



HONG KONG MONETARY AUTHORITY
香港金融管理局



香港銀行學會
The Hong Kong Institute of Bankers

PRACTICAL TIPS FOR GRADUATES TO JOIN THE BANKING INDUSTRY

- TALENT GAPS AND PROSPECT OF THE BANKING INDUSTRY
- RESUME TIPS
- INTERVIEW TIPS

Supporting banks : (in alphabetical order)





TALENT GAPS AND PROSPECT OF THE BANKING INDUSTRY

Read the report

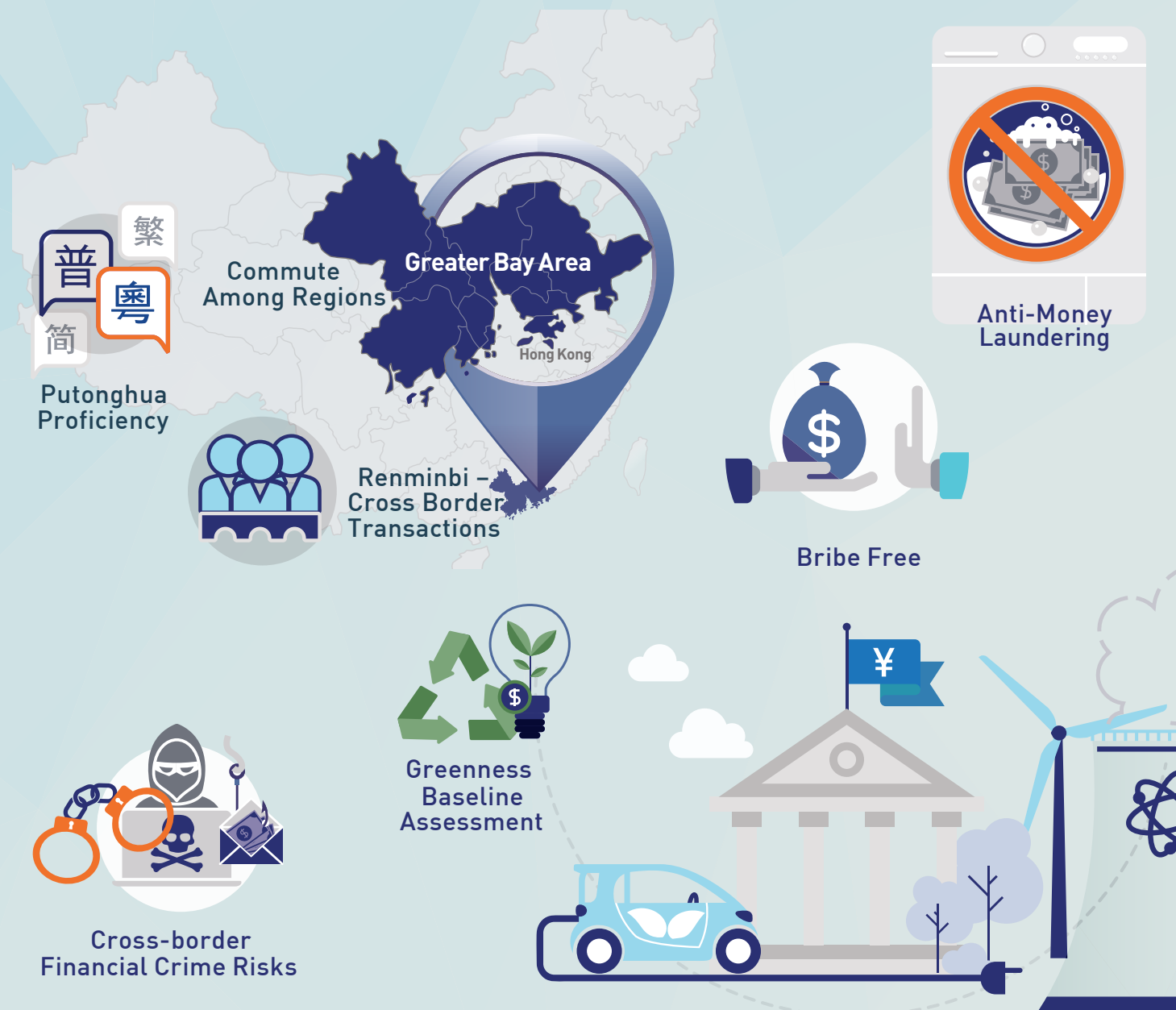


Read the infographic

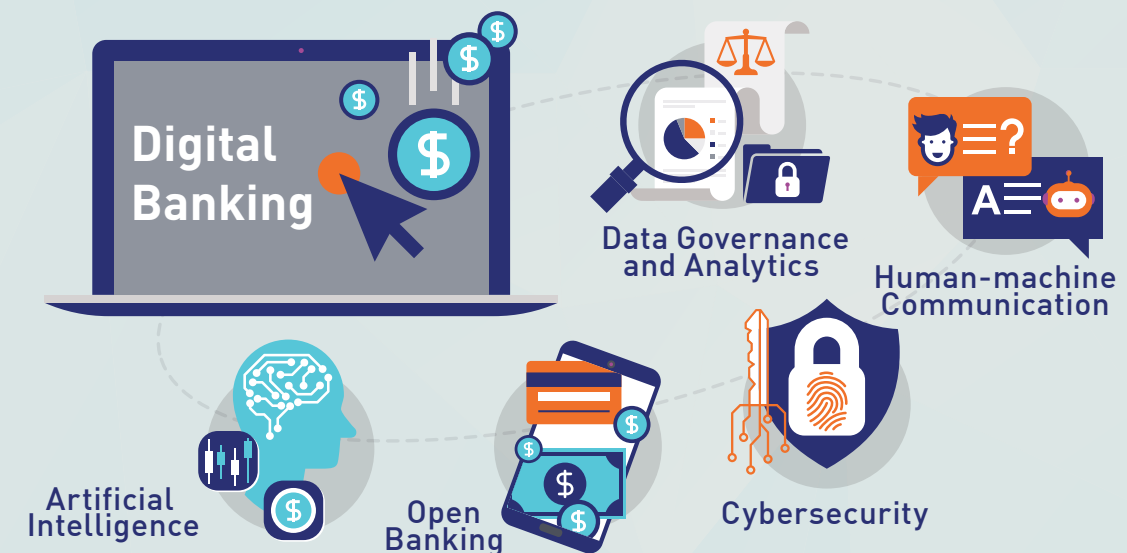


TALENT GAPS IDENTIFIED IN THE CAPACITY BUILDING FOR FUTURE BANKING 2021 - 2025 PAPER

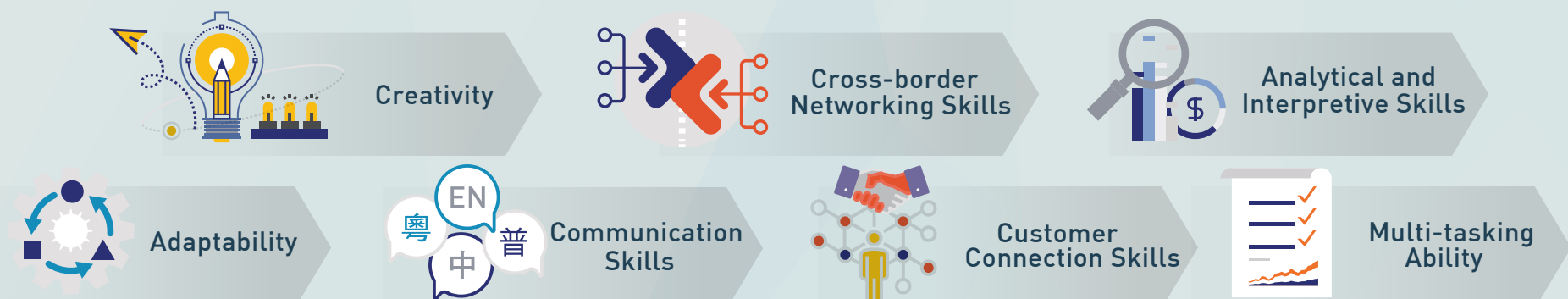
BANKING KNOWLEDGE



TECHNOLOGICAL AND DATA SKILLS



SPECIFIC SOFT SKILLS





PREPARING RESUME



Keep it consistent and easily readable.



Keep it in one or two pages.

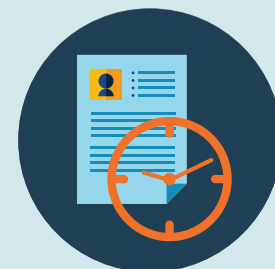


Format the content to properly highlight sections and key achievement.

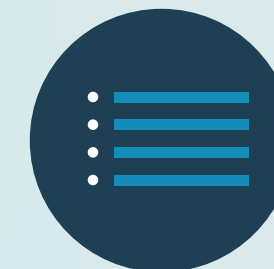
Use reverse chronological order.



Ensure accuracy and up-to-date info.



Start with a professional statement including career goal.



Use bullet points.



ENRICHING RESUME

EXPERIENCE

- Tailor-made for each job application.
- Quantify the related achievements.
- Include related internship/ work experience.



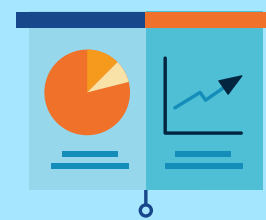
EDUCATION MATTERS

- Feel free to put it on top.



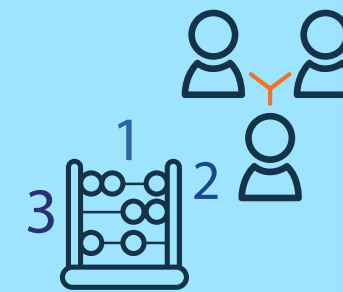
WHAT BANKS ARE LOOKING FOR

Banking-related knowledge



- Financial analysis
- Knowledge of GBA
- Bank operations
- ESG

Skills



- Analytical skill
- Business acumen
- Numeric sensitivity
- Interpersonal skills
- Problem-solving skill

Professional qualifications



- Certified Banker
- ECF qualifications
- CPA
- Others

Attributes



- Service mindset
- Risk control sense
- Digital sense
- Creativity



PREPARING AN INTERVIEW

BEFORE INTERVIEW



Know Yourself.



Know the Industry.



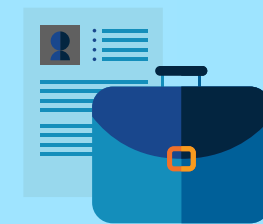
Know the Bank.



Know the Job.



Know the Interviewers.



Create a portfolio of your work, reference letters, awards and relevant materials.



Rehearse interview questions that may be asked with examples or evidence.

INTERVIEW DAY



Dress professionally.



Arrive 15 minutes early.



Switch off your mobile.



Two-way communication.



Be confident, honest and sincere.



Use STARR method to answer questions.



DURING AND AFTER AN INTERVIEW

ANSWER QUESTIONS USING STARR METHOD

Situation



Set the context.

Task



Identify task to be accomplished.

Action



The most detailed part : Action.
Demonstrate.

Result



The most important part : What you achieved.

Reflection



Your reflection on experience. Enhance your response by sharing your learning.

AFTER INTERVIEW



Send a thank you email to show you are a great fit.



Follow up call or email within a week if no feedback.



Send requested materials in a timely manner.



DON'TS IN AN INTERVIEW



No food and drink.



Don't shake your leg.



Don't overdress nor underdress.



Don't use excessive perfume or accessories.



Don't give negative information about your present or ex-employers.



Don't bring a friend or a relative with you.



Don't ask for comments on your performance during the interview.



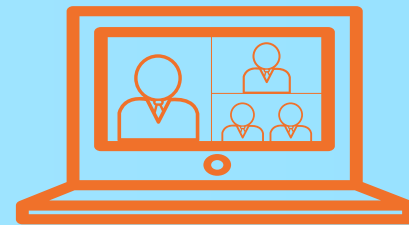
Don't show signs of panic.



INTERVIEW PREPARATION TIPS

VIRTUAL INTERVIEW TIPS

BEFORE INTERVIEW



Test your set up and internet connectivity.



Set the scene and minimise distractions. Keep your background professional.



Charge your electronic device.

DURING INTERVIEW

- Dress as you would for an in-person interview.
- Monitor your body language. Sit up straight, smile, and keep the camera at eye level.
- Pause for a few seconds before answering the questions to avoid delayed connection or overlapping responses.
- Don't read off your screen.
- Speak clearly.

