

# THE HALLIGRAMS

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**INTERVIEW SKILLS  
AND  
PREPARATION**

**OCCUPATIONAL  
HEALTH @  
WORKSITE -  
FORMALDEHYDE**

**CRIME  
PREVENTION  
ADVICE –  
PHONE SCAM**

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By Dolly Tham (HRM)

## What is the purpose of interview?

The **purpose** of an **interview** is twofold: It shows the employer what you can do for the company, and it gives you an opportunity to assess whether your qualifications and career ambitions align with the position.

## Why interviews are important to employers?

**Interviewing** is an **important** step in the employee selection process. If done effectively, the **interview** enables the **employer** to determine if an applicant's skills, experience and personality meet the job's requirements. ... In addition, preparing for an **interview** can help clarify a position's responsibilities.

Read more information from features on >> before, during & after interviews

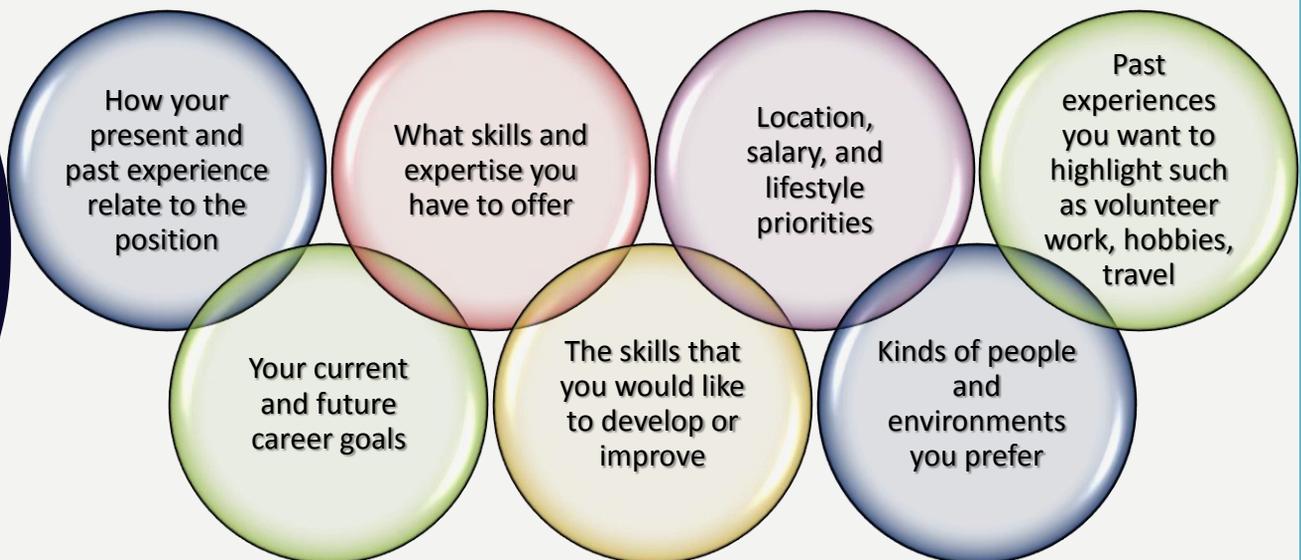
# Interview Skills

There are some easy steps that you can take that will increase your chances of success at interviews.

First, remember that job interviews should be a process of two-way communication. Not only are they a tool for employers to use to evaluate you, but they are also an opportunity for you to assess the job, the organization, and to see if there is a "fit."

The keys to a successful interview are preparation and practice. The following suggestions will help you prepare for an interview:

**Self-evaluation** It is important for you to think about yourself and your past experiences in order to be ready to articulate what you have to offer an employer. Consider the following topics:



# Before the Interview

## INTERVIEW PREPARATION

BY Dolly Tham (HRM)

### Research the Company

A company's website is an excellent place to begin. It usually gives you information on whether it is international or domestic, what its revenues are, how many locations it has, and the nature of its major products. Most companies are very proud of their websites. Don't be surprised if one of the first questions interviewers ask when you arrive is, "Have you had a chance to look at our website?"

### Practice interviews

Write down a list of possible questions that you think may be asked, then have a friend act as an interviewer and direct them to you in a practice interview situation. Don't stop until you feel comfortable answering each question. Practicing beforehand will make you feel more comfortable and relaxed during the interview.

### Dress Professionally

In today's environment, wearing a suit isn't always necessary. Contact the HR Manager of the company or your recruiter, and find out what the dress code is for the company at which you are going to interview. Then dress one level above. For instance, if it is business casual, men can wear dress pants, dress shirt, and sport coat. Women can wear a pantsuit, dress, or a skirt and blouse. Visual impressions are very important. Therefore, if in doubt, always dress on the conservative side.

### Arrival

Try to arrive at the interview location a little early. This gives you time to determine where you need to go, and will give you a few minutes to collect your thoughts. **DO NOT** arrive late. Nothing destroys your chance at impressing an employer more than arriving late and offering no explanation. If you learn at the last minute that you are going to be arriving late at the interview, call and let the interviewer know. Interviewers understand that things can come up suddenly. You are never considered late if you call and make them aware of the fact.

# During the Interview

## First impressions:



- First impressions take only thirty seconds. Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients. A well-groomed, professional appearance is critical. Greet the interviewer with a firm handshake, whether it is a woman or a man. (No one likes a weak handshake.) Always maintain eye contact while shaking hands.



## Smile:

- A smile denotes confidence in a candidate. Try to smile often. Also, don't be afraid to use some hand animation while answering questions. This suggests enthusiasm in a candidate.

## Body Language:



- Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch.

## Speak Clearly:



- Don't mumble. It portrays a lack of confidence. Speak with assurance. This indicates confidence.

## Listen Before Answering:



- Allow the employer to begin the interview, but be prepared with some opening statements or questions such as, "I understand that this position involves...", or "What are you looking for in a job candidate?" Make sure you understand the question. If not, ask the interviewer to clarify it. Don't be afraid to take some time to think before answering. Interviewers are impressed with someone who thinks out an answer before speaking.

# During the Interview

## Give Brief Answers:

- Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch

## Previous Employers:

- Never, ever say anything negative about your present or previous employers. No matter how much you may have disliked someone, find a way to give your experiences a positive spin.

## Be Truthful:

- Don't lie when asked about something you haven't done. The next question will be "tell us about it."

## Know You're Resume:

- Be prepared to talk about every fact that is on your resume. Many people embellish their accomplishments on their resumes. Avoid this, since the only point of reference an interviewer has about you is the resume you provide to him/her beforehand.

## Keep things at a professional level:

- Sometimes near the end of an interview, the two parties start feeling comfortable with each other. Don't let this comfortable feeling lead you to telling them something about yourself that they really shouldn't know. Always keep things at a professional level.

## Look for something in Common:

- This is something that has given us an edge in the past. Try to find a common bond between yourself and your interviewer. If you are being interviewed in an office, look at how the office is decorated. Look for something you can identify with. Is his/her college diploma hanging on the wall? Did you attend a nearby school, or perhaps one in the same Division? If so, make a quick comment about it: "Did you attend Penn State? I attended the University of Michigan. What a great football conference." Interviewers sometimes feel more comfortable with people with whom they have something in common. This approach has helped several candidates obtain a position over other qualified candidates. Above all, be sincere.

# AFTER THE INTERVIEW

## **Back in Touch:**

- Ask the interviewer when s/he expects to get back to you on her/his decision.

## **Get Everyone's Business Card:**

- Before you leave, be sure to get the business cards of all of the people with whom you visited. If you cannot do that, ask a secretary for their names and e-mail addresses.

## **Thank the Interviewer:**

- Verbally thank the interviewer for taking the time to interview you, before leaving. Within a day, send thank-you letters to all of the interviewers with whom you spoke. This does not need to consist of a written letter sent via snail mail; an e-mailed thank-you works just as well.

## **Do not give up:**

- Sometimes, within ten minutes of the start of an interview, you will know that the job is not one you want to pursue. If you begin to feel this way, don't give up on the interview. Continue to interview as if the job was the most important thing in the world. This provides you with practice for your next interview, which may be for your dream job! Not all interviews will lead to offers of employment, but, if you approach every interview as if it's the most important interview you ever had, you will come out a winner!

After the interview, write a brief thank you letter. Express your appreciation for the opportunity to interview and learn about the organization, re-confirm your interest, and re-emphasize how your background and skills might be of interest to the organization.

## Some Interview Questions

You can expect to be asked some of the following types of questions in an interview.

- Tell me about yourself.
- What are your key experiences and accomplishments?
- How would you rank your achievements?
- What are your strengths and weaknesses?
- How would your friends describe you?
- Explain your reason for leaving your current job.
- What are the most important things to you in a job?
- What do you value in a supervisor?
- How would you describe your management style?
- What appeals to you about this job and organization?
- Describe the ideal position in our company.
- What qualities do you think make someone successful in our industry?
- What would you like me to know most that is not on your resume?

# THE PHONE INTERVIEW

Due to a company's geographic location, travel costs, and divergent schedules, a phone interview may often be your initial contact with a prospective employer. Therefore, we're offering some phone interview tips.



### OBJECTIVE

- The idea behind a phone interview is to gain an invitation for a personal interview, and to gather more information for future steps in the process.



### PREPARATION

- Have a pad, pen, and a copy of your resume near the phone. Use a phone in a quiet area. Avoid any background noise. Also avoid using a cordless phone, because they tend to transmit poorly.

# OCCUPATIONAL HEALTH @ WORKSITE

By Kenneth Tan (QEHS)

## HAZARD IDENTIFICATION: INDOOR AIR QUALITY - FORMALDEHYDE

For JIM & HALL'S, Occupational Health Hazard that result in Occupational Illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

One of the key component of a conducive work environment to prevent Occupational Health Hazard on project/site is the successful management of Indoor Air Quality (IAQ).

Among the various measurement of IAQ, the most significant & lethal Hazardous Exposure Element is FORMALDEHYDE.

### ***What is FORMALDEHYDE?***

FORMALDEHYDE a colorless pungent gas in solution made by oxidizing methanol.

Known as the strong-smelling gas used in making building materials and many household products. It is used in pressed-wood products, such as particleboard, plywood, and fiberboard; glues and adhesives; permanent-press fabrics; paper product coatings; and certain insulation materials.

### ***How toxic is FORMALDEHYDE?***

FORMALDEHYDE is a highly toxic systemic poison that is absorbed well by inhalation. The vapor is a severe respiratory tract and skin irritant and may cause dizziness or suffocation. Contact with formaldehyde solution may cause severe burns to the eyes and skin

### ***What does FORMALDEHYDE do in the body?***

When you breathe air containing FORMALDEHYDE, most of the FORMALDEHYDE is quickly broken down in the cells lining your respiratory tract and breathed out.

When FORMALDEHYDE is present in the air at levels exceeding 0.1 ppm, some individuals may experience adverse effects such as watery eyes; burning sensations in the eyes, nose, and throat; coughing; wheezing; nausea; and skin irritation.

FORMALDEHYDE in food or water may also rapidly enter your body through the digestive tract. Some studies of humans have suggested that FORMALDEHYDE Exposure is associated with certain types of cancer.

### ***How to minimize risks associated with FORMALDEHYDE Exposure?***

- Substitution: Use solid wood
- Engineering Control: Be sure pressed wood products are sealed.
- Engineering Control: Increase ventilation during Formaldehyde Exposure to remove the hazardous substance.
- Administrative Control: Allow products that contain formaldehyde to "AIR OUT" or "OFF-GAS" before bringing indoors
- Administrative Control: Air Purging for the completed workplace regularly.

# Home first aid tips

By Suryani Kamis (ADM)

## The difference between a stroke, heart attack and cardiac arrest

A stroke is caused by a blood-flow problem in the brain and victims typically display early symptoms like:

- Blurred vision
- Trouble grabbing objects
- Face droopy on one side
- Unable to raise an arm
- Slurred speech
- Semi-conscious state

Heart attacks are caused by some form of damage to the heart due to reduced blood flow. However, the heart is still pumping. If not treated quickly, it may lead to cardiac arrest, which is when the heart stops beating entirely.

Symptoms of a heart attack:

- Chest pain
- Shortness of breath
- Nausea
- Sweating
- Giddiness

Cardiac arrest is when the heart stops beating, and death is imminent

Symptoms of a cardiac arrest:

- Unconscious
- Breathing stops
- No pulse

Administer chest compressions

Chest compressions are administered when a person is unconscious and not breathing. To check if a person unconscious, tap or shake person by the shoulders. To check if a person is breathing, place ear next to person's mouth and listen

How to administer chest compressions:

- Place one hand on the centre of chest, using the armpit line as a guide.
- Interlock fingers of the others hand over hand currently on chest
- Use body weight and push downwards and then release, pumping about 100 times a minute
- Continue until medical personnel arrive

## Others

For burns

- Cool burn area with cold water
- DO NOT place ice/toothpaste/lotion on burn area
- Remove constrictors such as bracelets
- Wrap or cover the burn area with a clean cloth or cling wrap
- Consult a doctor

In the event of fits

- Turn person to side
- Let the fits end
- Let liquids and substances flow out
- Do not place object, liked a spoon, in mouth
- Do not pin down or constrict the person

For bruising

- Administer cold therapy
- Ice area to reduce swelling
- Consult doctor
- Do not attempt heat therapy as swelling will get worse

In the event of dismemberment (for example, finger being chopped off)

- Stem blood flow using gauze/tissue, do not remove to check
- Retrieve appendage (finger)
- DO NOT attempt to wash
- Wrap in clean cloth BEFORE placing in plastic bag
- Seal bag and place in container filled with ice

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Nino Delgado  
Islam Saiful  
Teresa Joson



THAILAND		INDONESIA	
<b>October</b>	Substitution for The death of King Bhumibol Adulyadej	<b>October</b>	None
	King Chulalongkorn Day	<b>November</b>	Prophet Muhammad's Birthday
<b>November</b>	None		Christmas Holiday
<b>December</b>	Father's Day	<b>December</b>	Christmas Day
	Constitution Day		
	New Year's Eve		
MALAYSIA		SINGAPORE	
<b>October</b>	None	<b>October</b>	None
	Deepavali	<b>November</b>	Deepavali
<b>November</b>	Prophet Muhammad's Birthday	<b>December</b>	Christmas Day
<b>December</b>	Christmas Day	PHILIPINES	
		<b>October</b>	None
<b>October</b>	National Foundation Day		All Saint's Day
	Hangeul Day	<b>November</b>	All Saint's Day Holiday
			Bonifacio Day
			Immaculate Conception
			Christmas Holiday
<b>December</b>	Christmas Day	<b>December</b>	Christmas Day
			Rizal Day
			New Year's Eve

# CRIME PREVENTION ADVICE

Information:  
<https://www.police.gov.sg/resources/prevent-crime/commercial-crimes/prevent-crimes/crime-prevention-advice/phone-scams#content>

Photos from:  
<https://www.playuklottery.com/en/lottery-news/article/9476/lottery-scammer-gets-arrested.html>

By Suryani Kamis (ADM)



## phone Scam

The public is advised to be wary of "Phone Scams". These scams are essentially a variety of ruses coined by tricksters over the telephone to trick unwary victims into sending monies to designated local bank account or overseas accounts.

The more common tactics used include kidnap hoax, lucky draw/lottery and impersonation scams.

## TYPES of SCAMS

### 1. Kidnap Hoax

Tricksters would claim that the victim's loved one had been kidnapped and demand that a ransom be transferred to a specific bank account. These fake threats are usually accompanied by sounds of cries for help in the background. If you receive such calls, remain calm and try to contact your loved ones immediately. Should repeated attempts at contacting them fail, seek assistance from the police.

### 2. Lucky draw / Lottery Scam

Tricksters usually make calls from overseas, email or SMS victims, informing them that they have won prize money in a foreign lucky draw or lottery. Victims are then asked to provide their personal particulars and a bank account number to facilitate the transfer of the prize money.

Having deceived the victims into believing that they had won the lucky draw/lottery, the tricksters will convince them into making up-front payments, purportedly as tax or other forms of payments to administer the release of the 'prize money'. After duping the victims of their money, the trickster either conjure up more tales to solicit further payments from them, or may abscond altogether.

### What You Should Do

If you receive such calls, ignore the notifications of how to collect the prize money. Do not make any advance payments to claim such prize monies.

### 3. Impersonation Scam

Tricksters would impersonate law enforcement officials, advising victims to remit or transfer money to designated bank accounts in order to exonerate themselves from alleged crimes. The common allegations include failure to appear in court in relation to one's involvement in money laundering, or unlicensed money lending cases. Police officers, Court officials, and other government officials do not require any individuals connected to a criminal case to transfer money to any bank accounts.

If any payment is to be made, an official written notice and receipt would be issued.

### What You Should Do

If you encounter any of the above scams, you should not reveal your personal information and bank account number over the phone. You should also never send money to unknown callers. You should alert the Police immediately.

# EDITORIAL TEAM

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## Halligans.

Contact Us!!

- What's happening at your office?
- Completed Projects ?
- Awards ?
- Small Talks eg health or travel tips ? Latest technology or software ?
- Feedback?
- Comments ?

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Email us now at [halligram@jimhalls.com](mailto:halligram@jimhalls.com)

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