ English	繁體中文	簡體中文
<p>To sum up, group interview is different from oral examinations in secondary schools. It is not about how much you talk or winning the others to get high score. You should prepare well before the interview and actively join the discussion. After the interview, give a smile to the interviewer and other interviewees politely to thank for the opportunity.</p> <p>That is the end of this sharing. Hope we can help everyone and thank you.</p>	<p>最後總結一下，求職小組討論面試與中學說話能力考試性質不盡相同，不是多講就好，也不是要「勝出討論」才高分。事前好好準備，討論時積極參與。面試完結時，禮貌地向面試官及同場應徵者微笑示好，感謝是次面試機會。</p> <p>這次的分享已經結束，希望能夠幫到大家，謝謝各位。</p>	<p>最后总结一下，求职小组讨论面试与中学说话能力考试性质不尽相同，不是多讲就好，也不是要「胜出讨论」才高分。事前好好准备，讨论时积极参与。面试完结时，礼貌地向面试官及同场应征者微笑示好，感谢是次面试机会。</p> <p>这次的分享已经结束，希望能够帮到大家，谢谢各位。</p>