

BROCHURE 08



01 | INTERVIEW TIPS

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RELATED FAQs

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INTERVIEW TIPS & RELATED FAQs

BROCHURE 08

www.recruitment.gov.bn

INTERVIEW PREPARATION

1. Conduct adequate research on the scope of work for the advertised job vacancies.
1. “Informational Interview” – candidates may refer to the relevant department/ministry in regards to their core business and functions.
1. Check your email and PSC.BN social media daily for latest updates on interview schedule announcements.

PREPARE ORIGINAL DOCUMENTS AND CERTIFICATES

Please ensure to bring along the ORIGINAL and COPY of the following documents on the interview day:

- ✓ smart card/ national Identity Card
- ✓ Driving License
- ✓ Academic Qualification Certificates
- ✓ Skill Certificates
- ✓ Curriculum Vitae (CV) - Kindly download your CV through PSCR 2.0 portal
- ✓ Red Book – For those who served in the Military/armed forces
- ✓ Blue Book- For those who served in RBPF

ON THE INTERVIEW DAY

- **Arrive 30 MINUTES** before your interview time.
- Register at the Interview Counter as per notified in the email invitation and obtain your queue number.
- Please wait for your turn at the designated waiting area.
- If you are late for your interview appointment, kindly contact us through our **WhatsApp helpline +673 7371961** during office hours.

DURING THE INTERVIEW

- Politely greet the interviewers.
- Use the correct identifier such as **Tuan/ Puan**.
- Ask permission before sitting down.
- Observe your body language and etiquette:
 - Sit up straight
 - Hands rested on your thigh and maintain good posture.
- Listen to the questions carefully.
- Answer with confidence and clarity.
- Do not slur or ramble when answering questions.
- Thank the interviewer when you are done with the interview.

AVOID DOING THE FOLLOWING THINGS

- Crossing your legs while sitting.
- Leaning back in the chair with hands raised to the chin.
- Slouching.
- Being rude to the interviewer.

REFERENCE RESOURCES



www.spa.gov.bn

- *Sumber Rujukan / Reference Resources*
- *Arkib (Skim Perkhidmatan) / Archive (Scheme of Service)*
- *Status Permohonan / Application Status*
- *Jadual Ujian / Exam Schedules*
- *Jadual Temu Duga / Interview Schedules*
- *PSCR 2.0*

FREQUENTLY ASKED QUESTIONS

1. How to get references and resources as preparation prior to interview?

Reference resources can be viewed through the PSC website www.spa.gov.bn or the following link <http://bit.ly/SumberRujukanPSC>.

2. How do I request to change interview date?

Please fill in the details and submit the request using the “**Aduan Saya**” module.