

# TOP 10 IN-DEMAND JOBS



1  
Construction  
Worker



2  
Call Center  
Agent



3  
Production  
Worker



4  
Agriculture/  
Agribusiness



5  
Office Clerk



6  
Sales Clerk



7  
Production  
Operator



8  
Computer/  
IT



9  
Manufacturer



10  
Driver

Source: 2021 JobsFit LMI Report: Road to Recovery



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# EMPLOYMENT

# READINESS

# GUIDE VOLUME 1

## Interview Tips for Jobseekers



Department of Labor and Employment  
Bureau of Local Employment

## PREPARATIONS FOR A JOB INTERVIEW

### Before the Interview

#### **Ready your resumé**

Even having sent a copy through email, an extra physical copy is encouraged be brought. One of the essential keys to be employed is your resumé.

#### **Prepare all needed documents**

Similar to preparing for a road trip, essential documents may be forgotten and left behind due to haphazard and last-minute preparations. Early on, be sure to carry with you your resumé, portfolio, and others like a writing pen.

#### **Plan your route**

Interviews are irreplaceable and usually not rescheduled. To avoid getting lost and to arrive on time, plan on your starting point, modes of transportation, and routes leading to the venue. Ask questions to people familiar or use a navigation application or online map.

#### **Research about the Company**

One of the best steps in preparing for an interview is to research on the institution or company where you apply. Research may help you during your interview. With knowledge on the company, questions may be answered appropriately and correctly. Through this, the employer may see you interested with the position.

#### **Prepare your attire**

Choosing attire at an earlier time is recommended. Before resting, make sure to iron and set aside the clothes. The applicant is also encouraged to prepare extra for emergency purposes.

#### **If have been interviewed before, reflect on the outcome**

Whether previous interviews produced good or unlikely results, the applicant may reflect on how it went to become a reference on future interviews.

#### **Review qualifications sought by the employer**

The applicant should review the qualifications sought by the employer, and relate to it personal capabilities and experience.

#### **Rehearse on potential questions**

Even with no idea on the questions to be asked, the applicant is encouraged to study on difficult questions that may pop during the actual interview.

#### **Fix your hair**

Fixing the hair may provide an impression to the employer that the applicant is neat, organized, and dapper.

#### **Sleep early**

Early dozing may provide the applicant ample energy for the interview.

#### **Set your alarm**

To help in rising early to do final preparations, alarms may come handy by the morning.

### During the Interview

#### **Do your morning routine earlier than usual**

Earlier breakfast and other morning routines can give the applicant more time to prepare and travel to the venue.

#### **Keep a clean and fresh self**

A clean and fresh self may up your confidence and composure before the interview.

#### **Eat well**

Eat at a considerable amount for stored energy during the interview

#### **Be punctual**

Arrive at an earlier time than as declared by the employer, which may improve the impression that the applicant is interested for work.

#### **Be respectful**

Even from the reception area, respond politely to people you meet.

#### **Be honest**

Only cite truthful accounts of your experience and background.

#### **Provide simple responses**

Keep your responses simple and concise. Remember to highlight your capabilities and how it can help the company.

#### **Be personable**

Posture a warm and approachable attitude to invite interest of the employer to the applicant.

### After the Interview

#### **Shake hands with the interviewer or slightly bow while expressing gratitude**

Persevere to leave a good mark to the interviewer by shaking hands. Expressing gratitude for the interview is highly encouraged.

#### **Send letter of gratitude to the interviewer**

Sending email thanking the interviewer also creates a good impression.

#### **Follow-up on your interviewer in due time**

In most cases, interview results are released two weeks after. Practice courtesy in following-up your application.